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MISSION WELCOME AND DISTINCTIVE FEATURES OF MIAMI UNIVERSITY

1.1 The Mission of Miami University (MUPIM 1.1)

The mission of Miami University is to preserve, add to, evaluate, and transmit the accumulated knowledge of the centuries; to develop critical thinking, extend the frontiers of knowledge, and serve society; and to provide an environment conducive to effective and inspired teaching and learning, promote professional development of faculty, and encourage scholarly research and creativity of faculty and students.

Miami's primary concern is its students. This concern is reflected in a broad array of efforts to develop the potential of each student. The University endeavors to individualize the educational experience. It provides personal and professional guidance; and, it offers opportunities for its students to achieve understanding and appreciation not only of their own culture but of the cultures of others as well. Selected undergraduate, graduate, and professional programs of quality should be offered with the expectation of students achieving a high level of competence and understanding and developing a personal value system. Since the legislation creating Miami University stated that a leading mission of the University was to promote "good education, virtue, religion, and morality," the University has been striving to emphasize the supreme importance of dealing with problems related to values.

Miami is committed to serve the community, state, and nation. It offers access to higher education, including continuing education, for those who can benefit from it, at a reasonable cost, without regard for race, creed, sex, or age. It educates men and women for responsible, informed citizenship, as well as for meaningful employment. It provides both disciplinary and interdisciplinary approaches to the pursuit of knowledge and to the solving of problems. It sponsors a wide range of cultural and educational activities, which have significance beyond the campus and the local community.

1.2 University Statement Asserting Respect for Human Diversity (MUPIM 1.3)

Miami University is a community dedicated to intellectual engagement. Our campuses consist of students, faculty, and staff from a variety of backgrounds and cultures. By living, working, studying, and teaching, we bring our unique viewpoints and life experiences together for the benefit of all. This inclusive learning environment based upon an atmosphere of mutual respect and positive engagement, invites all campus citizens to explore how they think about knowledge, about themselves, and about how they see themselves in relation to others. Our intellectual and social development and daily educational interactions, whether co-curricular or classroom related, are greatly enriched by our acceptance of one another as members of the Miami University community. Through valuing our own diversity and the diversity of others, we seek to learn from one another, foster a sense of shared experience, and commit to making the University the intellectual home for us all.

We recognize that we must uphold and abide by University policies and procedures protecting individual rights and guiding democratic engagement. Any actions disregarding these policies and procedures, particularly those resulting in discrimination, harassment, or bigoted acts, will be challenged swiftly and collectively.

All who work, live, study, and teach in the Miami community must be committed to these principles of mutual respect and positive engagement that are an integral part of Miami's focus, goals, and mission.

1.3 Values Statement (MUPIM 1.4)

Miami University is a scholarly community whose members believe that a liberal education is grounded in qualities of character as well as of intellect. We respect the dignity of other persons, the rights and property of others, and the right of others to hold and express disparate beliefs. We believe in honesty, integrity, and the importance of moral conduct. We defend the freedom of inquiry that is the heart of learning and combine that freedom with the exercise of judgment and the acceptance of personal responsibility.

General Information

2.1 Human Resources

The Department of Human Resources, located in Room 15, Roudebush Hall, serves as a resource for all of your employment matters at Miami University and can assist you with any questions regarding your employment, benefits or professional development. The hours of operation are:

8:00 a.m. to 5:00 p.m., Monday through Friday during the academic year

7:30 a.m. to 4:30 p.m., Monday through Friday during the summer months

You may visit the Department of Human Resources online at www.muohio.edu/personnel or in person during your regularly scheduled work hours for employment related business; i.e., fill out forms, take tests, review your file, etc. If you need to visit the Department of Human Resources, you must consult with your supervisor(s) to determine a convenient time for you to be away from your duties.

2.2 Employee Notice

In the interest of providing up-to-date information to deal with emergencies, overtime assignments, administration of benefits, etc. employees should immediately notify their Department and the Department of Human Resources, in writing, of any changes in contact information (name, address, telephone number or emergency contact). Employees should also immediately notify the Department of Human Resources, in writing, of any changes in the contact information as well as changes in the employee's marital status and record of immediate family. To add a spouse, domestic partner or a child to your medical/dental insurance Human Resources must be notified within 30 days of the qualifying event (ie. marriage, birth, death, separation, loss of coverage).

2.3 Probationary Period

When you are hired by Miami University, and again upon promotion to a new classified position, you are required to serve a 120-day probationary period.

This probationary period allows you to become familiar with the University and the specific duties of your position. Your supervisor will evaluate and discuss your performance during your probationary period. Your supervisor should complete a probationary performance report of your job performance midway into your probation and again at the end of your probation. The report will be completed by the supervisor and discussed with you, reviewed by the department administrator, and then returned to you for your comment and signature.

Questions regarding probationary periods and probationary performance reports should be directed to the Department of Human Resources, Room 15, Roudebush Hall, 529-3131.

2.4 Promotion and Transfer

To learn about classified position vacancies, visit the Department of Human Resources online at www.muohio.edu/personnel, one of the four (4) Position Vacancy Announcement bulletin boards, or call the Miami University telephone hotline, 529-6400.

Classified Position Vacancy Announcements are posted on four (4) official bulletin boards, located in:

- Roudebush Hall
- Shriver Center
- Mosler Hall on the Hamilton Campus
- Johnston Hall on the Middletown Campus

To access the telephone hotline:

- Dial 529-6400
- Then press number 2 as instructed to listen to a recorded message providing a summary of the positions currently available.

If you are interested in applying for one (1) of the posted positions, you may apply online by following the instructions at www.muohio.edu/personnel or you may visit the Department of Human Resources, Room 15, Roudebush Hall and complete the necessary application form.

Non-tested vacancies are posted/announced for three (3) working days, either from Monday through Wednesday, or from Wednesday through Friday. Tested and AFSCME (bargaining unit employees) vacancies are posted/announced for five (5) working days, Monday through Friday.

Miami University employees and individuals outside the University may apply for these positions as soon as they are posted. All applicants, internal and external, are considered together and the one who is the best match for the position is selected.

2.5 Testing

When you apply for a posted position different in classification from your own:

- You may be required to take a written test administered by the Department of Human Resources.
- If you apply for jobs in more than one (1) classification, you may be required to take more than one (1) test.
- To be considered for a posted SATSS vacancy, you must pass any required test with a score of at least 70%.
- In some instances, you may be required to pass a qualifying test, such as a typing test.
- Taking the test for a particular classification does not mean that you will automatically be considered for all vacancies in that classification.
- You are required to apply for each posted vacancy for which you want to be considered.
- A test score on a written test is valid for one (1) year.

If you would like to try to improve your score and possibly your placement on the eligibility list, you may do so by taking the test again after four (4) months have lapsed, and if the test is scheduled to be given. The typing test may be re-taken after one (1) day.

Further questions regarding testing should be directed to the Department of Human Resources, Room 15, Roudebush Hall, 529-3131.

Note: Applicants who submit proof of honorable discharge or honorable separation from active military service (form DD214) are eligible to receive credit for military service for civil service examinations. The applicant, having received a passing grade on the examination, shall be granted credit of twenty percent of such grade.

2.6 Flexible Schedule Program

Employees are normally expected to work a schedule of 8:00 a.m. to 5:00 p.m., Monday through Friday. However, Miami University encourages supervisors to consider requests for flexible schedules.

2.7 Meal Time

Employees receive a one-hour meal break for every eight (8) hours worked, to be coordinated with your supervisor. Meal breaks are *not paid* time off.

2.8 Break Periods

For every four (4) consecutive work hours worked, you are permitted to take one (1) 15 minute break period scheduled by your supervisor.

- Breaks may not be scheduled immediately before or after a meal period or at the start or end of the day.
- Break periods may not be combined.
- Break periods are *paid* time off.

Please note that there are some positions where breaks are not possible. Your supervisor will notify you of your department's guidelines.

2.9 Absence

If, for health reasons or other unavoidable circumstances, you are unable to report for work as scheduled, you must report the reason for your absence to your supervisor at least 30 minutes prior to your scheduled work time. (Unless a different time is otherwise specified by your supervisor/department.) If you are absent for more than three (3) consecutive days you must contact the Human Resource Department.

For information on the use of sick leave, please refer to section 4.3.

2.10 Weather and University Operations ([MUPIM 16.18](#))

2.10.A Introduction

In cases of extreme weather conditions, the President or his or her designated representative may cancel classes and/or change work schedules for any campus of the University. Notification of official temporary changes in class or work schedules and the campus or campuses for which those changes apply will be posted at www.muohio.edu and broadcast over the following radio stations:

WMOH (1450) WMUB (88.5)
WLW (700) WPFB (105.9)
WPFB (910) WHIO (1290)

These are the only official broadcast sources for information about University operations during extreme weather conditions. Each year a "Weather Emergency" letter is sent out from Human Resources detailing the procedures in case of a weather emergency.

2.10.B Early End to the Work Period Due to Inclement Weather Conditions

When actual or impending road conditions warrant, the President, or his or her designated representative, may give approval for all non-weather emergency staff to leave early. Classified employees who choose to leave early may, with the approval of their supervisors, use available vacation, compensatory time, or personal time; make up the lost time during the current payroll period; or take the time without pay.

2.11 Dress

There is a required uniform for some employees. If your job does not require a specific uniform, the University expects you to employ reasonable standards of appropriate dress.

2.12 Identification (ID) Cards

ID cards will be issued to all University employees. These ID cards must be available upon request while at work. ID cards are issued by the Bursar's Office, 119 CAB, 529-8728. Bursar's office hours are Monday through Friday, 8:00 a.m. to 5:00p.m. during the academic year and 7:30 a.m. to 4:30 p.m. during the summer months.

2.13 Parking

Parking permits are available for a fee at Parking & Transportation Services, 15 Campus Avenue Building. An employee identification card is required to obtain a permit. Your vehicle license plate number is needed to complete the permit application. Staff may park in all designated parking areas on campus except those marked as "Visitor". Handicapped spaces are reserved for those individuals with the proper permits. When parking on campus, you must display a valid parking permit in your vehicle. Parking Services hours are 8:00 a.m. to 6:30 p.m. Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday during the academic year, and 7:30 a.m. to 4:30 p.m. during the summer months. A free permit is available on the Oxford campus that allows parking only in the Ditmer lot. The Ditmer shuttle bus can be used by individuals who choose this Permit.

A copy of the parking regulations is available at the Parking & Transportation Services office and on-line at www.muohio.edu/parking. All violations issued to any vehicle displaying an employee's permit will be charged to the employee. Permits are the property of Miami University and must be surrendered at the termination of employment from Miami University. At no time are students permitted to use a faculty/staff parking permit. Staff are prohibited from using or displaying visitor parking permits and are subject to fines. For questions or additional information, please contact Parking & Transportation Services at 529-8535 during regular business hours, or visit www.muohio.edu/parking.

2.14 Annual Performance Reports

Your supervisor should annually complete a report of your job performance. Either the "Miami University Employee Performance Report" or your department's specific performance appraisal will be completed by the supervisor. Copies of the standard form may be obtained at the Department of Human Resources, Room 15, Roudebush Hall, or online at www.muohio.edu/personnel.

You have the option of completing the self-evaluation summary to list your strengths and accomplishments as well as to help you to set goals and improvement objectives for the coming year. The other half of this summary sheet is to be completed by your supervisor, providing additional narrative about your performance. The annual report will be discussed with you, reviewed by the department administrator, and returned to you for your comment and signature. The performance report is used as a document in determining eligibility for merit increases. You will receive a copy of the completed annual performance report for your files. The original copy of the performance report is kept in your personnel file. Questions regarding performance reports should be directed to the Department of Human Resources, Room 15, Roudebush Hall, 529-3131.

2.15 Workplace Orientation and Welcome Program

The Workplace Orientation and Welcome (W.O.W.) program is designed to provide new employees with the opportunity to learn about Miami University; its mission, organization and facilities, and the opportunities afforded to you as a Miami University staff member.

The W.O.W. program is offered each month, and includes helpful and practical suggestions as well as a picture tour. Each participant receives a binder to use as an organizer and reference manual.

This program is coordinated by the Human Resources Staff Development Department located at the, G.F. Burkhouse Center (west wing of Symmes Hall).

2.16 Classified Personnel Advisory Committee (CPAC)

The Classified Personnel Advisory Committee (CPAC) was formed in 1983 to advise the President, Vice Presidents, and the Department of Human Resources on issues of interest and concern to classified staff and their supervisors. The committee generally meets biweekly during the academic year to discuss suggestions, comments and questions that are presented to the committee members by classified employees or University administrators.

SATSS members are encouraged to communicate issues of concern to CPAC members either by contacting a committee member directly, via the website, or by responding to reply forms attached to CPAC communications. If you wish to serve on the committee, please complete the online application form at www.muohio.edu/cpac. Appointments are made annually in the summer for a three-year term. Please contact the Department of Human Resources, Room 15, Roudebush Hall, 529-3131 for the names of current committee members or for questions concerning the committee, or visit the CPAC website at www.muohio.edu/cpac.

2.17 Voluntary Blood Donor Program

Miami participates in a voluntary blood donor group program for faculty and staff who work at least nine (9) months per year and 20 hours per week. In conjunction with the Community Blood Center, Miami coordinates several on-campus blood drives annually, and credit for the blood donations is applied to Miami University. If you or a covered family member* needs a blood replacement, you can receive that replacement at no cost. For more information contact Benefit Services at 529-3927.

*DEFINITION: **Covered family member** – all employees, who work at least 9 months per year and 20 hours per week, their spouses and dependent children; and the parents, parents-in-law, grandparents, and grandparents-in-law of full-time employees.

2.18 Adult Basic Literacy Program

The Adult Basic Literacy Education Program has programs that encourage adult literacy and can assist with GED preparation. Through this program, adults can learn to read and/or improve reading, writing, and math skills. Many individuals use this program's services to prepare for the high school equivalency exam. Fee waivers and assistance with the cost of the GED exam may be obtained through this program. The Adult Basic Literacy Education Program is conducted and administered through the Adult Learning Center at 5445 College Corner Pike, Oxford, Ohio 45056, (513) 523-4905. Students work at their own pace using materials for their level. Instruction is individualized through one-on-one tutoring and participation in the program is kept confidential. Miami employees have participated in the program as students and/or tutors since 1985. The University has encouraged employees with literacy problems to seek assistance through this program.

2.19 Child Development Center

As a Miami employee, you are entitled to take advantage of programs offered by Mini University, Inc. Operated independently of the University, Mini University offers child care services to Miami faculty, staff, and students.

To learn more about the services offered through Mini University, please contact them at 529-8383, or visit them online at www.childcare.muohio.edu.

2.20 Credit Union

As a Miami employee, you are entitled to take advantage of the many programs offered by the Miami University Community Federal Credit Union. Operated independently of the University, the credit union offers loans, checking and savings accounts, credit cards and various plans to help you manage your financial affairs.

When you begin working at Miami University, you receive a packet outlining various credit union programs. Additional information can be obtained from the Credit Union at 420 Wells Mill Drive, Oxford, OH 45056 or contact them at (513) 529-2739.

2.21 Seniority

Seniority is your uninterrupted Miami University employment service. You begin to earn seniority once you satisfactorily complete your initial 120-day probationary period, with seniority reverting back to your last date of hire as an ongoing employee. Time worked as a temporary employee does not count toward seniority unless an ongoing appointment is made to the same functional title and department.

Although the University has not utilized layoffs in the past, in the event of a layoff, seniority would be considered as a factor in which employees would be laid off.

2.22 Resignation and Exit Interview

When you terminate your employment, you must turn in a written resignation that includes your last day to your supervisor as soon as possible (but not less than two weeks prior to the date you intend to leave so that your position may be filled with the least inconvenience to your department). Supervisor will then forward the original resignation to the Department of Human Resources as soon as possible. The Department of Human Resources will notify you that you are required to complete the appropriate forms in the Department of Human Resources, Room 15, Roudebush Hall, 529-3131. You will be interviewed by a representative of the Benefits Services Office to review your reasons for leaving, finalize information and records, and answer any questions regarding your employment with Miami and University-provided benefits. You are required to return any University owned equipment including your parking tag and employee ID.

General Employment Policies

3.1 Coverage

The policies and procedures detailed in this manual apply to all classified supervisory, administrative and technical support staff.

3.2 Definitions

Ohio law specifies that all Miami University employees are part of the civil service of the state. Ohio law divides the civil service into classified and unclassified employees.

Full-time Employee: A person with a SATSS appointment of 32 hours or greater of at least nine (9) months duration.

Part-time Employee: A person with a SATSS appointment of less than 32 hours of at least nine (9) months duration.

Temporary Employee: A person with an appointment specifying service either part-time or full-time for a period of less than nine (9) months duration, i.e., semester by semester, three (3) months, six (6) months, etc.

Immediate Family: Unless otherwise defined in a policy, immediate family includes the employee's mother, father, brother, sister, biological or adopted child, spouse, domestic partner, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent-in-law, anyone who stood *in loco parentis* to the employee as a child, and other persons for whom the employee is legally responsible.

Domestic Partner: A person of the same sex as the employee who meets the criteria of a domestic partner and is designated by the employee as a domestic partner on an Affidavit of Domestic Partnership. A completed Affidavit of Domestic Partnership must be on file with the Office of Benefit Services in order to use domestic partner benefits.

Retiree: A person who meets either of the following definitions:

- a) An employee who applies for a pension benefit from an Ohio public retirement system (e.g., State Teachers Retirement System [STRS], Ohio Public Employees Retirement System [OPERS]) or a University-sponsored retirement plan (e.g., Alternative Retirement Plan [ARP]) and whose application for that pension benefit has been approved; or
- b) An employee who applies for a disability retirement benefit from an Ohio public retirement system or University-sponsored disability plan and whose application for that benefit has been approved. (Note that individuals receiving a disability retirement benefit from an Ohio public retirement system are deemed to be on a statutory leave of absence during the first five (5) years following the effective date of a disability retirement.

3.3 Equal Opportunity (MUPIM 3.3)

The policy of Miami University shall be that capability and merit are the basic criteria for employment and that capability, merit, and length of service are the basic criteria for promotion for all University academic and nonacademic staff. Equal opportunity shall be assured in hiring, promotion, retention, training, and other personal matters regarding all employees without regard to race, religion, national origin, sex or sexual orientation, pregnancy, age, or disability. Discrimination against any individual for the above reasons is specifically prohibited, except where sex, age, or non-disability is a bone fide occupational qualification. The University shall effect its policy of equal employment opportunity through a positive and continuing affirmative action plan.

3.4 Americans with Disabilities Act (ADA) (MUPIM 3.4)

Miami University does not discriminate against a qualified individual with a disability because of the disability with regard to job application, hiring or discharge of employees, employee compensation, job training, or other terms, conditions, and privileges of employment.

A qualified individual with a disability is one who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. A disabled employee or potential employee who requests reasonable accommodations shall identify the specific job requirement that he or she believes should be modified through reasonable accommodations. Miami University will provide necessary reasonable accommodation if it can do so without undue hardship on the operation of Miami University.

Individuals should direct requests for accommodations to the Office of Disability Resources. Questions and complaints should be directed to the Director of the Office of Equity and Equal Opportunity.

3.5 Religious Accommodations (MUPIM 3.5)

In accordance with Title VII of the Civil Rights Act of 1964, Miami University will reasonably accommodate the religious beliefs, observances, and practices of its employees, e.g., accommodate a religious belief, observance, or practice which conflicts with an employment requirement. Employees must direct requests for reasonable accommodation to appropriate personnel office (Academic Personnel Services [faculty] or the Department of Human Resources). The University will provide reasonable accommodation if it can do so without undue hardship on the conduct of University business. The appropriate personnel office will consult with the employee's department to arrange reasonable accommodation.

3.6 Policy Prohibiting Harassment and Discrimination (MUPIM 3.6)

IMPORTANT NOTE: To be acted on by the University, a written charge of discrimination or harassment must be filed within 300 calendar days of the most recent occurrence of the alleged harassing or discriminatory behavior. A person who believes that he or she has been the victim of harassment or discrimination may proceed directly to the filing of a written charge ([MUPIM Section 3.6.J](#)).

3.6.A Harassment and Discrimination are Prohibited

Respect for human diversity is an essential element of the Miami University community. Miami University strongly opposes and will not tolerate harassment or discrimination on the basis of race, religion, national origin, sex or sexual orientation, pregnancy, age, or disability. This prohibition extends to discrimination in any form and to all forms of harassment, including the creation of an intimidating, hostile, or offensive working, learning, or living environment. Discrimination and harassment are also illegal. This policy is not intended to impair or limit the right of anyone to seek a remedy available under state or federal law. Legal remedies may be pursued outside Miami University by contacting the Equal Employment Opportunity Commission, the Ohio Civil Right Commission, or the United States Department of Education Office for

Civil Rights, or by consulting an attorney at the individual's own expense. Under the law, there are various time limits for filing charges outside the University. Individuals should contact the agencies listed above or an attorney to determine the applicable time limits. This policy may in some respects exceed the requirements of applicable law. However, this policy will not be enforced so as to infringe upon First Amendments rights, including the right to academic freedom.

3.6.B Coverage

This policy prohibits harassment and discrimination by or against all individuals on University property, including University employees and students as well as visitors, contractors, and other third parties. This policy also covers students and employees pursuing University-related work or study away from campus.

3.6.C Romantic and Sexual Relationships in the Instructional and Supervisory Contexts

The University discourages romantic and sexual relationships between supervisor and employee or faculty and student (see "Reporting Romantic and Sexual Relationships in the Instructional and Supervisory Setting"). In the event of an allegation of sexual harassment, the University will carefully scrutinize any defense based on a claim that the relationship was consensual when the facts establish that an academic or employment power differential existed within the relationship.

3.6.D Information and Assistance

Many offices and individuals on Miami's campuses provide general information and assistance regarding harassment and discrimination. Consultation with any office or individual other than those listed in [MUPIM Section 3.6.G](#) will not be considered a report to the University and will not result in any action under this policy.

3.6.E Action

Any individual who believes he or she has been the victim of discrimination or harassment is encouraged to pursue relief under this policy. If, as a result of an investigation of a written charge, the University determines that there is reasonable cause to believe that discrimination or harassment has occurred, the University will take action to provide appropriate relief to the victim. The University will also take appropriate action, up to and including disciplinary action against the perpetrator.

3.6.F Retaliation is Prohibited

It is a violation of this policy and applicable law for a person to be disciplined or otherwise disadvantaged as a result of a good-faith resort to this policy. Any retaliatory action or conduct taken by any individual against a person who has sought relief under this policy is strictly prohibited and will be regarded as a separate and distinct violation of this policy. Examples of retaliatory action include assigning low grades, assigning undesirable teaching schedules, and giving deflated performance evaluations. This protection against retaliation extends to any individual who opposes acts of discrimination or harassment or who testifies, assists, or participates in any manner in an investigation, proceeding, or hearing relative to discrimination or harassment.

3.6.G Reporting Harassment or Discrimination

Any individual who believes he or she is the victim of harassment or discrimination may report the behavior directly to the Office of Equity and Equal Opportunity. Alternatively, the individual may report the behavior to any of the following individuals: a department chair, a dean, an administrative head of office, the Senior Director of Human Resources, the Director of Academic Personnel Services, the Director of Intercollegiate Athletics, or the Executive Director of a regional campus. Any individual designated in the preceding sentence who receives a report or has knowledge of harassment or discrimination must promptly inform the Office of Equity and Equal Opportunity, which will conduct a preliminary assessment of the report. The

report should not be made to the same individual who has committed the behavior believed to be harassment or discrimination. An individual who believes that he or she has been harassed or discriminated against by someone listed in the preceding paragraph should make the report to someone else on the list.

3.6.H Advisors

Any individual who reports harassment or discrimination and any individual against whom such an allegation is made may be accompanied at all stages of the process described in this policy by a friend, family member, or other individual of his or her choice to provide support and assistance.

3.6.I Initial Response to a Report

Upon the receipt of a report of harassment or discrimination, the Office of Equity and Equal Opportunity will make a preliminary assessment of the report. Every effort will be made to handle such reports fairly, impartially, and quickly. The Office of Equity and Equal Opportunity understands that these matters can be extremely sensitive. However, in order for the University to take action where warranted, it will usually be necessary to conduct an investigation. In order to protect both the individual making the report and the individual against whom the report has been made, every effort will be made to handle the matter discreetly. Because information relating to the report will be shared in the course of the investigation on a need-to-know basis only, or as otherwise required by law or under this policy, it is not possible to guarantee complete confidentiality. The Office of Equity and Equal Opportunity may facilitate an informal resolution of the report agreed to by all parties. An informal resolution of the report does not bar the subsequent timely filing of a written charge.

3.6.J Filing a Written Charge of Harassment or Discrimination

To initiate formal resolution procedures, an individual must file a written charge with the Office of Equity and Equal Opportunity within 300 calendar days of the most recent occurrence of the harassing or discriminatory behavior. This charge specifies the incident(s) of harassment and/or discrimination and is signed by the person making the charge. A copy of the charge must be provided to the individual against whom the charge is made.

3.6.K Investigation of a Written Charge

Within fifteen (15) class days of receipt of a written charge, the Office of Equity and Equal Opportunity (OEEO) will conduct its investigation to determine whether there is reasonable cause to believe that harassment or discrimination occurred, including the extent and severity of the violation. At the completion of the investigation, the OEEO will issue a written report of its investigation that includes a finding of reasonable cause or no reasonable cause and related recommendations. A copy of the report will be given to both the charging party and respondent. After the report is issued, both the charging party and the respondent are permitted to review the OEEO's investigation file.

3.6.L Review

If dissatisfied with the report of the Office of Equity and Equal Opportunity, either the charging party or the respondent may request a review by a Harassment/Discrimination Review Panel Committee (the Panel Committee). The request must be made in writing, stating the reasons therefore, to the Office of Equity and Equal Opportunity within ten (10) class days of receipt of the Office of Equity and Equal Opportunity's report. The Harassment/Discrimination Review Panel (the Panel) is appointed annually by the President to serve for the undergraduate and graduate student bodies, the faculty, and the classified and unclassified staff. The Panel Committee will consist of five (5) members selected from the Panel. Each Panel Committee will receive appropriate training on University policies and procedures governing harassment and discrimination. The composition of the Panel Committee will reflect the peers of the parties involved and will depend on the status of those parties:

Parties Involved	Composition of Panel Committee
1. Both are faculty members	All faculty members
2. Both are staff members	All staff members
3. One is a faculty member and one is a staff member	Both faculty and staff members
4. If one is a student and one is a faculty or staff member	Two students and three faculty or staff members
5. If both are students EXCEPT	All students
a. If either student requests that one or two members be a faculty or staff member	One or two faculty or staff members; the rest students
b. If the charge arises out of a graduate assistant's teaching responsibilities	Two students and three faculty members
c. If the charge arises out of a graduate assistant's non-teaching responsibilities	Two student and three staff members

Both charging party and respondent will be presented with the list of names of all appropriate members of the Panel. Each party may disqualify up to three members from service on the Panel Committee. The President or President's designee will select five (5) members from the remaining names and appoint one of the five to serve as Committee Chair. The Panel Committee will be appointed within ten (10) class days of the receipt of the request for review. The Panel Committee will have full access to the Office of Equity and Equal Opportunity's investigation file.

3.6.M Decision of the Panel Committee

Within ten (10) class days of its appointment, the Panel Committee will issue a written report in which a majority of its members concur. In the report, the Panel Committee will do one of the following:

1. affirm or reverse the finding of no reasonable cause;
2. affirm or reverse the finding of reasonable cause;
3. remand the matter to the Office of Equity and Equal Opportunity for additional investigation and a supplementary report based on the additional investigation;
4. affirm or recommend modifying any recommendations made by the Office of Equity and Equal Opportunity; or
5. if the Panel Committee concludes that reasonable cause exists to believe that harassment or discrimination has occurred, it may instruct the Office of Equity and Equal Opportunity to take immediate action to eliminate the harassment or discrimination, No formal disciplinary action against the respondent shall initiated except pursuant to the appropriate disciplinary procedure

3.6.N Disciplinary Action

If there has been a finding of reasonable cause and a recommendation that the respondent be subject to disciplinary action either in the report of the Office of Equity and Equal Opportunity or as a result of a review and report by the Panel Committee, the discipline, if any, to be imposed will be determined according to the procedures described in the Student Conduct Regulations, of the respondent is a student; the Ohio Civil Service Law or a collective bargaining agreement then in effect, whichever is applicable, if the respondent is a member of the classified staff; [Section 13.5 of the MUPIM](#) if the respondent is a member of the unclassified staff; or [Section 8.3 of the MUPIM](#), if the respondent is a member of the instructional staff.

If disciplinary action is initiated, the respondent, the individual or office initiating the disciplinary action, and the hearing body will be entitled to full access to the investigation file of the Office of Equity and Equal Opportunity and the file, if any, of the Panel Committee.

3.6.O Miscellaneous

1. After a timely written charge has been filed, subsequent time limits specified in this policy may be extended by the vice president who has authority in relation to the respondent, or by the President's designee for those respondents under no vice-presidential authority. Notice of the extension will be made in writing and will include the reason for the extension. Copies will be provided to both the charging party and the respondent.
2. It is a violation of this policy to knowingly make a false allegation of harassment or discrimination. However, failure to prove a claim of harassment or discrimination is not equivalent to making a false allegation. It is also a violation of this policy for a respondent or other individual interviewed by the Office of Equity and Equal Opportunity to knowingly make a false statement.

3.7 Grievance Procedure (MUPIM 3.7)

3.7.A General (MUPIM 3.7.A)

By means of the procedures described below, Miami University provides an opportunity for any employee to express a grievance and receive a fair hearing.

A grievance is a request for a particular decision or action, or a request for modification of, or relief from, a decision or action previously taken. An individual who feels a grievance exists is responsible for stating the grounds upon which the request is based.

Most complaints can be resolved through discussion between the staff member and the immediate supervisor. Individuals are encouraged to engage in direct consultation with each other so the problem can be solved through conciliation, if possible. Any retaliation against an employee for having made a complaint is grounds to file a second complaint based on retaliation.

Should such informal procedures not resolve the matter, the formal grievance procedures described below are available.

Every effort shall be made to expedite the processing of a grievance and to render a decision as quickly as possible. Any time limit specified, may be extended by mutual agreement between the respondent, complainant, or the University, unless otherwise stated in the specific grievance procedure.

If the complainant does not take the grievance to the next level within the time specified, the grievance shall be considered resolved. If the respondent does not respond to a grievance within the specified time limits, the grievance may be taken to the next step of the formal grievance procedure.

3.7.B Grievance Procedure (Dispute Resolution)

Employees are encouraged to address any concerns with their immediate supervisor or department head. If you are not comfortable consulting with either of them, you may submit a written grievance to the Senior Director of Human Resources. The grievance must be submitted within thirty (30) days of the event. The

supervisor, department head or the Senior Director of Human Resources will respond to the employee within ten (10) working days of receipt of the grievance. Employees may initiate the procedure at any level of authority, or may advance the issue to the next higher level of authority up to the Senior Director of Human Resources if they are dissatisfied with the University's response to their issue.

The University will attempt to resolve the grievance within thirty (30) days.

3.8 Files on Staff Members (MUPIM 3.8)

3.8.A Information Accurate and Relevant (MUPIM 3.8.A)

Various state and federal laws require certain information be maintained by the University, and sound employment decisions require that the University collect and retain information regarding employment history and performance. No person, office, or agency of the University shall maintain any files or records relating to a staff member's private life or extraprofessional exercise of constitutional rights to expression or association. This policy protects the lawful practice of dissent, protest meetings, demonstrations, petitions, and the like.

3.8.B Inspection (MUPIM 3.8.B)

Any employee (including his or her legal guardian or attorney who presents a signed written authorization) may inspect all documents maintained by Miami of which he or she is the subject. If an individual authorized to inspect personal information requests a copy of any documents that he or she is authorized to inspect, Miami University will provide a copy of the document(s) to the individual.

This section does not provide a right to inspect or have copied confidential information as defined in Section 149.43 of the Ohio Revised Code.

3.8.C Disputes Concerning Information (MUPIM 3.8.C)

If an employee disputes the accuracy, relevance, timeliness, or completeness of personal information that is maintained by Miami University, the individual may request Miami, through the appropriate personnel office, to investigate the current status of the information. Miami University will, within a reasonable time, not to exceed 90 days after receiving the request, make a reasonable investigation to determine whether the disputed information is accurate, relevant, timely, and complete, and will notify the individual of the results of the investigation and of the action that Miami will take with respect to the disputed information. Miami University will delete any information that is proven to be erroneous.

If, after Miami's determination, the individual is not satisfied, the individual may do either of the following: a) include a brief written statement of his or her position on the disputed information, or b) include a written notation that the individual protests and that the information is inaccurate, irrelevant, outdated, or incomplete.

Miami University shall include the statement or notation of dispute in any subsequent transfer or dissemination of the disputed information and may include with the statement or notation of dispute a statement by Miami University that it has reasonable grounds to believe that the dispute is frivolous or irrelevant and the reasons for its belief.

3.8.D Disciplinary Action (MUPIM 3.8.D)

Any employee who initiates or otherwise contributes to any disciplinary or other punitive action against any individual who brings to the attention of appropriate authorities, press, or public, evidence of unauthorized use of personal information shall be subject to disciplinary action including written reprimand, suspension,

or dismissal. It is not an unauthorized use of personal information to comply with the Ohio Public Records Act.

3.9 Conflicts of Interest/Commitment (MUPIM 3.12)

3.9.A General (MUPIM 3.12.A)

Ohio Ethics Law-All faculty and staff members are subject to Section 2921.42 (*Having an Unlawful Interest in a Public Contract*) and Section 2921.43 (*Soliciting or Receiving Improper Compensation*) of the Ohio Revised Code. All staff are subject to the Ohio revised Code, Chapter 102 (*Ethics*), and faculty are subject to Section 102.04 (C). A summary of Ohio's Ethics Laws can be found in the ethics materials provided to new employees and the pamphlet, *Ethics is Everybody's Business*, published by the Ohio Ethics Commission (www.ethics.ohio.gov). Violations of Ohio's Ethics Law carry criminal penalties.

Conflict of Commitment-With the acceptance of a full-time appointment at Miami University, an individual makes a commitment to the University that is understood to be full-time in the most inclusive sense. Every faculty and staff member is expected to accord the University his or her primary professional commitment, and to arrange outside obligations, financial interests, and activities so as not to conflict or interfere with this overriding commitment to the University.

At the same time, no one benefits from undue interference with the legitimate external activities of faculty or staff who fulfill their primary full-time duties-teaching at the University, conducting scholarly research under its sponsorship, and meeting the other obligations to students and colleagues that faculty must share, and performing administrative duties. Indeed, the involvement of faculty or staff members in outside professional activities, both public and private, often serves not only the participants but the University as well.

3.9.B Miami University Statement on Conflicts of Interest (MUPIM 3.12.B)

The close relationship Miami has with the community along with the growth of sponsored research, consulting contracts, staff involvement in the management of private businesses, and similar developments in recent years has increased the complexity of the relationships between the University, government, and industry. One of the consequences has been an increase in the potential for conflicts of interest between the University obligations a faculty or staff member has and the obligations he or she may assume in extramural activities involving sponsored research, private business ventures, consulting, etc.

It has been long recognized that the only truly effective safeguard against a conflict-of-interest situation is the integrity of the faculty and staff. A codification of the complex ethical questions involved, even if possible, would be unduly restrictive. At the same time, even the most alert and conscientious individual may at times be in doubt concerning the priority of certain actions or relationships. Whenever such doubt arises, the University expects the individual involved to consult with the Associate Provost for Research and Dean of the Graduate School, the Associate Vice President for Finance and Business Services, or the Office of the General Counsel before making a decision.

Because of the importance of avoiding conflicts of interest and other ethical problems, the following summary of pertinent statutes is being made available. The summary should not be relied upon as the basis for answering a specific ethics question or determining a course of conduct in a specific situation. The summary is intended only to give all employees a basic understanding of the circumstances under which ethical problems may arise. Once the employee becomes aware of an ethical issue, he or she should look into the matter in greater detail.

There are two portions of the Ohio Revised Code that are directly applicable to University employees. The first of these chapters is Chapter 102 (*Ethics*); the second one is Section 2921.42 (*Having an unlawful Interest in a Public Contract*) and Section 2921.42 (*Soliciting or Receiving Improper Compensation*), which are part of the criminal code. Any interpretation of these statutes also may require consulting with the Ohio Ethics Commission or the employee's own attorney, in addition to appropriate individuals at the University. Such consultation should, of course, occur before, not after, the taking of any action that might raise ethical issues.

Ohio's Ethics Law recognizes that faculty and staff may be in a position to make or influence decisions that directly affect their personal interests. The guiding principle of the Ohio's Ethics Law is to prevent a public employee, including faculty and staff members, from participating in matters that involve the public employee's own financial interest or those of his family or business associates.

The specific sections of the Ohio Revised Code that are likely to affect Miami University employees are:

1. Misuse of Confidential Information-Section 102.03(B) prohibits public University employees from disclosing confidential information acquired during employment.
2. Misuse of Official Position-Sections 102.03(D), (E), and (F) prohibit the giving, receiving, or soliciting of anything of value that would "manifest a substantial and improper influence" upon a public University employee with respect to his or her duties.
3. Sales of Goods and Services-Section 102.04(B) prohibits public University employees from selling or agreeing to sell, except through competitive bidding, goods or services to the University, general Assembly, or any agency or institution of the state, excluding the courts. Again, there is a provision for exemption from the prohibition in some circumstances if the public employee files a disclosure statement, copies of which may be obtained from the Ohio Ethics Commission.
4. Soliciting or Receiving Improper Compensation-Section 2921.43(A) prohibits employees from receiving or agreeing to receive compensation in addition to that paid by the institution for the performance of his or her duties. Section 102.01(C) prohibits employees from receiving or agreeing to receive, directly or indirectly, compensation other than from the University for any "service rendered or to be rendered" in any "case, proceeding, application or other matter" that is before the General Assembly or any state institution or agency, excluding the courts. This provision may have an impact upon, among others, faculty members who receive compensation for certain types of consulting work, particularly giving testimony before state agencies. The law does not provide mechanisms that may permit this type of activity in some circumstances, but it requires the filing of a disclosure statement, copies of which may be obtained from the Ohio Ethics Commission.
5. Unlawful Interest in a Contract
 - Sections 2921.42(A)(1) and (2) prohibit a public University employee from authorizing or employing the authority or influence of his or her employment to secure any public contract or public investment in which the employee, a member of the employee's family, or any of the employee's business associates, has an interest.
 - Section 2921.42(A)(3) prohibits a public University employee from participating for profit in the prosecution of a public contract authorized by him or her as a public employee.
 - Sections 2921.42(A)(4) and (5) prohibit public University employees from having any interest in a contract entered into by the University; or having an interest in any contract with any other state

agency or institution which is not let by competitive bidding and which involves more than \$150.00. There are exceptions to these prohibitions, which are quite detailed. For further assistance, the Ohio Ethics Commission should be contacted.

3.9.C Areas of Potential Conflict of Interest/Commitment (MUPIM 3.12.C)

The areas of potential conflict may be divided into two broad categories. The first relates to conventional conflicts of interest-situations in which faculty and staff members may have the opportunity to influence the University's business decisions in ways that could lead to personal gain or give improper advantage to their associates. The second is concerned with conflicts of commitment-situations in which member's external activities, often valuable in themselves, interfere or appear to interfere with their paramount obligations to students, colleagues, and the University. Teachers and scholars are given great freedom in scheduling their activities with the understanding that their external activities will enhance the quality of their direct contributions to the University. Section 3.12.F offers examples of activities and situations that may or may not give rise to potential conflicts of interest or conflict of commitment. It has been, and continues to be, assumed that all faculty and staff members will be alert to the possible effects of outside activities on the objectivity of their decisions, their obligations to the University, and the University's responsibilities to others.

3.9.D Informal Resolution (MUPIM 3.12.D)

It is assumed that minor questions will still be resolved primarily through individual discretion or informal administrative action. It is also recognized that adequate protection for the University will frequently be derived through the traditional academic practices of scholarly publication and public disclosure of author and sponsor. Whenever members have any doubts about whether an activity may involve a conflict of interest or conflict of commitment, they are expected to consult with the Associate Provost for Research and Dean of the Graduate School, the Associate Vice President for Finance and Business Services, or the Office of the General Counsel.

3.10 Political Activity

Prior to engaging in any political activity, SATSS employees must contact the Senior Director of HR and familiarize themselves with Ohio Administrative Code 123:1-46-02 Political Activities of Employees in Classified Service.

3.11 Employment of Members of the Same Family (MUPIM 3.15)

Miami University imposes no restrictions on the concurrent employment of members of the same immediate family, except the following:

- A. 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 senior administrator of the division in which the person is employed. If the individual is an immediate family member of the senior administrator of the division, the agreement is subject to the approval of the appropriate Vice President or the President, as applicable. Supervision includes the awarding of any benefits (e.g., promotion, retention, salary, leaves of absence, etc.).
- B. 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.

- C. Each immediate family member must conduct himself or herself in accordance with all applicable state ethics laws and University ethics policies (See “Conflicts of Interest” in the Miami University Policy and Information Manual).
- D. Specifically, immediate family members may not:
1. Participate in searches or initial appointment decisions if an immediate family member is a candidate for the position.
 2. 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 co-authors on research or scholarly papers may provide factual information on the nature of the co-authorship and contributions of each for evaluation, promotion and/or tenure purposes).

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.

3.12 Reporting Romantic and Sexual relationships in the Instructional and Supervisory Setting **(MUPIM 3.16)**

Faculty members and graduate students are prohibited from exercising academic supervision over a person with whom they have a romantic or sexual relationship. (“Academic Supervision” is defined as assigning grades, sitting on thesis or dissertation committee, or otherwise exercising decision-making power that affects the student’s academic record, academic benefits, or progress towards graduation.) Supervisors are prohibited from having supervisory responsibility over persons with whom they have a romantic or sexual relationship. (“Supervisory responsibility” is defined as any relationship wherein one person has the power or authority to alter or influence the responsibilities, duties, terms and/or conditions of employment of another. Those with “supervisory responsibility,” as used in this policy, are not limited to direct or first-line supervisors.) A faculty member, graduate student, or supervisor who has a romantic or sexual relationship with a person over whom he or she has academic or other supervisory responsibility must notify his or her immediate superior of the relationship. The faculty member, graduate student, or supervisor must be removed immediately from all decision-making processes and supervisory roles concerning the person with whom he or she has the relationship. The University requires the resolution of all conflicts of interest created by the relationship.

Failure to report the relationship, cooperate in the transfer of supervisory responsibility, and resolve all conflicts of interest are grounds for discipline, up to and including termination, under appropriate University policies.

3.13 Retirement (MUPIM 3.17)

Miami University has no mandatory retirement age. A written notice is requested in case of service retirement. In order to assure an orderly transition, it is requested that at least ninety (90) days written notice be given to the appropriate personnel office.

3.14 Drug-Free Workplace Policy (MUPIM 3.18)

3.14.A Purpose

Miami University is dedicated to providing a safe, healthy and efficient workplace for its employees and for the entire University community. Therefore, Miami University recognizes that one of its most important obligations to its employees and students is to maintain a completely alcohol-and drug-free workplace.

3.14.B Policy

1. The illegal use of drugs or alcohol in the workplace or on University property or as part of any University activity is strictly prohibited.
2. Employees may not be under the influence of drugs or alcohol in the workplace.
3. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on University property or as part of any University activity is strictly prohibited.
4. Students and employees must notify Miami University of any criminal drug statute conviction for a violation occurring on University property no later than five (5) days after such conviction.
5. Any student who violates any portion of this policy will be subject to disciplinary action, including suspension or dismissal, under the *Code of Student Conduct*. Any employee who violates any portion of this policy will be subject to disciplinary action, including suspension or dismissal under the appropriate disciplinary procedures.
6. The University reserves the right to include completion of an appropriate rehabilitation program as a disciplinary sanction.
7. For a description of applicable legal sanctions under local, state, or federal law for the unlawful, possession, use or distribution of illicit drugs and alcohol, the health risks associated with the use of illicit drugs and the abuse of alcohol, or a description of drug and alcohol counseling, treatment, rehabilitation or reentry programs that are available to employees, please consult Miami's annual publication, *Your Right to Know*.

3.15 Drug Testing (MUPIM 3.19)

3.15.A Definitions

1. "Applicant" shall mean any person applying for matriculation or employment in any position at Miami University.
2. "Controlled Substance" shall mean drugs forbidden or regulated under federal or state law or local ordinance.
3. "Drug Test" shall mean any blood, saliva, breath, hair, urinalysis, or chemical test conducted for the purpose of detecting the presence of a controlled substance in an individual.

4. “Employee” shall mean any person rendering service for compensation to Miami University in any capacity.
5. “Student” shall mean any matriculated student on any campus of Miami University.

3.15.B Prohibition

No drug test shall be performed at, by, or on behalf of Miami University upon any applicant, student or employee as precondition of admission, matriculation, loans, financial aid, or employment, or as a condition for continuing enrollment, employment, or enjoyment of any right or benefit that it is in the power of Miami University or its various divisions, departments, officials, or others under the authority of the Trustees to confer.

3.15.C Exemptions

This regulation shall not apply to tests for drug impairment of operators of motor vehicles on University-controlled streets, if conducted by police authorities operating within the scope of ordinary and regular enforcement of the laws prohibiting operating motor vehicles while intoxicated.

This regulation shall not apply to any University employee whose job function is such that the use of intoxicants (including but not limited to ethyl alcohol and other controlled substances) would directly and immediately endanger the public safety, and where reasonable suspicion exists that such employee is impaired by the use of an intoxicant while on the job, for instance:

- armed police officers operating outside of the offices of Miami University Police, or armed or unarmed personnel in these offices who are serving as dispatchers or in other non-clerical jobs where alertness is crucial for public safety;
- pilots or helicopter operators;
- air traffic controllers;
- lifeguards.

3.15.D Notes

People serving in any of the listed job classifications may be tested as provided above even if they hold other statuses in the University (e.g., student or member of the faculty).

An athletic grant-in-aid and/or membership on any University sports team is a “benefit” that falls under this regulation.

Nothing in this policy shall be construed to prohibit the National Collegiate Athletic Association or other private groups from conducting drug tests for controlled substances (including steroids and other performance-enhancing drugs), provided that the test be:

1. lawful and constitutional;
2. conducted off University property or on University property used in accordance with all regulations affecting outside groups invited to campus or allowed to use University facilities;
3. conducted in such a manner as not to interfere with students’ academic studies (including regular class attendance), or with any normal operation of the University;
4. without cost to Miami University, including cost to the University in terms of significant investment of time by any University employee (e.g., providing a roster of players is permitted; using University staff on University time as “Urine Donor Validators” is not permitted).

3.16 Disruptive Behavior and the 1219 Procedure (MUPIM 3.20)

Ohio House Bill 1219 provides for possible suspension from University employment upon arrest and for termination of University employment upon conviction of any of the criminal offenses enumerated in Section 3345.23(D) of the Ohio Revised Code.

3.17 Grounds for Discipline

Employees may be disciplined for just and proper cause to include incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, failure of good behavior, any other acts of misfeasance, malfeasance, or nonfeasance in office, or conviction of a felony.

Examples of disciplinary actions include but are not limited to: reprimand, suspension without pay, and dismissal. The appropriate action in each individual case will be selected based upon the relevant facts, history, and/or circumstances. Disciplinary actions will depend upon the relevant facts, history, and/or circumstances.

3.18 Disciplinary Process

Before a non-probationary employee is suspended, demoted or dismissed, he/she shall be entitled to a hearing before an administrative hearing officer appointed by the Senior Director of Human Resources. The employee will be advised of his/her right to such hearing at the time he/she is presented with the written charge(s) setting forth the allegations which could result in suspension, demotion or dismissal. Such charges may be for a series of events or for a single event. Written notice of the proposed discipline shall include information in sufficient detail to disclose the reasons for the proposed discipline.

The pre-disciplinary administrative hearing will be scheduled no sooner than seven (7) working days from the receipt of this letter and the hearing officer will render his/her recommendation(s) to the Senior Director of Human Resources within seven (7) working days of the hearing. In the event of proposed termination the final decision will be made by the Senior Director of Human Resources.

While most employees choose to present their own case in a pre-disciplinary hearing, employees may bring an advisor of their choice to the hearing. If the employee chooses to bring an advisor to the hearing, notice must be given to the Hearing Officer at least twenty four (24) hours prior to the hearing.

An employee may waive his/her right to a pre-disciplinary administrative hearing by signing a written waiver any time prior to the scheduled hearing. If the hearing is waived, disciplinary action may be taken by the University.

Failure to appear at the scheduled pre-disciplinary administrative hearing will automatically waive the right to such hearing. In such event, disciplinary action may be taken by the University.

Whether or not a pre-disciplinary hearing is conducted, any employee who is suspended, demoted, or dismissed, shall be notified, in writing, of such action. Such written notice shall be mailed the employee's campus address. Disciplinary actions may be appealed to the State Personnel board of Review only as provided by Ohio Revised Code Section 124.34.

3.19 Public Records Policy (MUIPIM 3.9)

In order to facilitate prompt compliance with the Ohio Public Records Act (Ohio Revised Code 149.43), all persons seeking to inspect or obtain copies of University records are expected to comply with the policy. This policy does not apply to the use of records for official University business by authorized individuals or to persons who desire to inspect or obtain copies of their own records.

Requests to inspect or copy public records may be made in person, by telephone, or in writing to the Office of General Counsel or the News and Public Information Office. Requests received by University offices other than the Office of General Counsel or the News and Public Information Office should be reported promptly to the Office of General Counsel.

It is the responsibility of the requestor of public records to identify with clarity the records that are sought. The University is under no duty to seek out and retrieve records that contain specific information that is of interest to a requestor. It is not appropriate to ask the University to search for records containing selected information. For example, a request for any and all records containing any reference to a particular person or subject is overly broad and inappropriate.

Miami is under no obligation to create a record that contains the information requested if it does not already exist.

Inspection is permitted during regular University business hours. However not all records are available for inspection upon demand. Records must often be reviewed and non-public information redacted before inspection can be permitted. Records will be made available for inspection within a reasonable period of time following the request. The amount of time will depend upon the number of records requested, the location of the records, the medium in which the records are stored, the need for legal review, and the need to redact non-public information.

The University will provide copies of records at cost. However not all records are available for copying upon demand. Records must often be reviewed and non-public information redacted before copying will be permitted. Copies will be provided within a reasonable period of time following the request. The amount of time will depend upon the number of records requested, the location of the records, the medium in which the records are stored, the need for legal review, and the need to redact non-public information. Costs must be paid in advance before copies will be provided.

When a public records request is made to examine a personnel file, the employee, to the extent practicable, will be notified that his or her records have been requested and, if known, the name of the individual making the request.

3.20 Reporting and Addressing Concerns of Misconduct (MUPIM 3.21)

3.20.A General

Miami University is committed to conducting its affairs ethically and in accordance with federal and state laws and regulations, as well as University policy. Each member of the faculty and staff shares in this responsibility.

The University is committed to preventing and correcting violations of law and University policy. These violations most often result from lack of information, inadvertence, or mistake. On rare occasions violations are the result of deliberate misconduct. Illegal, unethical or otherwise inappropriate behavior in violation of Miami University's policies is not acceptable.

This procedure has been developed to provide a process for good-faith reporting of violations of law or regulations or otherwise inappropriate behavior in violation of Miami University's policies.

3.20.B Internal Reporting

Employees and students are expected to report good-faith concerns about illegal, unethical or otherwise inappropriate behavior in violation of Miami University's policies. Employees are encouraged to report their concerns immediately to their supervisor, the central office responsible for addressing these concerns (see chart below), the appropriate vice president, or the University President. Students are encouraged to report their concerns to the Dean of Students, Vice President for Student Affairs, the central office responsible for addressing these concerns (see chart below) or the President.

3.20.C Anonymous Reporting

Persons who do not feel comfortable making an internal report may make an anonymous report to the University's confidential reporting agent, EthicsPoint, by calling the toll-free **HOTLINE (1-866-294-9544)** or in writing at **www.EthicsPoint.com**. Hotline calls are not recorded. EthicsPoint® System is maintained on a secure third-party server and IP addresses are stripped from Internet-based communications to ensure that anonymity is maintained.

3.20.D Investigation and Resolution

All employees and students are expected to cooperate truthfully in the University's investigation of reports. Appropriate University officials will promptly address all concerns reported in good faith (See chart below). All investigations will be conducted in accordance with the law and applicable University policy.

3.20.E Retaliation Prohibited

The University will use its best efforts to protect those who, in good faith, report suspected illegal, unethical or otherwise inappropriate behavior in violation of Miami policies. No employee will suffer adverse employment action (retaliation) as a result of any of the following:

1. Disclosure or reporting of suspected illegal, unethical or otherwise inappropriate behavior in violation of Miami policies; or
2. Refusal to violate or assist in violating an applicable federal or state law or regulation; or
3. Refusal to work or cause others to work in conditions that would unreasonably threaten the health or safety of the employee or others.

Any employee who believes he or she has been retaliated against in violation of this policy may file a written complaint with the *Office of the President*. Following an investigation by the *Office of the President*, a written report of the investigative findings will be made by the *President or the President's designated investigator*. The report shall be provided to the complaining party and the Chair of the Board of Trustees' Finance and Audit Committee. If the report finds that the complainant has been retaliated against, the report will include any appropriate relief for the complainant. Appropriate disciplinary action, up to and including dismissal, will be taken against any individual who retaliates in violation of this policy.

3.20.F Reporting Concerns

If, after reviewing this table, you are not sure where to report a concern please contact the Office of General Counsel, the Director of Internal Audit and Consulting Services, or the EthicsPoint toll-free **HOTLINE (1-866-294-9544)** or contact EthicsPoint in writing at www.EthicsPoint.com.

Accounting & Financial Misconduct (including Falsification of Contracts, Reports or Records, Fraud, Improper Disclosure of Financial Records, Theft, Waste, Abuse or Misuse of University Resources, and Mishandling of Donor Funds)	Director of Internal Audit and Consulting Services (529-8031) or Controller (529-6110)
Athletic Misconduct (including NCAA Violations, Gambling, Improper Giving of Gifts, Recruiting Misconduct, Misuse of Assets, Players or Endorsements, Recruiting Misconduct, Financial Aid Misconduct, Sexual Misconduct, and Substance Abuse)	Assistant Athletic Director –Compliance (529-6627)
Financial Aid Misconduct (including Fraud and Regulatory Compliance)	Director of Student Financial Assistance (529-8555)
Harassment and Discrimination	Director of Equity and Equal Opportunity (529-7157)
Personnel Misconduct (including Nepotism, Threats, Time Abuse , and Employee Benefit Abuses)	Director of Academic Personnel Services (529-6724) or Senior Director of Human Resources (529-3131)
Research Misconduct (including Conflict of Interest, Environmental & Safety Matters, Fraud, Misappropriation of Intellectual Property, Inappropriate Use of Humans or Animals in Research, and Grant Misconduct or Misappropriation)	Research Compliance Officer (529-3734)
Risk and Safety Matters (including Environmental health and Safety, Sabotage or Vandalism, and Unsafe Working Conditions)	Environmental Health & Safety Office (529-2829)
Information Technology Matters (including Data Privacy and Integrity, Inappropriate Use of Technology, Misuse of Resources, and Intellectual property Infringement)	Information Security Office (529-5322)
Unethical Conduct (including Violation of Conflict of Interest/Commitment, Illegal Interest in a Contract, Improper Giving or Receiving of Gifts)	General Counsel (529-6734)

In addition to the University’s procedure, the State of Ohio, Office of the Inspector General is authorized to receive and investigate complaints of alleged wrongful acts or omissions by state officers or employees.

COMPENSATION AND BENEFITS

4.1 Wages

4.1.A Direct Deposit

Direct deposit is mandatory for all employees. The Department of Human Resources is required to get the necessary information to ensure that your direct deposit starts as soon as possible.

4.1.B Payroll Deductions

There are certain deductions that Miami must withhold from your biweekly paycheck. These deductions may include **federal and state income taxes, local earnings taxes, Medicare tax**, and contributions for the Ohio Public Employees Retirement System (OPERS) or your elected Alternative Retirement Program (ARP).

4.1.C Pay Periods

As a classified employee, you are paid on a biweekly schedule, which begins on Saturday and ends on Friday, 14 days later. You will receive a pay advice, when you are in active pay status during a biweekly payroll period, every other Friday, one week after the pay period ends.

4.1.D Classification and Pay Broadbanding Program

Miami uses a broadbanding classification and pay program for classified staff. Currently, there are over 100 functional titles with corresponding job descriptions. These job descriptions are specific to Miami University but are generic in nature. The intent of the generic job description is to provide a representative summary of the types of duties and responsibilities normally assigned to a position with that particular title. However, it is not to be construed as a declaration of the specific duties and responsibilities of any particular position, or inclusive in nature.

4.1.E Kronos Time and Attendance System

As a classified hourly employee, you are required to accurately record the hours you work using the Kronos automated time-entry system. Excessive editing of your records may result in the removal of your editing privileges and disciplinary action. This system is available via the Web, or at badge reader locations in your building. For more information regarding this system, please contact your supervisor or the Payroll Office.

4.1.F Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be asked to work overtime. All overtime work must receive your supervisor's prior authorization. Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

You must work for 40 hours in one work week to qualify for overtime pay.

You will be compensated 1.5 times your regular hourly rate for each hour worked in excess of 40 hours.

Holidays worked will be compensated for the hours worked at 1.5 times your regular hourly rate in addition to receiving your regular holiday pay.

4.1.G Compensatory Time

As an employee you may elect to receive compensatory (comp) time in place of overtime pay. Compensatory time is calculated at 1.5 hours for every hour of overtime and cannot be used during the same week in which it is earned. The first week of the pay period may be used during the second week of the pay period. You may accumulate up to 240 hours of comp time after the maximum of 240 hours is accumulated, any overtime must be taken as pay. Any comp time not used at the time of retirement or termination will be paid out to the employee.

You must make arrangements with your supervisor to schedule the use of comp time. Comp time earned on a holiday may be used during the week in which the holiday falls.

4.1.H Pay Increases

Upon the approval of Miami's Board of Trustees, general pay increases may be awarded to SATSS employees effective the beginning of the pay period that includes July 1. Employees may be entitled to receive the total increase as described in the following guidelines:

General increases may be awarded to all employees in the SATSS group who have given satisfactory performance.

Employees with documented unsatisfactory performance reports may not receive the general pay increase, at the request of their supervisor, and with the approval of the Department of Human Resources.

4.1.I Job Enrichment

The job enrichment programs for classified staff were implemented in the early 1990s to encourage employee development through training and practical experience. A Miami University classified employee with satisfactory job performance may participate in the job enrichment program provided through the following departments:

- Housing, Dining, and Guest Services
- Physical Facilities Department
- Miami University Police Department as a [classified staff] police officer
- Department of Human Resources; all classified staff who are not employed in Housing, Dining, and Guest Services; Physical Facilities Department; or who are not a classified staff police officer, may participate in this program.

Through the job enrichment programs provided by the University, classified staff may be eligible for job enrichment merit awards (lump-sum payments and promotion-in-place awards) upon successful completion of the following:

- job-related workshops and seminars
- job-related academic courses
- years-of-service longevity
- ad hoc assignments

Details of the job enrichment programs are available for review. To receive a copy of the job enrichment information, or to further discuss the job enrichment programs, please contact the Department of Human Resources, 15 Roudebush Hall, 529-3131.

4.1.J Training and Development Fund

The University offers this program administered by the Department of Human Resources to assist departments in providing work-related training and education opportunities for their classified support staff. The fund is available to provide grants for on-campus training and education and development events and, within stated limits, matching dollars for departments wishing to send staff members off campus for workshops, classes and seminars. For additional information, please contact the Department of Human Resources, Room 15, Roudebush Hall; 529-3131.

4.1.K Miami University Service Supplement (Longevity Pay)

In recognition of long-term service, a SATSS employee will become eligible to receive the annual pay Service Supplement upon completion of ten (10) or more years of Miami service by December 1. The amount of the supplement is determined annually and must be approved by the Board of Trustees. The Service Supplement is paid to eligible employees in a lump sum during the month of December.

4.2 Benefits Eligibility

Eligibility requirements for University-provided benefits:

You are eligible for University-provided benefits if your work assignment involves at least 32 hours per week and at least nine (9) months per year.

4.3 Sick Leave (MUPIM 4.5)

4.3.A Definition

Sick leave is the authorized absence of an employee from regular duties because of illness, injury, pregnancy, exposure to contagious disease, family health situations requiring attendance of the employee, health care appointments, and death in the immediate family. Immediate family members include the employee's mother, father, brother, sister, biological or adopted child, stepchild, spouse, domestic partner, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent-in-law, anyone who stood *in loco parentis* to the employee as a child, and other persons for whom the employee is legally responsible. A completed Affidavit of Domestic Partnership must be on file with the Department of Human Resources to use sick leave for the care of a domestic partner or qualifying relative of the domestic partner.

4.3.B Notes

The appropriate personnel units shall be responsible for the establishment of accrued sick leave balances for employees and for the maintenance of sick leave records.

- You begin to earn sick leave immediately upon employment with Miami University.
- You earn 4.6 sick-leave hours for every 80 hours for which you work.
- Your sick-leave hours are reported on your pay advice, and are also available for you to view on your Kronos accruals report.
- You may use sick leave for the following reasons:
 - Your own personal illness or the illness of an immediate family member. (See sec 3.2)
 - Death of an immediate family member (up to five days).
 - Doctor appointments for yourself or an immediate family member.
 - When you have been exposed to a contagious disease and your presence at work would jeopardize the health of others.
 - Pregnancy, childbirth, or related conditions.
- Sick leave is used in increments of quarter hours.
- If you are absent for more than three (3) consecutive days you must contact the Human Resource Department.

4.3.C Transfer/Cash Out of Sick Leave

An administrative or instructional staff member with ten (10) or more years of Ohio public service shall upon retirement from active service be paid in cash for one-fourth of the value of earned but unused sick-leave credit to a maximum of thirty (30) days. Such payment shall be based upon the employee's rate of pay at the time of retirement. Payment for sick leave on this basis shall be considered to eliminate all sick-leave credit accrued by the employee at that time. Such payment shall be made only once to any employee and will be paid within ninety (90) days of retirement. In order to be eligible for the sick leave payoff, the employee must, at the time of separation, be eligible for retirement benefits as determined by the applicable retirement system.

If an employee transfers to or from another agency of the State of Ohio, unused accumulated sick leave entitlement shall transfer to the new unit. The unit of origin must furnish the receiving unit with written evidence of the employee's entitlement to sick leave. The previously accumulated sick leave of an employee who has been separated from Ohio public service shall be credited to that employee upon reemployment in the Ohio public service, provided that such reemployment takes place within ten (10) years of the date on which the employee was last terminated from public service.

4.3.D Attendance Bonus Program

Effective December 1, 2006, benefit eligible employees, who are employed in a benefit eligible SATSS position and in active pay status during the entire specified timeframes listed below, will participate in a trial attendance bonus program. The attendance bonus program is a trial program for 2006, 2007 and 2008 and will be reevaluated for continuation beyond 2008.

Benefit eligible employees who use twenty four (24) hours or less of non-FMLA sick leave in a one (1) year time frame starting December 1, and ending November 30, shall receive either a paid day during the December shut down, \$100 on a MULAA account, or a choice of one other alternative that may be added.

Benefit eligible employees who use twenty four (24) hours or less of non-FMLA sick leave in a one (1) year time frame starting December 1, and ending November 30, for two (2) consecutive years, shall receive a paid day during the December shut down, and either \$100 on a MULAA account, or a choice of one other alternative that may be added.

4.4 Family and Medical Leave (MUPIM 4.7)

4.4.A Eligibility

1. In accordance with federal law, employees are eligible for family and medical leave (FMLA) after twelve (12) months of employment and provided the employee has performed at least 1250 hours of work during the previous 12-month period. (Full-time faculty are deemed to meet the 1250-hour requirement.) All eligible employees are entitled to a total of twelve (12) workweeks of leave during the 12-month period of July 1 through June 30 for one or more of the following reasons:
 - the birth of a child and to care for the newborn (Reason 1);
 - the placement of a child with the employee for adoption or foster care (Reason 2);
 - to care for the employee's spouse or domestic partner, parent, child (defined as "a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*), or the child of the domestic partner with a serious health condition (Reason 3); and
 - a serious health condition that makes the employee unable to perform the essential functions of his or her position (Reason 4).

4.4.B Notice and Approval

The employee must provide the appropriate personnel office with a minimum of thirty (30) calendar days advance notice before the date the leave is to begin. Employees should contact the appropriate personnel office for more detailed information and to arrange family and medical leave, including parental leave. The Department of Human Resources can assist employees and their supervisors in arranging suitable coverage of the employees' responsibilities while on leave. Employees are required to complete the forms and return them to the appropriate personnel office for approval of leave within a minimum of thirty (30) calendar days advance notice before the date the leave is to begin. However, if the date of the birth, placement of the child, or serious health condition of the employee or family member requires leave to begin in less than thirty (30) days, the employee must provide as much notice as is practicable. Failure to give notice may result in a delay of leave. Employees must request the family and medical leave in writing and submit the request to the appropriate personnel office. A medical certification form will be provided. Medical certification must be received in the appropriate personnel office prior to approval of the leave. To use leave for the care of a domestic partner or the child or parent of the domestic partner, a completed Affidavit of Domestic Partnership must be on file with the Department of Human Resources.

4.4.C Substitution of Paid Leave

Miami requires employees to substitute accrued paid leave (e.g., vacation, sick leave, personal leave) for family and medical leaves whenever permitted by law (i.e., 29 C.F.R. 825.207-208). If the employee does not have available sufficient paid leave for the entire twelve (12) weeks, the employee may take the balance of the leave as unpaid leave. If the employee has available more than twelve (12) weeks of paid leave, the employee may use all of the paid leave that applies to the employee's situation. A family and medical leave may run concurrently with a workers compensation absence when the injury is one that meets the criteria for a serious health condition. As the workers compensation absence is not unpaid leave, the provision for substitution of accrued paid leave is not applicable.

4.4.D Intermittent Leaves and Reduced Leave Schedules

An intermittent leave is a leave taken in separate blocks of time due to a single illness, injury, or health condition. An example is a leave taken several days at a time spread over several months for chemotherapy. A reduced leave schedule is a change in the employee's normal schedule for a period of time, usually from full-time to part-time. An example is a reduction in the workday from eight (8) hours to six (6) hours because of a serious health condition. Leaves taken for the following reasons shall not be taken intermittently or on a reduced-leave schedule: leaves taken for the birth of a child or to care for the newborn (Reason 1) and leaves taken for the placement of a child with the employee for adoption or foster care (Reason 2). Leaves taken for the following reasons may be taken intermittently or on a reduced-leave schedule: leaves taken to care for the employee's spouse or domestic partner, child or parent of the spouse or domestic partner (Reason 3) and leaves taken because of a serious health condition that makes the employee unable to perform the essential functions of his or her position (Reason 4). An employee who takes intermittent leave or a reduced-leave schedule may be temporarily transferred to an alternative position, for which he or she is qualified, that has equivalent pay and benefits and that better accommodates recurring periods of leave than does the employee's regular position. Employees shall make a reasonable effort to schedule leaves so as to avoid unduly disrupting the operations of Miami University, subject to the approval of the health care provider of the employee (Reason 4) or of the employee's spouse or domestic partner, child or parent of the spouse or domestic partner (Reason 3).

4.4.E Certification

Miami University requires a medical certification from the health care provider for leave taken for Reasons 3 or 4. Serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or medical care facility, or continuing treatment by a healthcare provider. The certification form may be obtained from either the Department of Human Resources or the Office of Academic Personnel Services. Miami University may, from time to time (generally not more often than every 30 days), require recertification during the period of leave. Failure to provide certification or recertification may result in a delay of leave, denial of leave and/or loss of pay for the leave period. Falsification of certification is grounds for disciplinary action up to and including dismissal. Miami University may require, at its expense, that the employee obtain the opinion of a second healthcare provider selected by Miami University concerning any information certified. In case of conflict between the second opinion and the employee's certifying healthcare provider, Miami University may, at its expense, require the opinion of a third healthcare provider (jointly selected by the employee and Miami University). The opinion of the third healthcare provider shall be final and binding on Miami University and the employee. Miami University may require a certification from the employee's healthcare provider that the employee is able (or unable) to return to work, when the family and medical leave was because the employee's serious health conditions made the employee unable to perform the essential functions of the employee's job.

4.4.F Restoration to Position and Continuation of Benefits

Eligible employees who return from a family and medical leave may be restored to the position held by the employee when leave began or be restored to an equivalent position with equivalent pay and University-provided benefits and other terms and conditions of employment. Miami University will maintain University-provided benefits for eligible employees on family or medical leave under the same terms and conditions coverage would be provided had the employee continued in employment for the duration of the leave. Retirement contributions will only be made for that portion of the family and medical leave that is paid leave.

4.4.G Failure to Return from Leave

Miami University may recover from the employee the cost Miami University paid for maintaining University provided benefits during the unpaid period of leave if the employee fails to return from leave unless the failure to return is due to 1) the continuation, recurrence, or onset of a serious health condition that would otherwise entitle the employee to leave under the family and medical leave policy; or 2) other circumstances beyond the control of the employee.

4.4.H Other Employment

Employees on family or medical leave are not permitted to perform services for remuneration for other employers (including self-employment), as an independent contractor, partner, sole proprietor, principal in a corporation, or for any other individual or entity, unless approved, in writing, in advance by the appropriate vice president or the vice president's designee. For units reporting to the President, the appropriate vice president is the Vice President for Finance and Business Services and Treasurer. Instructional staff and administrative staff who have approved outside consulting/employment must obtain the approval of the appropriate vice president to continue such services during a period of leave.

4.5 Parental Leave (MUPIM 4.6)

The University supports employees and their families with leave opportunities for new parents. All requests for leave must be in writing and submitted to the appropriate personnel office (Academic Personnel or Human Resources). The following sections outline the leave programs; however, employees and their supervisors should contact the appropriate personnel office for guidance and assistance with the process. The University will make appropriate arrangements to cover the employee's duties while the employee is on

parental leave. Tenure-track faculty members who have or share primary care-taking responsibilities associated with the birth or adoption of a child under age 5 may request an extension of their probationary period (i.e., the tenure clock). The maximum number of years of extension to the tenure clock is two. (See Section 7.6.C.4) There are a number of other University-provided benefits designed to support employees and their families, e.g., flexible spending account, health insurance and dental insurance. Employees should contact Benefit Services for information regarding these benefits. Payroll deductions for tax purposes should also be considered and Payroll Services will assist the employee with any changes.

4.5.A Parental Leave (Coordination of Family and Medical Leave Act (FMLA), Sick Leave, and Vacation)

4.5.A.1 Maternity Leave

Mothers are entitled under the FMLA (see Section 4.4) to take up to twelve (12) weeks of unpaid leave for the birth and care of her newborn child. All paid leave runs concurrently with the twelve-week period of unpaid Family Medical Leave. The University provides employees with paid sick leave (see Section 4.3) that can be used for the period of leave attributable to the medical conditions resulting from pregnancy and delivery or for the medical care of the newborn which requires the presence of the employee. Benefits will be maintained during leave.

Medical certification to establish the condition of pregnancy is required. The University affords a mother twelve (12) weeks of paid leave (assuming sufficient accumulated paid leave) immediately following the birth of her child. If there is a medical necessity for leave prior to delivery, for more than twelve (12) weeks following delivery, or for the medical care of the newborn requiring the presence of the employee, additional paid leave may be approved. Medical certification for a medical condition related to pregnancy, delivery, or for the medical care of the newborn is required to support a request for additional paid leave. Additional paid leave will be approved until all accumulated paid leave (sick and vacation) is exhausted.

4.5.A.2 Paternity Leave

Fathers are entitled under the FMLA (See Section 4.4) to take up to twelve (12) weeks of unpaid leave for the birth and care of his newborn child. All paid leave runs concurrently with the twelve week period of unpaid Family Medical Leave. The University provides employees with paid sick leave (See Section 4.3) that can be used for the period of paternity leave attributable to the medical conditions of the mother or child which require the presence of the employee. Benefits will be maintained during leave.

Medical certification is required to establish the birth of the child. The University affords fathers fifteen (15) consecutive working days of paid leave (assuming sufficient accumulated paid leave) immediately following the birth of his child.

If there is a medical necessity for leave prior to delivery or for more than fifteen (15) days following delivery to care for the mother or newborn child, additional paid leave may be approved. Medical certification for the medical care of the mother or for the medical care of the newborn requiring the presence of the employee is required to support additional paid leave. Additional paid leave may be approved until all accumulated paid leave (sick and vacation) is exhausted.

4.5.A.3 Domestic Partner Leave

Domestic Partners are entitled under the University's FMLA policy (see Section 4.4) to take up to twelve (12) weeks of unpaid leave for the birth and care of their domestic partner's newborn child. All paid leave runs concurrently with the twelve week period of unpaid Family Medical Leave. The University provides employees with paid sick leave (See Section 4.3) that can be used for the period of leave attributable to the

medical conditions of the mother or child which require the presence of the employee. Benefits will be maintained during leave.

Medical certification is required to establish the birth of the child. The University affords domestic partners fifteen (15) consecutive working days of paid leave (assuming sufficient accumulated paid leave) immediately following the birth of the child.

If there is a medical necessity for leave prior to delivery or for more than fifteen (15) days following delivery to care for the mother or newborn child, additional paid leave may be approved. Medical certification for the medical care of the mother or for the medical care of the newborn requiring the presence of the employee is required to support additional paid leave. Additional paid leave may be approved until all accumulated paid leave (sick and vacation) is exhausted.

A completed Affidavit of Domestic Partnership must be on file with Benefit Services in order to use this leave.

4.5.A.4 Adoption/Foster Child Leave

Employees are entitled under the University's FMLA policy (See Section 4.4) to take up to twelve (12) weeks of unpaid leave for the placement of a child for adoption or foster care. All paid leave runs concurrently with the twelve week period of unpaid Family Medical Leave. The University provides faculty and staff with paid sick leave (See Section 4.3) that can be used for the period of leave attributable to the medical conditions of the child which require the care of the employee. Benefits will be maintained during leave.

Certification is required to establish the placement of the child with the employee for adoption or foster care. The University affords adoptive and foster parents fifteen (15) consecutive working days of paid leave (assuming sufficient accumulated leave) immediately following the placement of the child.

If there is a medical necessity for leave for more than fifteen (15) days following the placement to care for the child, additional paid leave may be approved. Medical certification for the medical care of the child requiring the presence of the employee is required to support additional paid leave. Additional paid leave may be approved until all accumulated paid leave (sick and vacation) is exhausted.

4.5.B Additional Parental Leave

In addition to any other benefits provided by this policy, the parent (mother, father, or domestic partner of the mother or father) is eligible, within the twelve (12) month period immediately following the birth or adoption of a child, to take additional parental leave. Additional parental leave is for the non-medical care of a newborn or newly adopted child and may be requested and approved for up to six months. Additional parental leave is without pay except that an employee is required to apply accumulated vacation to the additional parental leave period. Benefits will be maintained during leave.

4.6 Other Leaves of Absence (MUPIM 4.9)

4.6.A Military Leave

Miami University provides military leave and benefits in accordance with state and federal laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA). For information regarding leave and benefits, contact the Benefits Services Office, 15 Roudebush Hall.

4.6.B Reserve Duty

Employees will be granted leaves of absence with pay for up to twenty-two (22) days upon request when they are required to participate in training duty as members of an Armed Forces Reserve Organization, the National Guard, or are called out on an emergency basis for such service.

4.6.C Court Leave

4.6.C.1 Jury Duty

Miami University encourages its employees to fulfill their civic duty by responding to a call to jury duty. Employees serving jury duty are entitled to leave with pay. The employee must submit a request for leave to his or her supervisor and the appropriate personnel office for approval. A copy of the summons for jury duty must be attached to the request.

The employee will not be asked to pay the University any amount of compensation received by the employee from the court. The employee is required, however, to return to work any day he or she is excused by the court for a period greater than four (4) hours.

Employees whose work shifts do not coincide with jury service hours may also be relieved of employment duties during jury service. Arrangements for coverage should be made through the appropriate personnel office in consultation with the employee's department.

4.6.C.2 Witness Testimony (MUPIM 4.9.C.2)

Employees subpoenaed to testify as a non-expert witness in a court action to which they are not a party will be granted paid leave to testify.

4.6.D Personal Leave

4.6.D.1 Leave of Absence

Personal leave without pay may be granted at the discretion of the University for personal or health reasons.

- Personal leave is leave without salary. Except under special circumstances, it is leave without any University-provided benefits.
- FMLA, where applicable, will run concurrently with the leave.
- The duration of such a leave may be for any period up to a year.
- Individuals granted personal leave may continue uninterrupted health care insurance for the first six (6) months of the leave by arranging to make premium payments through the University's Department of Human Resources. Only the President or President's designee may authorize the continuance of health care insurance at the University's expense.
- Contributions to the state retirement systems (OPERS, OPERS-LE) are made only as allowed by law. Participants in the Alternative Retirement Plan (ARP) may make voluntary contributions directly to it. The University will not make contributions to the Alternative Retirement Plan during a personal leave.
- Employees on leave are not permitted to perform services for remuneration for other employers (including self-employment), as an independent contractor, partner, sole proprietor, principal in a corporation, or for any other individual or entity, unless approved, in writing, in advance by the appropriate vice president or the vice president's designee.
- Miami University may recover from the employee the cost Miami University paid for maintaining University provided benefits during the unpaid period of leave if the employee fails to return from leave unless the failure to return is due to 1) the continuation, recurrence, or onset of a serious health condition that would otherwise entitle the employee to leave under the family and medical leave policy; or 2) other circumstances beyond the control of the employee.

4.6.D.2 Accrued Sick-Leave Conversion

Annually a portion of your accrued sick-leave hours will be converted to personal-leave hours according to the following schedule:

Accrued Sick-Leave Hours	Eligible Personal-Leave Conversion Hours
0 - 79 hours	0 hours
80 - 359 hours	10 hours
360 - 719 hours	14 hours
720 - 959 hours	18 hours
960 - 1199 hours	22 hours
1200 hours or more	26 hours

An individual's personal leave hours will be determined in accordance with the above conversion schedule as of the beginning of the payroll period that includes July 1 and individuals will have through the last day of the payroll period proceeding July 1 to use all of their accrued personal leave hours. Your balance of personal leave hours will be printed on your check advice, and is also available for you to view on your Kronos accruals report. Unused personal leave hours will be converted back to sick leave. Personal leave hours are not eligible to be paid as terminal pay in the event of resignation, retirement, termination, or death.

Use of this personal leave benefit should be scheduled in advance with the approval of your supervisor. These leave hours may be used in 15 minute increments.

4.7 Vacation

The rate at which you earn vacation varies with your length of service and is reported on your check advice, and is also available for to view on your Kronos accruals report.

Length of State of Ohio Public Service	Annual Vacation Accrual	Vacation Accrual per Pay Period
Less than 1 year	0	0
1-7 years	2 weeks (80 work hours)	3.1 hours
8-14 years	3 weeks (120 work hours)	4.6 hours
15-24 years	4 weeks (160 work hours)	6.2 hours
25 or more years	5 weeks (200 work hours)	7.7 hours

Part-time employees will receive vacation pro-rated on the number of hours that they work and their vacation accrual rate, which is based upon years of service. For example, a full-time employee who has five (5) years of service earns 3.1 hours of vacation during a pay period. A part-time employee who works 20 hours per week and also has five (5) years of service, will earn 1.55 hours of vacation.

To review this policy, please visit www.muohio.edu/prs/benefits/vacation.

A current Miami University employee, who was previously employed by another State of Ohio public employer, may have their prior service counted for the purpose of computing their vacation leave and anniversary date. However student employment will not be counted. An employee who has retired in accordance with any State of Ohio retirement plan shall not have prior service counted for the purpose of computing their vacation leave.

The maximum amount of vacation you can accrue is limited to what you would earn in a three-year period. Example: You have worked at Miami for 11 years. You earn 120 hours of vacation per year. Therefore, you can accrue up to 360 hours (120 hours per year x 3 years = 360 hours) of vacation; you will lose all hours in excess of the 360 hours.

If you leave the University under any circumstance (i.e., retirement, resignation, termination, separation or death) and have the required one (1) year of Ohio public service, you (or your beneficiary in the case of death) are entitled to payment for any unused accrued vacation at your rate of pay upon leaving.

Use of vacation hours must be approved in advance by your supervisor.

4.8 Holidays

The University recognizes ten (10) paid holidays each year. For each of the following holidays, you will be paid for the number of hours that you would normally work, were it not a scheduled holiday:

New Year's Day	January 1
Martin Luther King Day	3rd Monday in January
President's Day	As scheduled by Miami
Memorial Day	4th Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	As scheduled by Miami
Veterans' Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25

4.9 Fee Waiver (MUPIM 4.10)

4.9.A Benefits for Employees, their Spouses, or Domestic Partner and Dependent Children

4.9.A.1 Benefit

For eligible full-time classified, administrative and instructional staff, their spouses or domestic partners, and dependent children (includes the natural-born or adopted child of the employee, and the step-child of the employee who is claimed by the eligible employee as a dependent for federal income tax purposes), the benefit is equal to 100% of the undergraduate or graduate instructional fee. The benefit for eligible part-time employees, their spouses or domestic partners, and any dependent children of the employee, is equal to 50% of the undergraduate or graduate instructional fee.

This waiver is not applicable to certain workshops, audited courses, summer study abroad programs, and special course fees. Participants are responsible for payment of application fees, registration fees, late fees, lab fees, the general fee, and miscellaneous student fees. The difference between the waiver and total fees charged is the responsibility of the participant.

Courses should be taken outside of the employee's normal working hours, but supervisors/managers are encouraged to use flexibility whenever appropriate. Course work must not interfere with completion of employment duties.

4.9.A.2 Eligibility

a) Full-time employees with an appointment of .80 FTE or greater, of at least nine (9) months duration, are immediately eligible for the benefit. The spouse or domestic partner, and any dependent children of a full-time employee are eligible after the employee has completed three (3) continuous years of full-time employment.

b) Part-time employees who have an appointment of at least .50 FTE, of at least nine (9) months duration, are eligible for one-half of the benefit after five (5) years of part-time employment. The spouse or domestic partner, and any dependent children of a part-time employee are eligible after the employee has completed ten (10) years of continuous part-time employment.

4.9.B Benefits for Retired* Full-time Employees, Spouses or Domestic Partners, and Dependent Children of Retired Full-time Employees

4.9.B.1 Benefit

For full-time employees who retire from Miami University with at least ten (10) years of continuous full-time employment, their dependent children and spouses or domestic partners, the benefit is equal to 100% of the undergraduate instructional fee.

This waiver is not applicable to certain workshops, audited courses, summer study abroad programs and special course fees. Participants are responsible for payment of application fees, registration fees, late fees, lab fees, the general fee and miscellaneous student fees. The difference between the waiver and total fees charged is the responsibility of the participant.

4.9.B.2 Eligibility

The spouse or domestic partner or dependent child of a full-time employee who is retired from Miami is eligible for the benefit based on the employee's length of continuous full-time employment as follows:

- a. With at least ten (10) but fewer than 15 years of employment-eligible during the first five (5) years from the date of retirement.
- b. With at least 15 but fewer than 20 years of employment-eligible during the first seven (7) years from the date of retirement
- c. With at least 20 but fewer than 25 years of employment-eligible during the first ten (10) years from the date of retirement.
- d. With 25 years of employment-eligible for the benefit.

For all dependent children of the full-time employee who is retired, eligibility terminates upon completion of a baccalaureate degree program or age 25, whichever occurs first.

*Retirement includes both service and disability retirements.

4.9.C Benefit for Spouses or Domestic Partners, and Dependent Children of Deceased Employees

4.9.C.1 Benefit

For the surviving spouse or domestic partner or dependent children of a deceased full-time employee, the benefit is equal to 100% of the undergraduate instructional fee.

This waiver is not applicable to certain workshops, audited courses, summer study abroad programs, and special course fees. Participants are responsible for payment of application fees, registration fees, late fees, lab fees, the general fee, and miscellaneous student fees. The difference between the waiver and total fees charged is the responsibility of the participant.

4.9.C.2 Eligibility

The surviving spouse or domestic partner or dependent children of the deceased full-time employee are eligible for the benefit based on the employee's length of continuous full-time employment as follows:

- a. With fewer than ten (10) years of employment—if the surviving spouse or domestic partner or dependent children of the deceased full-time employee are enrolled in the University as of the date of death, eligibility for the benefit continues through the end of the second semester of the academic year in which the death occurs.
- b. With at least 10 but fewer than 15 years of employment—if the surviving spouse or domestic partner or dependent children of the deceased full-time employee are enrolled in the University as of the date of death, eligibility for the benefit continues through completion of a baccalaureate degree or age 25, whichever occurs first
- c. With at least 15 years of employment—the surviving spouse or domestic partner or dependent children of the deceased full-time employee are eligible for the benefit.

Remarriage terminates the eligibility of a surviving spouse. Entering in a marriage, another domestic partnership or civil union, or the equivalent thereof, terminates the eligibility of the surviving domestic partner. For all dependent children of the deceased full-time employee, eligibility terminates upon completion of a baccalaureate degree program or age 25, whichever occurs first.

Further information regarding the educational fee waiver benefit is available from the Department of Human Resources, Room 15, Roudebush Hall, 529-3131, on-line at www.muohio.edu.

4.10 Retirement

4.10.A Eligibility

SATSS employees are contributing members of the Ohio Public Employees Retirement System (OPERS), or may elect to contribute to an Alternative Retirement Plan (ARP).

You may be eligible to elect an ARP instead of the traditional OPERS retirement plan if:

- You were hired as a full-time classified employee on or after August 1, 2005, and;
- You were a new-hire (not previously employed by Miami University) or you were a re-hire (previously employed by Miami University) and you are returning to Miami after more than one (1) year.

Note: Your employment service at Miami University is not credited to Social Security. For detailed information regarding your membership in OPERS or for information regarding your personal retirement benefits, contact the Department of Human Resources, Room 15, Roudebush Hall, 529-3131, or visit OPERS online at www.opers.org.

4.11 Tax-Deferred Annuities (403B Plans) and Deferred Compensation (457 Plans)

Miami University offers a tax-deferred annuity program and a deferred compensation program to its employees. The Internal Revenue Code provides that employees of colleges, universities and other nonprofit organizations may authorize voluntary reductions in their salaries for the purpose of making contributions to a tax-deferred annuity program and/or a deferred compensation program. These contributions may be made through payroll deduction. For a list of the companies participating in the tax-deferred annuity program or the deferred compensation program and to obtain additional information regarding these programs, contact Benefit Services, Room 15, Roudebush Hall, 529-3131.

4.12 Workers' Compensation

If you suffer a valid work related injury; you are covered by Workers' Compensation. Medical treatment will be paid pursuant to the Bureau of Worker's Compensation guidelines. If you are injured on the job, regardless of whether treatment is required, you should report the injury to your supervisor immediately and complete an employee injury and illness report. There is a two-year statute of limitations to file injury reports with the Bureau of Workers' Compensation. If you are injured on the job and require medical treatment, you may seek minor treatment at the Student Health Service (Hours: 8:30-11:30 a.m.; 1:00-4:30 p.m. Monday-Friday) or you may visit an approved Bureau of Workers' Compensation provider. A Workers' Compensation card has been issued to all employees. It lists the managed care organization with whom the University has contracted to manage treatment of injured employees. This card should be provided to your physician. If you need assistance in locating a physician within the workers' compensation network, please call the number on the card, and they will assist you in receiving medical treatment.

Questions regarding your workers' compensation benefits should be directed to the Department of Human Resources, Room 15, Roudebush Hall, 529-3131. The staff will provide assistance in completing the claim form to assure prompt processing.

4.13 Disability Benefits

The University provides several types of leaves of absence to employees who are unable to work due to disability, illness, or medical condition. These include Sick Leave (Section 4.5), Family and Medical Leave (Section 4.7), and Personal Leave (Section 4.8).

Members of the classified staff may also be entitled to disability benefits if they are unable to work due to disability. These benefits include:

- University-provided long-term disability insurance; and
- Ohio Public Employees Retirement System(OPERS) disability retirement benefits (note that the Alternative Retirement Plan (ARP) does not provide disability benefits); and
- Workers' Compensation for a covered injury or occupational disease.

All disability benefits are subject to the qualifications and terms of the relevant plan.

4.14 Reinstatement from Disability Retirement

An employee is deemed to have retired from employment upon receipt of disability benefits and has the following rights to reinstatement:

An employee who receives disability retirement benefits from STRS or OPERS is eligible for reinstatement as provided by law.

An employee who receives temporary total disability (TTD) benefits from Workers' Compensation is eligible for reinstatement as provided by law.

Classified staff members with at least five years of service at Miami University who receive long-term disability benefits (but not STRS, OPERS, or TTD) are eligible for reinstatement at any time within 365 days of the last date of service or last date of approved University-provided leave of absence, whichever is later. Upon receipt of a written request for reinstatement, the employee will be reinstated at the previous salary to the previous position or another appropriate position.

Employees reinstated in this manner must be reemployed and work at least one year before again becoming entitled to reinstatement rights under this policy. For faculty members, this means two consecutive semesters of full-time service, not including summer. For administrative staff, this means one full contract (12-, 11-, 10-, 9-months, as appropriate) of full-time employment.

The University may require evidence of fitness for duty to ensure that the employee can safely return to work.

USE OF UNIVERSITY PROPERTY AND RESOURCES

5.1 Buildings and Grounds (MUPIM 16.4)

5.1.A Right of Usage

Use of space or grounds for purposes other than those for which they have been designated will not be permitted. Neither will individuals or groups be permitted to interrupt the use of space after it has been duly assigned without permission of the President or a designated University official.

5.1.B Maintenance of Physical Facilities

All work done on buildings, grounds, and other fixed facilities of the University, is done by the Physical Facilities Department unless other arrangements are approved by the Senior Vice President for Finance and Business Services and Treasurer.

5.1.C Use of Public Areas of Buildings and Grounds

The buildings, grounds, and other property of Miami University campuses are dedicated to the educational mission of the University. Use of the buildings, grounds, and other property of the University is reserved for the direct and indirect support of the teaching, research, and service missions; of the University's administrative functions; and of students' campus-life activities. The University may prohibit or otherwise restrict access to or use of its buildings, grounds, and other property as may be necessary to provide for the orderly conduct of the University's teaching, research, and service missions; of the University's administrative functions; and of students' campus-life activities. Visitors are free to walk through our campuses; however, authorization is required from the University or from a recognized student organization to make speeches or presentations, to erect displays, to engage in any commercial activity, or to conduct similar activities on University-owned or University-controlled property.

5.1.D Use of Restricted Areas of Buildings and Grounds

5.1.D.1 General

Every faculty or staff group and every officially recognized student organization has the right to request the use of University facilities on a space-available basis for the purpose of holding meetings or conducting activities consistent with the objectives of that group or organization.

The University cannot permit the use of state-owned equipment or facilities for any kind of non-sanctioned private instruction or other type of non-sanctioned private enterprise. This regulation does not cover activities that are an integral part of the regular teaching load or other official assignment of members of the staff.

The use of any facility is determined by the President or designated University official. The use of any facility for purposes other than those specified will not be permitted to usurp a facility that has been duly assigned except by permission of the President or designated University official.

Policies concerning the use of University buildings and facilities by students are presented in the *Student Handbook*.

5.1.D.2 Permanent Academic and Office Space

Divisional deans submit requests for special needs of a permanent nature, such as space for faculty offices, research, and instructional laboratories, to the Provost. Priorities are assigned in accord with the space available. Once specific areas are assigned to divisional deans they assume jurisdiction over them.

General classroom space in the academic buildings is not assigned to any specific academic department. These areas are under the jurisdiction of the Registrar's Office for assignment of regularly scheduled classes and are available for meetings and study purposes only on a temporary basis and only after being properly scheduled.

5.1.D.3 Scheduling of Space

- All regular classroom space is scheduled by the Registrar for all hours. Classes may be moved only with his or her permission.
- Other continued-use space is assigned by the President. Faculty and staff members are expected not to move their offices or to change continued-use assignments without approval from the appropriate dean or vice president.
- Large audience facilities are scheduled by the Registrar.
- A lecture or other activity sponsored by an academic department requires no approval. If the event involves use of any room under the jurisdiction of the Registrar, clearance of space must be obtained before any public announcement is made.
- For information on scheduling specific facilities, refer to the Miami University Directory.

5.1.E Policies Governing the Use of Physical Education and Sports Facilities by University and Non-University Groups

Refer to the most current edition of the *Student Handbook*.

5.2 Computer Peripherals and Software Acquisition (MUPIM 16.5)

5.2.A General

Provided such additions do not substantially degrade service to other users, it is the policy of Miami University to permit the acquisition of computer peripheral devices and/or software within the limits of the operating budget and/or available extramural funding; the University statement of preferred, supported, and approved manufacturers; and the capacity or security of the host computers.

For purposes of this policy, computer peripheral devices are defined as graphic display terminals, cathode ray terminals, printers, card readers, and any other similar devices such as minicomputers, microcomputers and word processing equipment intended to be linked directly to the Miami Computing System Network (MUnet). Software includes general system programs and libraries, compilers, utilities, and other computer programs requiring central system support. For independently developed or acquired software, which will become an integral part of the University information processing system, a contact person in IT Services must consult/assist in the development to ascertain that the resulting system will be effective and can be maintained by IT Services should the need subsequently arise.

The implementation of this policy is the responsibility of the Vice President for Information Technology. The Computer and Information Services Committee recommends such policies.

5.2.B Procedures

Requests for acquisition of computer peripheral devices and/or software shall be endorsed by IT Services in terms of technical compatibility, access security, and central computer system capacity and approved through normal organizational channels. Requests shall include documentation as to technical specifications, pricing, proposed use, benefits, expected utilization, and anticipated central computer system impacts. Endorsement by IT Services is necessary for connection to the Miami Computing System Communication Network and the use of the central computer systems.

5.3 Computing Resources (MUPIM 16.6)

5.3.A Responsible Computing Use Policy

5.3.A.1 General Statement

Miami University acquires, develops, and maintains computers, computer systems, and networks. These computing resources are intended for university-related use, including direct and indirect support of the University's instruction, research, and service missions; of University administrative functions; of student and campus life activities; and of the free exchange of ideas.

The rights of free expression and academic freedom apply to the use of University computing resources. So, too, however, do the responsibilities and limits associated with those rights. All who use the University's computing resources must act responsibly, in accordance with the highest standard of ethical and legal behavior. Thus, legitimate use of computing resources does not extend to whatever is technically possible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

This policy applies to all users of University computing resources, whether affiliated with the University or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems or networks provided or operated by specific units of the University or to uses within specific units. Some of these policies are listed in Sections 5.6.A.8 and 5.6.C of this manual.

5.3.A.2 Policy

All university computing resource users must:

- a. **Comply with all federal, Ohio, and other applicable law; all generally applicable University rules and policies; and all applicable contracts and licenses.** Examples of such laws, rules, policies, contracts, and licenses include: the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the University's code of student conduct; the Miami University Policy and Information Manual, the University's sexual harassment policy; and all applicable software licenses. In particular, users must:
 - i. respect the right of others to be free from harassment or intimidation to the same extent that this right is recognized in the use of other communication; and
 - ii. respect copyrights, intellectual-property rights, ownership of files and passwords. Unauthorized copying of files or passwords belonging to others or to the University may constitute plagiarism or theft. Accessing or modifying files without authorization (including altering information, introducing viruses or Trojan horses, or damaging files) is unethical, may be illegal, and may lead to sanctions.

Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

Miami University extends these policies and guidelines to systems outside the University that are accessed via the University's facilities (e.g., electronic mail or remote logins using the University's Internet connections).

- b. Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized.** Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Accounts, passwords, and other authentication mechanisms, may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the University.
- c. Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.** Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of University computing resources, the University may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.
- d. Limit the personal use of University computing resources and refrain from using those resources for personal commercial purposes or for personal financial or other gain.** Personal use of University computing resources is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other University responsibilities, and is otherwise in compliance with this and other University policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.
- e. Refrain from stating or implying that they speak on behalf of the University and from using University trademarks and logos without authorization to do so.** Affiliation with the University does not, by itself, imply authorization to speak on behalf of the University. Authorization to use University trademarks and logos may be granted only by Miami University. The use of appropriate disclaimers is encouraged. Personal web pages linked to the University Web should disclaim association with Miami University.

5.3.A.3 Enforcement

Whenever it becomes necessary to enforce University rules or policies, an authorized administrator may: disallow network connections by certain computers (even departmental and personal ones); require adequate identification of computers and users on the network; undertake audits of software or information on shared systems where policy violations are possible; take steps to secure compromised computers that are connected to the network; or deny access to computers, the network, and institutional software and databases.

5.3.A.4 Sanctions

Users who violate this policy may be denied access to University computing resources and may be subject to other penalties and disciplinary action, both within and outside of the University. Violations will normally be handled through the University disciplinary procedures applicable to the relevant user. Alleged violations by students will normally be investigated, and the Office of Judicial Affairs will normally impose any penalties

or other discipline. However, the University, through its information managers, may suspend or block access to an account prior to the initiation or completion of such procedures; when it reasonably appears necessary to do so, and in order to protect the integrity, security, or functionality of University or other computing resources; or to protect the University from liability.

The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

5.3.A.5 Privacy and Security

The University employs various measures to protect the security of its computing resources and users accounts. However, users should be aware that the University does not and cannot guarantee such security.

Users should also be aware that their uses of University computing resources are not private. While the University does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of University computing resources requires the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns, and other such activities that are necessary for the rendition of service. Systems or technical managers, as part of their technical responsibility, may occasionally need to diagnose or solve problems by examining the contents of particular files.

The University may also monitor the activity and accounts of individual users of University computing resources, including individual sessions and communications, without notice (a) when the user has voluntarily made them accessible to the public, as by posting to Usenet or a web site; (b) when it reasonably appears necessary to do so to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability; (c) when there is reasonable cause to believe that the user has violated, or is violating, this policy; (d) when an account or device appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns; or (e) when it is otherwise required or permitted by law.

Any such individual monitoring, other than that specified in "(a)", or required by law, or necessary to respond to perceived emergency situations, must be authorized in advance by the Vice President for Information Services or a designee of same.

The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel or law enforcement agencies and may use those results in appropriate University disciplinary proceedings. Communications made by means of University computing resources are also generally subject to Ohio's Public Records Statute to the same extent as they would be if made on paper.

5.3.A.6 Additional Information

The User's Responsibilities

- a. **Be aware of the limits of computer security.** Although the University employs various measures to protect the security of its computing resources and user accounts, users should be aware that the University cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.
- b. **Be responsible for backing up and protecting personal files.** Although the University under certain circumstances may provide storage space and under certain circumstances that storage may be backed up, Miami University assumes no responsibility for the loss or recovery of personal files.

5.3.A.7 The University's Responsibilities

The University owns various computers and all the internal computer networks used on campus. The University also has various rights to the software and information residing on, developed on, or licensed for, these computers and networks. The University has the responsibility to administer, protect, and monitor this aggregation of computers, software, and networks. Specifically, purposes of the University's information technology management are to:

- a. Manage computing resources so that members of the University community benefit equitably from their use.
- b. Protect University computers, networks and information from destruction, tampering, and unauthorized inspection and use.
- c. Communicate University policies and the responsibilities of individuals systematically and regularly in a variety of formats to all parts of the University community.
- d. Establish and support reasonable standards of security for electronic information that community members produce, use, or distribute. Standards for security and access are elaborated in the document "Miami University Computing Security Policy," as well as in documents derived from it.
- e. Monitor policies and propose changes in policy as events or technology warrant.

5.3.A.8 Other Miami University Computing Policies

"Responsible Use of Computing Resources at Miami University" was adapted from The Ohio State University's Policy on *Responsible Use of University Computing Resources*. Miami University is grateful to The Ohio State University for allowing us to use its policy as a model.

Additional policies, including the "Miami University Computing Security Policy", elaborate the above policies and outline procedures for implementation.

Additional policies that are not in this document may apply to specific computers, computer systems, or networks provided or operated by specific units of the University. Consult the operators or managers of these systems for further information.

5.3.B Illegal or Unauthorized Use of Computing Resources

The following prohibited actions apply to faculty, staff, students, and visitors:

- theft or malicious destruction of computing property (including computer hardware, software, and/or data) belonging to the University, other corporations, or to any other person;
- unauthorized access to, use of, or control of computing facilities or computer data, including circumvention of computing system safeguards;
- acts involving computing resources that obstruct or disrupt University functions in teaching, research, or administration; and
- use of University property in the performance of illegal or prohibited actions including violation of software copyrights or trade secrets and/or activities conducted for personal financial gain except as provided for by other University policy.

5.3.C Additional Policies and Procedures

It is the responsibility of faculty and staff to be knowledgeable about policies and procedures that apply to the provision and use of computing resources. Please consult the following links for policies and procedures regarding:

- Department/Division Policies at <http://kb.muohio.edu/cgi-bin/webcgi.exe?new,kb=mukb,case=11948>
- Hardware/Software Acquisition
- Software Upgrades
- Inventory Policies and Procedures (including a link for a Property Pass for off-campus equipment use and information on computer disposal)
- Environmental Considerations for your Computer
- Contingency Planning.

Questions may be directed to the IT Services Support Desk at (513) 529-7900.

5.4 Keys (MUPIM 16.8)

5.4.A Authorization

The purpose of this policy is to limit access to University properties to authorized personnel, to maintain a current inventory of keys issued to authorized personnel and to ensure that keys are recovered from those who are no longer authorized to have them. The dean, executive director, chair, or department head will determine the need for access for each person within his or her department. No one under the rank of graduate assistant is authorized to possess an exterior door key. Keys must be issued, used, and returned in accordance with Miami University's Access Control Policy. Detailed information regarding this policy is available from the Department of Physical Facilities. Undergraduates are allowed the use of a key (to a laboratory, for example), only with faculty permission. Faculty members are requested not to give outside keys to undergraduates.

5.4.B Duplication

The making or duplication of keys for any building, laboratory, facility, or room under the control of the President and the Board of Trustees of Miami University, except as ordered by the President or Vice President for Finance and Business Services and Treasurer, is prohibited by Sections 3345.13 and 3345.99 of the Ohio Revised Code (O.R.C.).

1. O.R.C. 3345.13: No person shall knowingly make or cause to be made any key for any building, laboratory, facility, or room of any college or university which is supported wholly or in part by the state of Ohio, contrary to any regulation respecting duplication of keys adopted by the Board of Trustees of such college or university.
2. O.R.C. 3345.99: Whoever violates Section 3345.13 of the Ohio Revised Code shall be fined not less than \$50 or more than \$150.

5.5 Maintenance of Law and Order (MUPIM 16.9)

The Board of Trustees recognizes the constitutional guarantees of the right of free speech and peaceful assembly. The Board of Trustees also recognizes the principle of academic freedom which permits freedom of inquiry and discussion and the right to make constructive criticism. The Board of Trustees is equally cognizant of the necessity of maintaining justice, law, and order on the campuses of the University and preventing the disruption of the educational functions of the University.

5.5.A Prohibited Actions

Pursuant to Section 3345.21 of the Ohio Revised Code, the Board of Trustees hereby declares that all persons, including University faculty, staff, students, and visitors are prohibited from engaging or participating in, or aiding and abetting any of the following actions on any campus of Miami University:

- obstruction or disruption of teaching, research, administration, disciplinary proceedings, or any other University activities, including its public safety or service functions;
- threatening to or engaging in conduct or creating a condition that presents a risk of physical harm to the offender or another or to the property of another;
- theft or damage to property of the University or any other person;
- unauthorized entry to or unauthorized use of University facilities;
- violation of University rules and policies including those regulations concerning the use of University facilities, or concerning the time, place, and manner of public expression;
- violation of rules governing residence in University-owned or University-controlled property;
- disorderly conduct;
- use, offer for sale, sale, distribution, possession, or manufacture of any controlled substance or drug, except as expressly permitted by law;
- failure to comply with orders or directives of University officials or University police or any other law enforcement officers or emergency personnel acting in performance of their duties;
- obstruction of the free flow of pedestrian or vehicular traffic; and
- possession or use of firearms, explosives, dangerous weapons, or chemicals. A dangerous weapon is defined as any instrument, device, or object capable of inflicting physical harm or death; and designed or specifically adapted for use as a weapon; or possessed, carried, or used as a weapon.

For the purposes of this section "aiding and abetting" shall be construed to mean the giving of aid or assistance to the principal in the planning or execution of any of the foregoing acts.

5.5.B Penalties for Violation

Any member of the faculty, staff member or student, who violates any of the foregoing prohibitions, is subject to University discipline. Disciplinary action may include discharge, suspension, or expulsion from the University. Such person may also be subject to criminal prosecution.

Visitors are subject to criminal prosecution. Any visitor who violates this policy may be immediately ejected from University property by Miami University Police.

5.5.C Trespass

The buildings, grounds, and other property of Miami University campuses are dedicated to the educational mission of the University. Use of the buildings, grounds, and other property of the University is reserved for the direct and indirect support of the teaching, research, and service missions; of the University's administrative functions; and of students' campus-life activities. The University may prohibit or otherwise restrict access to or use of its buildings, grounds, and other property as may be necessary to provide for the orderly conduct of the University's teaching, research, and service missions; of the University's administrative functions; and of students' campus-life activities. Visitors are free to walk through the campuses; however, authorization is required from the University or from a recognized student organization to make speeches or presentations, to erect displays, to engage in any commercial activity, or to conduct similar activities on University-owned or University-controlled property.

The President, a Miami University police officer, or any University official authorized by them, may restrict or deny any person's access to the campus if the person engages in conduct prohibited by this policy. The

Miami University police officer or other authorized University official restricting or denying access shall, if feasible, issue a trespass warning (orally or in writing) to the person. The police officer or University official issuing the trespass notice should advise the person that he/she is on University property and that permission to be on University property is revoked; and inform him/her that if he/she does not leave immediately or if he/she returns, he/she will be arrested and prosecuted for criminal trespass to the full extent of the law. A copy of the written trespass warning should be filed with the Miami University Police. An oral trespass warning should be documented in writing and filed with the Miami University Police.

5.6 Mail Services (MUPIM 16.10)

Departmental mail, including incoming and outgoing campus and U.S. mail, outgoing international and express (overnight) mail, and outgoing bulk U.S. mail is to be processed through University Mail Services except as approved otherwise by the Director of Business Services. Only mail pertaining to University business may be routed through University Mail Services. Personal mail, or other mail not originating from University departments or organizations, is not authorized in campus mail.

5.7 Purchasing (MUPIM 16.11)

The procurement of supplies, materials, equipment, and services necessary for the operation of the University is the responsibility of the Department of Purchasing and Central Services. This responsibility has been delegated to the Director of Purchasing and Central Services by the Vice President for Finance and Business Services and Treasurer, in accordance with Resolution R84-59 of the Board of Trustees of Miami University.

With few exceptions, all funds deposited with the University, regardless of source, are considered University monies and must be expended and accounted for in accordance with state statutes and University policy. No individual has the authority to enter into a contract for purchase, or otherwise obligate Miami University to a purchase indebtedness without: 1) a resolution of the Board of Trustees, 2) a specific delegation by the Vice President for Finance and Business Services and Treasurer in writing and on file with the Secretary to the Board of Trustees, or 3) a purchase order or other contract instrument issued by or with the approval of the Director of Purchasing and Central Services. Negotiations conducted or commitments made without authority do not obligate the University, but are the personal responsibility of the individual making the commitment in accordance with Section 3.12 of the Ohio Revised Code.

Policy, procedures, and practices which govern purchases at Miami University are contained in the Purchases and Payments Handbook, available online at www.muohio.edu/accountspayable. This Handbook details policies and regulations, and provides information and instruction for effective handling of all types of procurement transactions. It is essential that faculty and staff be familiar with the basic information and requirements contained in the Handbook, and refer to the Handbook for detailed information prior to initiating or conducting transactions.

5.8 Smoking Regulations (MUPIM 16.15)

Smoking is prohibited in all University buildings, residence halls, and vehicles. Smoking may be permitted in designated overnight guest rooms at The Inn and Marcum Conference Center.

Violation of the smoking regulations may lead to criminal citation and/or University disciplinary action.

5.9 Telecommunications (MUPIM 16.16)

Telephone services provided by Miami University are for University business. University telephone services are not to be used to support private business practices. Personal long distance calls may not be charged to University accounts, but may be made from University telephones if the caller has established a personal account through the IT Services Office of Telecommunications or places such calls as third party billed or by

using a personal telephone credit card. Employees issued telephone credit cards by the University shall limit their usage to University business only.

5.9.A Policy on Use of Cellular Telephones and Photographic Imaging Devices

Classrooms/Exams. Faculty may ban the possession of cellular telephones and/or other devices with photographic imaging capability during class periods and/or exam periods.

Automobiles/Dangerous Equipment. Cellular telephones should not be used in a manner that interferes with the safe operation of a state-owned vehicle or a personal vehicle on University business. Cellular telephones may not be used by anyone operating dangerous equipment while working for the University.

Restrooms/Locker Rooms. Due to privacy reasons, taking photographic images of any kind, by means of any device, without permission is prohibited in restrooms and locker rooms. Facilities' managers have the right to ban, by posting appropriate signs, possession of cellular telephones and/or devices with photographic imaging capability from public restrooms and public locker rooms.

5.9.B Policy on Cellular Telephone Service

The University provides cellular telephone service to eligible employees to improve University operations and services and enhance operating efficiencies.

5.9.B.1 Eligibility

There are several acceptable business reasons for authorizing a University-provided cellular telephone service for an employee, such as:

- employee travels frequently;
- employee is frequently out of the office; or
- employee needs to be accessible in the event of an emergency.

Employees must have the approval of their department head to obtain a University-provided cellular telephone service.

5.9.B.2 Cellular Telephone Service

The University makes this service available, as with all other telephone services, through the IT Services Office of Telecommunications. That office will coordinate and order all such services in support of the University's business needs. Only the IT Services Office of Telecommunications has the appropriate purchasing authority to contract for cellular telephone services on behalf of the University.

Where the vendor or vendors primarily used by the University, or the standard set for services contracted by the University, do not meet the specific business need of the employee or department, the IT Services Office of Telecommunications will work with the employee or department to determine the specific vendor and plan to best meet the business need. The IT Services Office of Telecommunications may request that the case for specific business needs be put in writing and approved by the appropriate department head. The IT Services Office of Telecommunications may charge a handling fee or service surcharge for any nonstandard service vendor or plan.

Employees are not expected to use their personal cellular telephone for University business. Employees will not be reimbursed for the cost of using a personal cellular telephone for University business without the advance written authorization of the appropriate vice president or president.

5.9.B.3 Business/Personal Use

The University provides cellular telephone service to eligible employees for business use. However, it is understood that the cellular telephone service may also be used for incidental personal purposes.

5.9.B.4 Reimbursement for Personal Use

The University does not require reimbursement for any portion of the basic routine monthly charge for service, plan allotted time, or the taxes thereon. The University does require reimbursement for personal use (including calls, text messaging or other uses) that are made or received in the following instances:

- personal long distance use that is charged in excess of flat rate airtime;
- personal use that causes the flat rate airtime threshold to be exceeded; or
- personal use that results in additional charges to the University

Personal use must be reimbursed on a quarterly basis or whenever the amount owed exceeds \$25, whichever occurs first. The user's personal check should be submitted to Treasury Services for deposit to the account number billed for the cost of the cellular telephone service.

5.10 Travel (MUPIM 16.17)

Miami University reimburses or pays travel expenses only if the traveler's purpose is:

- representation of the University on official University business
- research investigation
- attendance at meetings of professional societies or organizations
- teaching and training activities of the University

Both the travel and the request for payment must satisfy Internal Revenue Service requirements. The amount to be reimbursed or paid depends on the limits established by the University, the policies of the department or unit providing the funds, and the availability of funds. Reimbursement or payment can be assured only if the traveler obtains advance approval from the person responsible for the budget line to be charged. Details of the University's travel policy are contained in the *Purchases and Payments Handbook*, available online at www.muohio.edu/accountspayable.

5.11 Records Retention (MUPIM 16.12)

Miami University has a Records Retention Policy that conforms to the Ohio Revised Code. Records include any information stored on a fixed medium prepared or received in the normal course of business (paper, image or digital) that documents the organization, functions, policies, decisions, procedures, operations or other activities of the University.

The legal retention period for University records applies to any medium – paper, image, and digital. Therefore, electronic records have the same retention period as would a paper copy. Some email may be classified as a record and should be retained according to the legal retention period.

All University records shall be maintained in accordance with the University's Records Retention Policy. No University records shall be destroyed except in accordance with this policy. It is the responsibility of faculty and staff to be knowledgeable about policy and procedures that apply to the retention and destruction of University records. The Records Retention Policy Manual is accessible via the web at www.muohio.edu/secretary. Questions concerning the retention and disposal of University records may be directed to the Secretary of the University at 529-3610 or email at secretary@muohio.edu.

Section 6

OTHER POLICIES OF BROAD INTEREST

The *Miami University Policy and Information Manual* contains policies that broadly apply across the institution. Many offices maintain other policies of broad interest; the following table lists some of these. In addition, many other policies are maintained by the units to which they apply. Policies specifically related to students are cross-referenced in Section 19.

Policy/Topic	Office	Phone
Academic Programs	Academic Divisions, Departments, and Degree-Granting Programs	See University Directory
Admission	Admissions Office	9-2531
Affirmative Action	Equity and Equal Opportunity, Office of	9-7157
Airplane, University	Aviation Services	523-3231
Alumni Relations ..	University Advancement	9-5957
Audio Visual	See Classroom Technology Services	
Benefits	Benefits Services	9-3926
Bicycles	Miami University Police	9-2222
Campus Safety	Miami University Police	9-2222
Classroom Technology	IT Services, Classroom Technology Services	9-6015
Commuter Services	Commuter Advisor	9-3431
Computer Use	Information Technology Services (IT Services).....	9-5322
Conference Services	Marcum Conference Center and The Inn	9-6911
Development	University Advancement	9-1230
Dining Services	Housing, Dining, and Guest Services	9-3721
Disability Resources	Disability Resources, Office of	9-1541
Discrimination	Office of Equity and Equal Opportunity	9-7157
Employment	Career Services, Office of	9-3831
	Student Employment	9-8722
Financial Aid	Student Financial Assistance	9-8734
Guest Services	Housing, Dining, and Guest Services	9-3721
Harassment	Equity and Equal Opportunity, Office of	9-7157
Health & Safety	Environmental Health and Safety	9-2829
Health Services	Health Services	9-3000
Honors Program	Honors and Scholars Program	9-3399
Hosting	Accounts Payable Office	9-2147
Human Resources .	Human Resources, Department of	9-3131
International Education	Dolibois European Center (Luxembourg Campus)	011-352-582222-1
	Havighurst Center for Post-Soviet Studies	9-3303
	Oxford Campus Coordinator for Dolibois Center	9-5050
	International Student Programs	9-5628
	American and World Cultures, Center for	9-8309

Policy/Topic	Office	Phone
Learning Assistance	Learning Assistance	9-8741
Library Services	Libraries	9-2800
Mail Services	Mail Room	9-3029
Minority Affairs	Multicultural Student Enrichment, Office of	9-6504
	Minority Affairs, Office of	9-6504
	American and World Cultures, Center for	9-8309
	Black Culture and Learning, Center for	9-8353
Motor Pool	Motor Pool	9-6786
News Bureau	Marketing Communications	9-7596
Parent Programs	University Advancement	9-4627
Parking	Parking and Transportation Services	9-8535
Personnel	Academic Personnel Services	9-6724
	Human Resources, Dept of	9-3131
Physical Facilities	Physical Facilities	9-7000
Publications	Marketing Communications	9-7596
Purchasing	Purchasing	9-9200
Recreational Facilities, Oxford.....	Recreational Sports Center	9-6868
Regional Campuses	Hamilton Campus	9-3000
	Middletown Campus	9-3200
Registration	Registrar	9-8711
Research	Research and Scholarship, Office for the Advancement of.....	9-3734
Service Learning ...	Service Learning & Civic Leadership, Office of	9-2961
Sexual Harassment	Equity and Equal Opportunity, Office of	9-7157
Student Activities ..	Student Activities Office	9-2266
Student Affairs	Student Affairs Division	9-5526
	Parents Office	9-3436
Telephone	IT Services, Office of Telecommunications	9-3511
Travel	Accounts Payable Office	9-6123
Undergraduate		
Associates	Honors and Scholars Program	9-3399
Volunteers	Academic Personnel Office	9-6724
	Human Resources, Dept of	9-3131
Women's Issues	Women's Center	9-1510

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