



**FULL-TIME EMPLOYEE
HANDBOOK**

**Sinclair Community College
444 West Third Street
Dayton, Ohio 45402**

Revised 12/2016

Welcome to the Sinclair Family!

We are very pleased to have you join us. You bring great talent and energy to Sinclair Community College students, colleagues, alumni and the larger community we serve.

The College recognizes that its greatest assets are its employees. Through a variety of human resources programs, Sinclair invests in its people. The payoff to that investment is employees who are intellectually and professionally challenged and rewarded, and who make personal and professional contributions for the benefit of everyone served by the College.



This Employee Handbook is designed to help you. Please take the time to read it carefully and keep it in a place where it can be easily reviewed. We each play an important role as a member of the Sinclair team. This document will help you understand your role.

This Handbook will not answer all your questions. Please contact your supervisor, dean/director, or the office of Human Resources with any issues, concerns or questions you have about your rights and responsibilities as a Sinclair employee.

Together we can make this a fruitful and rewarding association for you and Sinclair!

Cordially,

A handwritten signature in black ink that reads "Steven Lee Johnson". The signature is written in a cursive, flowing style.

Steven Lee Johnson
President

TABLE OF CONTENTS

SINCLAIR COMMUNITY COLLEGE VISION..... 1

MISSION 2

OVERVIEW 3

 HUMAN RESOURCES POLICIES 3

 FACULTY HANDBOOK 3

 COLLEGE BULLETIN (CATALOG) 4

 BENEFITS GUIDE 4

 EMPLOYEE SAFETY HANDBOOK 4

HISTORY..... 5

ACCREDITATION..... 7

ADMINISTRATIVE ORGANIZATION 8

GOVERNANCE & DECISION MAKING 9

 BOARD OF TRUSTEES 9

 PRESIDENT’S CABINET 9

 LEADERSHIP COUNCIL 9

 STAFF/ADMINISTRATION SALARY AND BENEFITS TEAM..... 9

 FACULTY ISSUES TEAM 10

 INSTRUCTIONAL COUNCIL 10

 PROVOST COUNCIL..... 10

 DEPARTMENT CHAIRPERSON COUNCIL 10

 ACADEMIC ADVISORS COUNCIL..... 10

 FACULTY INVOLVEMENT IN GOVERNANCE 10

 SUPPORT STAFF INVOLVEMENT IN GOVERNANCE..... 11

 STUDENT LEADERSHIP 11

POLICIES & PROCEDURES 12

 EQUAL OPPORTUNITY/NON-DISCRIMINATION POLICY 12

 EMPLOYEE HARASSMENT POLICY & PROCEDURE 12

 DRUG-FREE WORKPLACE AND DRUG-FREE COLLEGE POLICY 13

 POLICY STATEMENT 13

 SCOPE AND APPLICABILITY 13

 PROHIBITED BEHAVIOR..... 14

 NOTIFICATION OF DRUG-RELATED CRIMINAL CONVICTION 15

 SEARCHES..... 15

 CONSEQUENCES..... 15

 RETURN-TO-WORK AGREEMENTS 15

 DRUG/ALCOHOL TESTING..... 15

 ASSISTANCE 16

 CONFIDENTIALITY 17

 COMMUNICATION 17

 EMPLOYEE SAFETY PROGRAM..... 17

 WEAPONS PROHIBITED ON CAMPUS 17

 PERFORMANCE MANAGEMENT PROCESS 18

 COMPENSATION PROGRAM..... 18

EXEMPT AND NON-EXEMPT PERSONNEL..... 18

HOURS OF WORK..... 18

PAYDAY..... 19

FEDERAL INCOME TAX WITHHOLDING (W-4) 19

OVERTIME (NON-EXEMPT EMPLOYEES) 19

ABSENCE NOTIFICATION 20

PROBATIONARY EMPLOYMENT (NON-EXEMPT EMPLOYEES) 20

WORK OUTSIDE PRIMARY POSITION 21

SEPARATION FROM EMPLOYMENT..... 21

EXIT INTERVIEWS 22

NEPOTISM 22

CONFLICT OF INTEREST..... 22

GRIEVANCE PROCEDURE..... 23

TARTAN ID CARDS..... 24

EMPLOYEE INFORMATION CHANGE..... 24

EMPLOYMENT VERIFICATION 24

PERSONNEL FILES..... 24

APPEARANCE AND CONDUCT..... 24

YOUR ROLE IN PUBLIC RELATIONS 24

PROFESSIONAL MEMBERSHIPS AND ACTIVITIES 25

TOBACCO RESTRICTIONS..... 25

EMERGENCY CLOSING 25

EMPLOYEE BENEFITS..... 26

VACATION (ALL ELIGIBLE, FULL-TIME EMPLOYEES) 26

VACATION ACCRUAL ADMINISTRATORS AND PROFESSIONAL (EXEMPT) EMPLOYEES 27

VACATION ACCRUAL SUPPORT STAFF (NON-EXEMPT) EMPLOYEES 27

HOLIDAYS..... 27

PERSONAL LEAVE 28

SICK LEAVE 28

PERSONAL ILLNESS OR INJURY..... 28

ILLNESS OR INJURY OF A FAMILY MEMBER..... 29

FAMILY AND MEDICAL LEAVE (FMLA) 29

BEREAVEMENT LEAVE 30

JURY DUTY..... 30

MILITARY RESERVE/NATIONAL GUARD DUTY/MILITARY ACTIVE DUTY 30

LEAVE OF ABSENCE WITHOUT PAY 31

RETIREMENT 31

RETIREMENT WITH COMPENSATION FOR ACCUMULATED SICK LEAVE **ERROR! BOOKMARK NOT DEFINED.**

PARKING 32

TUITION WAIVER 32

TUITION REIMBURSEMENT..... 32

DIRECT DEPOSIT/PAYROLL DEDUCTIONS..... 32

TAX SHELTERED ANNUITIES 32

MEDICAL, DENTAL AND VISION INSURANCE..... 33

GROUP LIFE INSURANCE 33

LONG-TERM DISABILITY INSURANCE..... 33

SHORT-TERM DISABILITY 33

EMPLOYEE ASSISTANCE PROGRAM (EAP) 33

FLEXIBLE SPENDING ACCOUNTS (FSA) 34

LIABILITY INSURANCE 34

WELLNESS 34

WORKERS' COMPENSATION 34

COLLEGE SERVICES & RESOURCES	35
SINCLAIR INTRANET	35
INFORMATION TECHNOLOGY HELP DESK.....	35
LIBRARY	35
LEARNING TECHNOLOGY SUPPORT.....	35
OFFICE OF DISABILITY SERVICES (ODS)	35
EARLY CHILDHOOD LEARNING CENTER AND FLEX-TIME CENTER.....	36
PHYSICAL ACTIVITIES CENTER (PAC)	36
SINCLAIR CENTER (BUILDING 12)	36
SINCLAIR POLICE	36
LEARNING AND DEVELOPMENT DAYS AND SEMINARS.....	37
STAFF DEVELOPMENT & INNOVATION COMMITTEE (SDIC)	37
MENTORING PROGRAM	37
COLLEGE NEWS	38
THE CLARION.....	38
AUTOMATIC TELLER MACHINES	38
SINCLAIR BOOKSTORE	39
USE OF TELEPHONES.....	39
TARTAN MARKETPLACE	39
TARTAN TERRACE DINING ROOM	39
TARTAN CARD TRANSFER STATIONS.....	39

SINCLAIR COMMUNITY COLLEGE VISION

Before us lie uncharted worlds of opportunity.

Sinclair will be the bridge into that future, giving open access to opportunity, intellectual challenge and self-discovery for students with diverse needs.

- With Sinclair, people will pursue their quests for lifelong learning through affordable, high quality education.
- At Sinclair, people will benefit from a caring approach to teaching and learning that provides personal attention and encourages individual growth.
- Through Sinclair, people will be empowered with knowledge and skills for their journeys.
- Our success shall hinge on turning these values into action: dedication to quality and excellence; reliance on anticipation, imagination and innovation; commitment to responsible citizenship within our community; adherence to the Sinclair motto — ***“find the need and endeavor to meet it”***; confidence in the courage, determination and diversity of our students, employees, and supporters; and belief in unlimited human potential.



MISSION

We help individuals turn dreams into achievable goals through accessible, high quality, affordable learning opportunities.

Our mission is guided by our commitment to:

- Offer transfer and technical associate degree programs, certificate programs, and continuing education opportunities through a system of diverse resources and delivery alternatives accessible to the citizens of Montgomery County and the larger learning community.
- Provide quality instruction, educational activities, counseling, support services, and assessment tools to facilitate the growth and development of lifelong learners and to assist individuals to achieve personal and professional goals.
- Prepare today's workforce to meet the needs of a rapidly changing, technologically advanced, global economy through traditional and nontraditional alternatives.
- Challenge individuals to broaden their concepts of self, expand their views of the world, and recognize their roles in a global society by fostering values that respect and celebrate diversity while promoting social responsibility, critical thinking, communication, and innovation.
- Promote the development and implementation of new ideas, provide leadership for collaborative activities, and serve as a resource center for community-based and regional partnerships.
- Manage our human physical and financial resources in a caring, ethical, and prudent way that facilitates a working and learning environment focused on continuous improvement.

OVERVIEW

Sinclair Community College began in 1887 as YMCA Secretary David A. Sinclair's dream to provide a quality program of practical education for area residents. Since its inception, the College has been a reflection of Montgomery County and its people and has played a significant role in the growth and development of the community. Sinclair has been recognized for its tradition of more than 100 years of growth, change, development, and continued high standards of educational excellence. Its most important tradition, however, has been one of service to area residents and employers by providing practical educational opportunities with excellence in an ever-changing, technology-oriented world.

This *Employee Handbook* has been designed to provide you with an overview of Sinclair Community College and those College policies, practices, and benefits that most directly affect you and your family. These policies and practices are subject to change, so the handbook is updated from time to time. The handbook is intended to be a resource for all full-time employees whose primary responsibilities are other than teaching. It should not be construed to constitute a binding agreement between Sinclair Community College and its employees.

This handbook is your personal property for use as a reference. Other important manuals are the *Faculty Handbook*, *College Catalog*, *Benefits Guide*, and *Employee Safety Handbook*. These and other important manuals and handbooks are located at our.sinclair.edu.

Human Resources Policies

All official (Human Resources) policies adopted by the Board of Trustees are available online at <http://our.sinclair.edu/sites/hr/Intranet/Policies/policies.html>. Ask your supervisor or contact the office of Human Resources for interpretation or clarification of policies, if necessary.

Faculty Handbook

The *Faculty Handbook* is designed specifically for those whose primary responsibility is teaching. Each full-time instructor is given a *Faculty Handbook*. It sets forth the rules, regulations, and privileges under which faculty operate. The *Faculty Handbook* is on-line at our.sinclair, http://our.sinclair.edu/sites/manuals/fac_handbook/index.cfm.

College Bulletin (Catalog)

The catalog describes policies and practices concerning students. Admission information, program information, course descriptions, and graduation requirements are examples of information contained in the *College Bulletin*. The on-line bulletin information can be accessed at <http://www.sinclair.edu/bulletin/index.cfm>.

Benefits Guide

The Benefits Guide book explains the insurance benefits offered to full-time employees. Included in the book is information about the medical, dental, vision, life and disability insurance. Information about flexible spending and employee assistance program is also provided in the book. It includes summaries of the plans, contact information and assistance for you in determining your benefit options. The guide is updated annually and can be accessed at <http://our.sinclair.edu/sites/hr/Intranet/BenefitsGuide2012.pdf>.

Employee Safety Handbook

This handbook provides guidance related to safety responsibilities for all Sinclair Community College employees. It is the responsibility of each employee to be knowledgeable of and follow the requirements set out in the handbook. The handbook is on-line at our.sinclair, http://our.sinclair.edu/sites/manuals/docs/Safety_booklet.pdf.

HISTORY

“Find the need and endeavor to meet it.”

With that simple philosophy the Dayton YMCA opened a night school for men in 1887 and gave birth to what would eventually become Sinclair Community College. A Canadian of Scottish descent the College’s founder, David A. Sinclair, believed in fostering a close relationship with the business community the YMCA school served.

The first classes were arithmetic, freehand drawing, and mechanical drawing. Vocational classes were added as the need arose. Sixty-one years later, the YMCA College became Sinclair College, a private two-year junior college. It was named for David A. Sinclair, general secretary of the Dayton YMCA from 1874-1902, and founder of the YMCA’s educational program.

In 1965, the Sinclair College Board of Trustees recognized the need for a community college in Montgomery County and agreed to turn over the assets of Sinclair College when such a college was created and properly supported. That same year, County Commissioners created the Montgomery County Community College District and appointed a Board of Trustees. A 20-acre tract of urban renewal land in downtown Dayton was acquired for a new campus.

The Ohio Board of Regents approved the official plan for the community college in February 1966. Governor James A. Rhodes presented the charter to Sinclair Community College in March 1966. The following May, voters demonstrated their support for the establishment of the College by overwhelmingly approving a ten-year, one mill levy for operating and capital funds. The assets of the private Sinclair College were then transferred to the public community college.

In 1967, Edward Durrell Stone of New York was named chief architect for the new campus. Construction began in July 1969. Eight buildings were completed and opened for fall quarter classes in September 1972.

The voters of Montgomery County continued to demonstrate their support for Sinclair. The initial one mill levy was renewed for 15 years in 1975. In November 1989, a new 2.5 mill levy was approved for 10 years. In 1998, Montgomery County voters voiced their overwhelming support for Sinclair by passing a 10-year, 2.5 mill replacement levy with 73 percent approval.

In 1997, Dr. David H. Ponitz retired after 22 years as Sinclair president. During his tenure, Sinclair’s credit enrollment grew dramatically from 7,500 students to more than 20,000. Dr. Ned J. Sifferlen, a native Daytonian and long-time Sinclair faculty member, dean, vice president and provost

succeeded him in 1997. Under President Sifferlen's leadership, Sinclair has embarked on the transformation to a true Learning College. In Fall 2003, Dr. Steven Lee Johnson became the fifth Sinclair president. He had served for three years as provost under Dr. Sifferlen, who is now President Emeritus. The College's credit enrollment totals over 23,000 students.

Expanding on David Sinclair's simple philosophy, the College has developed into one of the nation's leading two-year public colleges. Accredited by the North Central Association of Colleges and Schools, Sinclair is a member of the prestigious League for Innovation in the Community College, and has also been chosen as a Vanguard College.

ACCREDITATION

There are two types of educational accreditation: institutional and specialized. Institutional accreditation evaluates and accredits an entire institution. Specialized accreditation, also called program accreditation, evaluates and accredits particular units, schools, or programs within an institution. Sinclair has an institutional accreditation by The Higher Learning Commission, North Central Association of Colleges and Schools. Programs in Mechanical Engineering Technology and Electronics Engineering Technology are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. The Automotive Technology program is fully certified by the National Automotive Technicians Education Foundation (NATIVE). Industrial Design & Graphic Technology is accredited by the National Association of Industrial Technology. All Allied Health Technologies programs and the Paralegal program are fully accredited by national and/or state approved accrediting organizations. Business accreditation is by the Association of Collegiate Business Schools and Programs. Pre-Kindergarten Teacher Certification is fully accredited by the Ohio Department of Education, Teacher Certification Office. Sinclair's Art, Visual Communication, Interior Design programs are accredited by the National Association Schools of Art and Design (NASAD) and the Music program is accredited by the National Association of Schools of Music (NASM).

The Ohio Board of Regents approves programs of study. Sinclair is authorized to grant associate degrees in arts, science, applied science, technical study, and individualized study.

ADMINISTRATIVE ORGANIZATION

The President is the chief executive officer and is responsible to the Board of Trustees for the operation of the College.

The Provost is the chief academic officer of the College and has primary responsibilities for Associate Provost and Instructional Division, which also includes the following groups: Academic Advising, Curriculum & Assessment, Completion, Life and Health Sciences, Business and Public Services, Science, Mathematics and Engineering, Liberal Arts, Communication and Social Sciences, Distance Learning Center for Teaching and Learning, Project Read and Tech Prep.

The Vice President for Business Operations leads technology based services provided to students, faculty and administrative operations. Responsibilities include the following groups: Bookstore, Purchasing, Parking, Information Technology, Library, and Public Safety.

The Vice President for Student Affairs and Enrollment Management has primary responsibility for the following groups: Student Services, Marketing, and Enrollment.

The Vice President and Chief Financial Officer of the college supervises the following groups: Budget Planning, Facilities, Accounting Services, and Research, Analytics and Reporting.

The Vice President for Organizational Development's primary responsibilities include the following groups: Human Resources, Chief Diversity Officer, General Counsel, and Training.

The Vice President for Workforce & Corporate Services primary responsibilities include the following: Sinclair Center Group, Corporate Sales Group and Research Park Group.

The Vice President for Advancement is responsible for the Foundation, Grants, Government Relations and Alumni.

The Vice President for Regional Centers is responsible for the Huber Heights, Englewood and Preble County Learning Centers and the Courseview Campus.

The Superintendent of Community Partnerships is responsible for High School Linkages and Pre-College Programs.

The General Counsel represents the College, through affiliation with the Ohio Attorney General, on all legal matters related to the College.

GOVERNANCE & DECISION MAKING

The governance system at Sinclair involves a variety of College groups in decision making. Faculty, chairpersons, support staff, and students have means for providing input regarding College policies and practices.

Shared decision making via committees, teams, assemblies, and councils draws many talented College personnel into a participatory form of governance.

Board of Trustees

The eleven-member Board of Trustees is the policy making body for the College. The Montgomery County Commissioners appoint six of the trustees, Warren County Commissioners appoint one, and the Governor of Ohio appoints the remaining four. Trustees bring to the board a wide range of experience from the business, industrial, and educational communities of Montgomery and Warren Counties. The membership reflects a cross section of the constituencies of the community. The power and authority to make final decisions about matters of educational policy, financial management, personnel appointments, and physical facilities development are vested in the board as granted under Section 3354.09 of the Ohio Revised Code.

President's Cabinet

The president, nine vice-presidents, chief of staff, and associate provost comprise the President's Cabinet. The cabinet meets weekly to discuss issues related to the overall administration and development of the College. The cabinet also coordinates, approves, and evaluates all policy recommendations before sending them to the Board of Trustees.

Leadership Council

The Leadership Council includes deans, directors, and key representatives of the following: faculty, chairpersons, counselors, support staff, and students. The council meets regularly to consider critical issues facing the College.

Staff/Administration Salary and Benefits Team

The Staff/Administration Salary and Benefits Team recommends compensation adjustments for support staff based on policies established by Sinclair's Board of Trustees. The process places emphasis on joint definition of issues and problem solving, incorporates principles of cooperation and collaboration and improving communication and strengthening campus relations.

Faculty Issues Team

The Faculty Issues Team recommends compensation, benefits and other work-related issues, for full-time faculty, based on policies established by Sinclair's Board of Trustees. The process places emphasis on joint definition of issues and problem solving, the use of data to aid decision making, and continuous improvement of processes while incorporating principles of cooperation and collaboration.

Instructional Council

The Instructional Council, chaired by the Vice President/Provost, functions in an advisory capacity on all matters related to instructional programs and services. The council regularly reviews all new courses and programs in their preliminary stages of development. There are no standing committees: Academic Policies, Curriculum and Part-time Faculty.

Provost Council

The Provost Council advises the Vice President/Provost on all academic and administrative matters pertaining to the academic divisions, distance learning, curriculum, assessment, and the learning centers. The membership of this Council consists of the Associate Provost, executive and academic deans, Dean of the Learning Centers, Director of Curriculum, Assessment, and Continuous Improvement, and Dean of Distance Learning and Instructional Support

Department Chairperson Council

The Department Chairpersons Council includes all department chairpersons who represent the interests of the various academic departments of the College. The council acts in an advisory capacity to the Instructional Council and the Vice President/Provost by initiating, reviewing, and recommending actions and policies that promote effective managerial and leadership practices.

Academic Advisors Council

The Academic Advisors Council includes the academic advisors. The council meets regularly with an elected chair presiding. The chair reports to the Associate Provost.

Faculty Involvement in Governance

Sinclair's full-time tenure track faculty members are involved in governance and decision making in a wide variety of ways. Faculty members are key participants at the department level in curriculum development and review, long-range planning, budgeting, full- and part-time faculty selection, and other departmental matters. Through elected representatives, faculty members are also involved in decisions regarding tenure, promotion, merit, and salary.

The Faculty Assembly promotes the welfare and interests of the faculty as a group and consists of all full-time, tenure-track faculty. Through its executive body, the Faculty Senate, the Faculty Assembly initiates, reviews, and recommends educational policies and transacts other official business of the faculty. The Faculty Senate serves as a link between the administration and the Faculty Assembly and provides the major avenue of faculty participation in the overall governance process.

Support Staff Involvement in Governance

The Staff Assembly represents the interests and concerns of Sinclair's full-time support staff members. Through its executive arm, known as the Staff Senate, the Staff Assembly provides members a formal means for initiating, reviewing, and recommending employment and other institutional policies to further the best interests of the College. The Staff Assembly members elect Staff Senators who serve on committees and task forces that address specific issues or events in which support staff members have a vested interest. The Staff Senate sponsors workshops and meetings as well as a first year experience program designed to foster a better workplace at the College. All full-time support staff who have completed their six-month probationary period are eligible to vote on issues brought before the assembly.

Student Leadership

Sinclair students contribute to the governance structure through Student Leadership. Student Leadership is authorized to charter all student organizations, recommend actions or policies to the College administration, and review matters affecting students. Student Leadership is also responsible for planning a balanced variety of social and cultural activities for students and providing student representatives to major College governance committees.

POLICIES & PROCEDURES

The policies and procedures of the College provide employees with an understanding of what is expected of them and what they can expect from their employment with the College. This handbook contains summaries of key Human Resources policies and procedures.

Official policies are available on the Human Resource's web site, accessible via the Sinclair Intranet. Every effort has been made to ensure accuracy; however, in the event of a conflict between the summaries in this handbook and the official policies, the official policies are the authority.

Violation of College/HR policies may be grounds for discipline up to and including termination.

Equal Opportunity/Non-discrimination Policy

Sinclair Community College is strongly committed to a policy of equal opportunity in its employment practices, educational programs and activities, and the many services it offers to the community. The College does not discriminate against applicants, employees, or students on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity, marital status, veteran status, national origin, ancestry, citizenship, or disability.

Employee Harassment Policy & Procedure

Sinclair Community College is strongly committed to a policy of equal opportunity in its employment practices, educational programs and activities, and the many services it offers to the community. The college does not discriminate against applicants, employees, or students on the basis of race, color, creed, religion, age, sex, sexual orientation, gender identity, marital status, veteran status, national origin, ancestry, citizenship or disability. Offensive or harassing behavior will not be tolerated against any person in the workplace. Such behavior may consist of:

- Any type of physical contact, demeaning or abusive written or spoken language, or graphic communication that is unwelcome or unwanted by the recipient. This includes but is not limited to, physical assault that is sexual in nature.
- Slurs, jokes, posters, cartoons or gestures that are offensive, hostile or intimidating to an individual.
- Unwelcome sexual advances, request for sexual favors and/or other verbal, physical, or nonverbal offensive conduct when
 1. submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or the student's academic performance,

2. submission to or rejection of the conduct by an individual is used as a basis for employment decisions or the student's academic performance outcomes, or
 3. the conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.
- A pattern of conduct that has the purpose or effect of creating an embarrassing, uncomfortable, hostile, intimidating, or offensive environment.

NOTE: The conduct must be sufficiently severe or pervasive to alter the conditions of the complainant's employment and create an abusive working environment.

- Consensual romantic and sexual relationships between a supervisor and an employee or an employee and student, including faculty and student, are prohibited.

Employees should report any harassing act(s) or pattern of conduct to any of the following persons: his or her supervisor or the supervisor's superior, the Director of Human Resources/Equal Opportunity Officer. Reports or complaints are thoroughly investigated in a timely manner and are treated with the greatest possible confidentiality. The College has a strong policy of non-retaliation against anyone filing a report or complaint.

Drug-Free Workplace and Drug-Free College Policy

Policy Statement

Sinclair Community College recognizes that alcohol abuse and drug abuse pose a significant threat to the goals of Sinclair and that it is important that Sinclair maintain an alcohol and drug-free environment.

Scope and Applicability

This policy covers all full-time employees, part-time employees, student workers, applicants for employment, volunteers, interns, persons conducting business on the property of Sinclair, and all students or other participants in Sinclair programs.

This policy applies whenever anyone covered by the policy is representing or conducting business for Sinclair or engaged in activities as a Sinclair student or program participant. This policy applies during all working hours, while on call or paid standby, while on the property of Sinclair, while attending College-sponsored events, and while driving any vehicle owned by Sinclair.

Prohibited Behavior

Illegal Drugs

It is a violation of this policy for anyone covered by this policy to use, possess, sell, trade, and/or offer for sale illegal drugs or intoxicants.

Alcohol

It is a violation of this policy for anyone covered by this policy to use, possess, sell, trade, and/or offer for sale alcohol while they are at work or at a location or during times they are otherwise covered by this policy, except under the following circumstances.

Persons age twenty-one (21) or over who are attending an event held outside of their regular work hours, at which alcohol is being lawfully served, such as a banquet, fund-raising event, theater event, or conference may use alcohol.

Sinclair recognizes that in some countries outside the United States of America, cultural norms and host hospitality may include serving alcohol to persons under age twenty-one (21). For a Sinclair student or participant in a Sinclair program who is under age twenty-one (21) while travelling in a country outside the United States of America where the legal drinking age is less than twenty-one (21), use of alcohol may be acceptable only if it has been approved by the Sinclair employee responsible for the travel program and such approval has been disclosed in writing as part of the orientation for the travel program. The procedures for this approval and disclosure shall be set forth in Sinclair's policies and procedures for international travel.

Any person who chooses to use alcohol under either of these circumstances is expected to exercise good judgment and moderation in such use. At no time will inappropriate behavior relating to the alcohol use be tolerated. Any lawful and permissible use of alcohol under either of these circumstances shall not be interpreted to prohibit Sinclair from taking any disciplinary or other action against any person subject to this policy who engages in inappropriate behavior or violates any other policy, rule, or expectation of Sinclair.

Prescription and Over the Counter Drugs

It is a violation of this policy for anyone covered by this policy to engage in the illegal or unauthorized use of prescription drugs. The use of prescription and over-the-counter drugs is not prohibited when taken in standard dosage and, for prescription drugs, according to a physician's prescription.

If the use of a medication could compromise the safety of the person, or others, including the public, it is that person's responsibility to follow appropriate personnel or other procedures (e.g., call in sick, use leave,

request change of duty, notify supervisor, notify Office of Human Resources) to avoid unsafe workplace practices.

Notification of Drug-Related Criminal Conviction

Any employee who is convicted of violating any federal, state, or local criminal drug statute must notify his or her supervisor and the Office of Human Resources in writing within five calendar days of the conviction.

Such a conviction will result in either the discipline of the employee, up to and including termination, or a requirement that the employee satisfactorily participate in and complete an approved substance abuse rehabilitation program.

Searches

Anyone suspected of violating this policy may be asked to submit to a search or inspection at any time.

Consequences

If an employee violates this policy, the employee may be disciplined, up to and including termination from employment.

If an applicant violates this policy, an offer of employment may be withdrawn; the applicant may be barred from reapplying for a specified period of time, and/or upon reapplication, the applicant may be required to successfully pass a pre-employment drug test.

If a student violates this policy, he or she may be disciplined in accordance with Sinclair's Student Code of Conduct, up to and including suspension or dismissal.

Return-to-Work Agreements

An employee who violates this policy may be offered an opportunity to participate in rehabilitation. In such a case, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

Drug/Alcohol Testing

Sinclair will not require any person, as a precondition to employment, continued employment, enrollment, or participation in any Sinclair program, to submit to substance abuse testing, except:

Where there is reasonable suspicion that the individual is currently abusing alcoholic beverages or drugs in violation of Sinclair policies;

Where a particular position has been determined by Sinclair to be of such a nature that risks of employee impairment must be reduced so as to require pre-employment substance abuse testing;

Where the employee or student has voluntarily agreed, in writing, to submit to substance abuse testing;

Where substance abuse testing is required by state, federal, or local law; or

Where substance abuse testing is mandated by rules or regulations of an outside organization as a condition for participation in activities controlled by such organization (e.g., athletic leagues).

No employee or agent of Sinclair may require any person to submit to any substance abuse testing as a precondition to employment, continued employment, enrollment, or participation in any program of Sinclair, unless expressly authorized by the Vice President for Organizational Development to do so. A request for such authorization will be limited to administrators, faculty, and supervisory personnel who have been trained in proper procedures for requesting substance abuse testing.

Assistance

Sinclair recognizes that in the case of alcohol and drug abuse and addiction early intervention and support improve the success of rehabilitation. To support employees, Sinclair:

Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.

Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).

Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems

Treatment for alcoholism and/or other drug use disorders may be covered by the health care benefit plan available to Sinclair employees. However, ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by Sinclair through the drug-free workplace program will be kept confidential to the extent permitted by law. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Communication

To ensure all employees are aware of their role in supporting the drug-free workplace program:

This policy will be posted on Sinclair's internet or intranet web sites.

All new employees will receive a written copy of this policy, and the policy will be reviewed in orientation sessions for new employees.

All employees will be sent a copy of this policy annually from the Office of Human Resources.

Information about the dangers of alcohol and drug use and the availability of help will be made available to all employees and students.

Employee Safety Program

It is the policy of Sinclair Community College to provide a safe environment for all employees, students, and visitors and to promote continuing vital Safety Awareness.

Sinclair Community College recognizes its responsibility to furnish an environment that is safe for all; to provide safety devices and mechanical safeguards; to promote the use of methods and processes to protect the life, health, safety and welfare of employees, students and visitors; and, to maintain and enforce a program to fulfill this responsibility.

Therefore, it shall be each employee's responsibility not only to assure his or her personal safety, but also to develop a concern for the safety of all the College constituents.

The acceptance of employment at Sinclair Community College obligates a person to follow the safety policies and procedures established by the College.

Weapons Prohibited on Campus

Use, possession, or carrying of firearms, including, but not limited to pistols, rifles, shotguns, or ammunition, incendiary devices, smoke devices, dangerous knives, explosives or other dangerous weapons while on college

owned or controlled property, or at college sponsored or supervised activities, except by college or other authorized police officers, or other persons specifically authorized by the college.

Performance Management Process

Sinclair's Performance Management Process for members of support, professional and administrative staff involves performing the expectations of the position, planning for continuous improvement, coaching and feedback on an ongoing basis, mid-cycle performance discussions, and annual performance assessments that compare actual results to plans. The documentation associated with the process assists in creating specificity and clarity and providing an audit trail for each performance cycle.

Compensation Program

Sinclair's compensation program is designed around concepts that will make it operate effectively on a continuing basis. The program is designed to be internally fair, externally competitive, and personally motivating.

Staff employee base salaries are related to the level of accountability, complexity, and knowledge required as well as individual performance within a position.

Exempt and Non-Exempt Personnel

The terms "exempt" and "non-exempt" refer to the status of a position under Federal wage and hour laws. Specifically, exempt positions are so called because they are exempt from the overtime provision of the law.

Exempt personnel include the administrative and professional staff of Sinclair Community College who perform administrative, supervisory, or managerial duties whose primary responsibilities are other than teaching. Non-exempt personnel include clerical, technical, and maintenance staff who support the work of the exempt personnel and teaching staff. Personnel policies and procedures that apply specifically to either exempt or non-exempt personnel are so noted in this handbook, and in the [H. R. Policies](#). If there is no such notation, the policy/procedure applies to all full-time staff members.

Hours of Work

The workweek for non-faculty personnel is 40 hours per week generally consisting of five workdays of eight hours per day and one hour for lunch. The workweek begins at 12:01 a.m. Monday and ends at midnight the following Sunday. Most offices are open from 8:00 a.m. until 5:00 p.m., Monday through Friday. Scheduled hours may vary according to the needs of a particular office, or, within a normal week, a supervisor may adjust the hours, as special situations require.

Payday

Full-time College employees are paid twice a month on the 15th and the last day of each month. If a payday falls on Saturday, Sunday or holiday, your pay is available on the immediately preceding business day.

The College is required to deduct from pay the following: federal income tax, state income tax, city income tax, and contributions to your retirement fund. The percentage of salary withheld for retirement and the percentage contributed by the College are determined by the Ohio Public Employees Retirement or State Teachers Retirement System. Employees of Sinclair do not pay Social Security. Medicare taxes are deducted from the pay of employees hired after 3/31/86. Retirement contributions are withheld on a pre-tax basis.

A receipt form (W-2) showing the amount earned and the amount withheld for federal, state, and city income taxes during the previous year is provided to each employee of the College by January 31 of each year.

Federal Income Tax Withholding (W-4)

The amount of federal income tax withheld from an employee's paycheck is based on the number of allowances shown on the employee's current W-4 form. Employees are required by law to file a new W-4 within ten (10) days of an event that decreases the number of allowances that he or she would be entitled to claim. Such events would include a divorce, a decrease in allowable itemized deductions, a child no longer eligible as a dependent, etc. Changes to the W-4 may also be appropriate if too much tax was withheld, if there was a change in family status such as the birth of a child, or if there is an increase in itemized deductions.

W-4s, with instructions, are available in the Payroll office. If assistance in completing the forms is needed, contact the Internal Revenue Service or a tax advisor.

Overtime (Non-Exempt Employees)

Overtime work must be authorized by the immediate supervisor. Overtime work is paid at the rate of one and one-half (1-1/2) times the employee's regular rate of pay for all time worked in excess of forty (40) hours in a workweek.

If an employee is absent because of paid holiday and/or vacation hours or because of jury duty or National Guard duty, provided such duty requires the employee to be absent from work, those hours (not to exceed eight hours in any regularly scheduled workday) are counted as hours worked for the purposes of determining when the overtime pay rate is applicable.

Absences for sick leave (with or without pay), personal leave, bereavement leave, administrative leave (with or without pay), and other time off (e.g.,

tardy) without pay are not to be counted as hours worked for the purposes of determining when the overtime pay rate is applicable.

Absence Notification

Good attendance is essential to the competent performance of your job. Good attendance is also essential to ensure the efficient operation of the College's business. Attendance is one factor considered when you become eligible for salary increase or a promotion.

When an employee is unable to come to work because of sickness or an emergency, the employee is required to notify the supervisor within the first working hour or as soon as possible. Failure to report and/or properly notify the College is an unauthorized absence. An unauthorized absence may result in a loss of pay for the time of absence. When possible, a Leave Request should be completed in advance of an absence. In the event of an unplanned absence, complete a Leave Request form immediately upon your return to work.

If an employee is absent two (2) days or more and did not complete a Leave Request in advance, his or her supervisor is required to notify Human Resources on the employee's behalf. In case of prolonged absence, an employee must inform his or her supervisor. When requested by the College, verification of need for absence must be provided by a physician.

Probationary Employment (Non-Exempt Employees)

The probationary period is an important time in the relationship between the employee and the supervisor. The probationary time provides the employer the opportunity to evaluate the employee's performance. Likewise, the employee is given an opportunity to adjust to the job.

An employee is in a six-month probationary period from the date of employment or reemployment. Prior to the end of the probationary period, the employee must be evaluated by his or her supervisor and a specific recommendation made regarding the continuation or non-continuation of employment in the position beyond the probationary period. The probationary period for police officers is twelve months.

Staff members on probation may use available benefits with the exception of vacation, which may not be taken until the new-hire probationary period has been completed successfully. An employee may not transfer to another department until the probationary period has been completed unless such a transfer and/or promotion is in the best overall interests of both the employee and the College.

Work Outside Primary Position

The primary responsibility of full-time employees is performance of their duties to the College. They may engage in other activities with pay under the following conditions:

- The additional activity for pay does not cause the public to believe it is an official act of the College.
- The additional activity for pay does not involve using official information about the College that is not available to the public.
- The additional activity for pay does not create a conflict of interest.

Employees must tell their supervisor that they hold other employment and the number of hours involved.

Non-teaching staff members who are hired to teach a class in addition to their regular duties may only accept a teaching schedule that meets the following guidelines:

- Full-time non-faculty employees are limited to a total of 6 credit hours per semester.
- Full-time non-faculty employees may only teach before or after their regular assigned work hours for their primary position.
 - Exception: Full-time non-faculty employees may teach two days per week, 50 minute sessions, between the hours of 11-2 only.
- Any activities related to the adjunct teaching position (prepping for class, grading papers, preparing presentations, meeting with students, etc.) may not be done during the regular work day.

Separation from Employment

Employment at Sinclair is "at will" meaning an individual has the right to terminate his or her employment at any time for any reason and the College has the same right.

Full-time administrative and professional employees must give at least thirty (30) calendar days written notice of their intention to resign to the Office of Human Resources.

Full-time non-exempt (hourly) personnel must give at least two weeks written notice of their intention to resign to the Office of Human Resources. Employees who have tendered their resignations are not permitted to use vacation or personal leave during the notice period. Employees who do not give the required notice, and fully serve out their stated notice period, will forfeit any accrued but unused vacation and will not be paid for such leave.

Should it become necessary for the College to separate an individual from employment, at least sixty (60) calendar days written notice shall be given to administrative, professional and to non-exempt (support) staff by the College. Pay in lieu of notice may be granted with the approval of the appropriate vice president of the college. No advance notice is necessary if an employee is dismissed for serious offenses as determined by the college.

Employees who have completed their probationary period and are being considered for involuntary separation may have the opportunity to appeal the action. Details of the separation process are available in the office of Human Resources.

Exit Interviews

An exit interview with a separating employee is a valuable source for information to assist the College in improving employee morale, job satisfaction, and working conditions.

The Office of Human Resources is responsible for exit interviews.

At or prior to the exit interview, all college property must be returned.

Nepotism

Members of the same family may be appointed to positions when it has been determined that they are the most qualified candidates for the positions. No employee shall participate in recommendations or decisions concerning pay, performance or promotion involving an individual with whom the employee has a familial relationship.

Conflict of Interest

It is the policy of the College that its transactions with individuals and organizations outside the College are conducted at all times on a highly ethical and arms-length basis. To this end, the primary consideration must be in the best interests of the College. Consequently, decisions made in conducting such relationships and transactions must not be influenced by self-interest on the part of a board member, officer, or employee that may potentially or actually be in conflict with the interests of the College.

A conflict of interest exists when a person uses his or her influence, knowledge of College events, and/or power or position to bring about a direct or indirect personal benefit from any business transaction with the College other than from his or her regular compensation.

In order to avoid conflicts of interest, circumstances actually or potentially involving such conflicts should be promptly and fully disclosed to the College's Vice President and CFO. This requirement of disclosure exists at all times independent of the periodic distribution of questionnaires concerning conflict of interest.

Grievance Procedure

Sinclair recognizes that in any employee group, difficulties, misunderstandings, or grievances may arise. It is the earnest wish of the College that all such problems be resolved quickly and fairly. In order to accomplish this, a procedure has been developed to provide a method of resolving disputes in an equitable and timely manner and at the lowest supervisory level possible. As such, the grievance procedure is recognized as a non-judicial administrative process.

A grievable incident is one involving working conditions, job performance, alleged illegal discrimination and/or application of College policy.

The following principles adhered to at all levels and through all steps of the grievance procedure:

1. The right of all parties to:
 - a. fairness, equity, confidentiality, and non-prejudicial use of records;
 - b. the expeditious resolution of grievances at the lowest level possible;
 - c. appeal to the next step in the process; and
 - d. no retaliation or adverse action being taken against an employee who files a grievance, regardless of the outcome of the grievance.
2. The grievant has the right to be accompanied by someone of his or her choice to advise them at any level of the process.
3. If the employee does not receive a written reply to his or her written grievance within the time limits set forth in the grievance procedure, the grievance may be appealed to the next step within three days after the date the reply should have been received.
4. Any extensions to the given time frame must be by written mutual consent of the parties involved.

Failure to comply with the grievance procedures may be considered by either grievant or respondent as having satisfied the need to exhaust the internal grievance process.

This process applies to all full-time, non-faculty employees of the College. Further information is available in the Office of Human Resources.

Tartan ID Cards

The Sinclair Community College Tartan Card is your official employee card. All employees are required to have this card. New employees must request a card in person from the Registrar's Office.

The loss of a Tartan Card should be reported to the Registrar's office during business hours. The Campus Police department must also be notified.

Employee Information Change

Employees should contact Human Resources if their employee information changes for one or more of the following items: name (please provide a copy of social security card), address, home telephone number, office room number, or office telephone number.

Employment Verification

It is the policy of Sinclair Community College to provide verifications of employment status, hire date and position title by phone or in writing. Requests for verification of salary information will only be completed with a written release from the employee. The request should be submitted to the Office of Human Resources and should include a stamped, self-addressed return envelope or FAX number.

Personnel Files

Personnel files for all full-time administrative, faculty, professional and support staff are maintained in the Office of Human Resources. If an employee wishes to review his or her file, he or she should schedule an appointment. A member of the Human Resources staff must be present during the review in order to respond to questions or clarify any information contained in the file.

Under the Ohio Public Records Act, all public records, including many sections of personnel files, must be made available, upon reasonable request, to any person requesting such. Exceptions to the Public Records Act include information related to a Police Officer, employees' Social Security numbers, personal telephone numbers, home address and medical information.

Appearance and Conduct

Business casual attire, good personal habits and professional behavior make a good impression on students, visitors, and colleagues and are expected of all employees of the College.

Your Role in Public Relations

The impression that students and visitors have of the College very often depends upon the employees with whom they come in contact. Employees have a definite role in creating a good impression of the College. Courtesy, a

friendly smile, a warm hello, and a sincere interest in students and visitors project a positive image to the mutual satisfaction of all concerned.

Professional Memberships and Activities

Dues for professional memberships are the responsibility of individual staff members. On a selective basis, the College pays the expenses of attending some meetings of professional organizations if the attendance has been previously approved and budgeted.

If the organization is one in which the College desires to have representation, and if the College requests an individual to affiliate with a particular organization, dues are paid by the College with the approval of the appropriate vice president. Accordingly, the staff member is designated as the official representative of the College to the organization.

Staff members may attend area and national conferences when such messages contribute to their professional growth or to institutional public relations. Such attendance is limited by the College budget in accordance with College expense policies. Funding may be requested from the Staff Development and Innovation Committee (SDIC).

Tobacco Restrictions

The Board of Trustees and the administration of Sinclair Community College are committed to providing a healthful environment conducive to work and study. Therefore to ensure this healthful environment and to comply with the state law, smoking is prohibited on the campus of Sinclair Community College except in officially designated locations. Additionally, Sinclair restricts the use of all tobacco products to the officially designated locations. For the full tobacco policy go to http://our.sinclair.edu/sites/hr/Intranet/Policies/Tobacco_Restriction/tobacco_restriction.html.

Emergency Closing

An emergency closing of the College shall be implemented only under extreme circumstances. All employees are to report to work unless they specifically hear otherwise.

The decision to close the College, delay the opening, or dismiss early will be made as early as possible.

Employees are directed to check the College web site or listen to local television or radio stations for information. Employees may also call the College's 24-hour telephone information line at (937) 512-2888. **Do not call the Campus Police.** Those lines must be kept open for emergency use.

EMPLOYEE BENEFITS

Vacation (All Eligible, Full-time Employees)

Vacation hours are accrued per pay period on payday (see Vacation Accrual information). Vacation time may not be taken in advance of accrual (pay day when issued). Vacation time accrued during a vacation may not be used to extend that same vacation. An individual may accumulate up to 240 hours of vacation time. Upon separation from employment, an employee may be paid for unused, accrued vacation in accordance with applicable College policies.

The employee's supervisor must approve vacation leave, in advance, and a leave request form completed and forwarded to the Office of Human Resources. Non-exempt employees may request vacation only after successful completion of the probationary period. The appropriate vice president must approve vacations of more than 160 consecutive working hours. Employees should be careful not to request vacation time that exceeds their available leave balances (based on accrual dates).

Use of vacation must be requested in advance and approved by the employee's supervisor. While efforts will be made to accommodate employee wishes, vacation must be planned with the College and department schedules in mind.

To request use of vacation, the employee completes a Leave Request form and submits it to his/her immediate supervisor.

Unused vacation may be accrued up to a limit of 240 hours. Once the vacation accrual reaches 240 hours, no more vacation time will be accrued until the balance drops below 240.

If a holiday falls within the vacation period, this day is not charged against earned vacation. If an employee desires additional leave without pay in conjunction with a vacation, he/she must request the time under the provisions of the Leave of Absence Without Pay policy, V.4.4.

Vacation of more than 160 consecutive working hours may not be taken without the approval of the appropriate Vice President.

If a period of leave without pay encompasses a complete pay period, no vacation time will be accrued for that pay period.

Vacation Accrual Administrators and Professional (Exempt) Employees

Vacation is earned and accrued at the rate of 6.67 hours per pay period, beginning with the first pay period of employment. Use of vacation may be requested as it is accrued.

Vacation Accrual Support Staff (Non-Exempt) Employees

Vacation is earned and accrued at a variable rate depending on the length of service. Accrual begins with the first pay period of employment.

0 - 5 years of service	4.00 hours vacation per pay period
5 - 6 years of service	4.33 hours vacation per pay period
6 - 7 years of service	4.67 hours vacation per pay period
7 - 8 years of service	5.00 hours vacation per pay period
8 - 9 years of service	5.33 hours vacation per pay period
9 -10 years of service	5.67 hours vacation per pay period
10-11 years of service	6.00 hours vacation per pay period
11-12 years of service	6.33 hours vacation per pay period
12-13 or more years of service	6.67 hours vacation per pay period

Use of vacation may be requested after the employee has completed the probationary period following date of hire.

Holidays

The College observes the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Winter Holiday

The College observes thirteen (13) paid holidays during the calendar year. Specific dates are listed each year in the academic and administrative calendars.

Note: If an employee is on unpaid leave the workday before a holiday, the holiday is unpaid as well.

Personal Leave

Leave for personal reasons is permitted with the approval of the appropriate supervisor for up to a maximum of three days (24 hours) per year. Personal leave will not be accumulated from year to year. Twenty-four hours of personal leave shall be granted to each full-time employee who is on the payroll as of January 1 of each year and may be used only during that calendar year. Personal leave for new employees hired after January 1 of each year is granted on a prorated basis at the rate of two hours for each full month of employment anticipated under their contracts.

Requests for personal leave should be submitted in advance if possible. Such leave shall not be used on the regularly scheduled workday that falls before or after a holiday or vacation period. The granting of leave shall be contingent upon arrangements being made with the appropriate supervisor to cover or reschedule any affected classes or scheduled work assignments during the leave period.

The reason for the personal leave does not have to be shown on the leave request; however, the employee's electronic signature verifies that the time off is for a legitimate personal reason. Personal leave is designed for use when an employee has personal business that cannot be accomplished during non-business hours.

Sick Leave

Paid sick leave is not a form of compensation, but is a benefit provided by the College to protect full-time employees against loss of income when they find it necessary to be absent from work for reasons of personal illness, injury, or disability. Under conditions specified herein, paid sick leave may be applicable for reasons related to the illness or injury of a spouse, son, daughter or parent.

Personal Illness or Injury

Regular, full-time employees who are absent for reasons of personal illness, injury or other medical condition receive full pay while absent up to the amount of sick leave accrued prior to the beginning of the absence. Sick leave is accumulated at the rate of five (5) hours per pay period up to a total of 120 hours per year. Annual unused sick leave may be accumulated up to a maximum of 1200 hours.

Sick leave that is accrued during an absence may not be used until the employee has returned to work for one (1) scheduled work day and subsequently qualifies for the use of paid sick leave.

If an employee is unable to report to work as scheduled because of illness or an emergency medical situation, the immediate supervisor should be notified no later than the first scheduled working hour. If this is physically impossible, the supervisor should be notified as soon as it is possible to do

so. Failure to report and/or properly notify the College will be considered an unauthorized absence. Such unauthorized absence may result in loss of pay for the time of absence.

When the need for sick leave is foreseeable, the employee must submit a Leave Request prior to the beginning of the leave. Under any circumstance, the Office of Human Resources is to be notified of an employee's use of sick leave by the end of the second (2nd) consecutive day of sick leave. If the need for sick leave is not foreseeable, the employee who has been absent completes a Leave Request form as soon as possible upon returning to work. However, if the leave is an unplanned absence of two (2) or more consecutive working days it is the responsibility of the supervisor to notify Human Resources.

An employee who has been absent for five (5) or more consecutive working days because of illness must submit a physician's statement verifying the illness and giving medical approval for the employee to return to work directly to the Human Resources Office. A physician's statement may be requested for absences of less than five (5) days at the supervisor's discretion. A copy of the physician's statement is to be sent by the employee to the Office of Human Resources.

Employees who are absent on an extended basis may be required to submit, upon request, a completed "Certification of Health Care Provider." This is in advance of return to work and in addition to the required release to return to work.

Illness or Injury of a Family Member

Paid sick leave may be used for an illness or emergency involving the employee's spouse, son, daughter or parent that requires the presence of the employee.

The request for paid leave should include a completed Leave Request and an explanation of the nature of the illness that necessitates the employee's presence. The College may require a completed "Certification of Health Care Provider," certifying that the employee's presence is required. Requests should be made in advance of need when possible.

Family and Medical Leave (FMLA)

Employees have the right to Family/Medical Leave of absence for: 1) birth of a son or daughter; 2) placement with the employee of a son or daughter for adoption or foster care; 3) caring for a spouse, son, daughter or parent with a serious health condition; 4) serious health condition of the employee that makes the employee unable to perform essential functions of his/her job (with or without reasonable accommodation for the disability). Up to twelve (12) weeks of leave within a given twelve (12) month period are granted with the guarantee of job protection. Job-protected leave that is

subject to the provisions of this policy for birth or placement must be completed before the occurrence of the one-year anniversary of the birth or placement.

This policy applies to all employees of the College. Any person who has been employed by the College for at least one year and who has worked at least 1250 hours during the year prior to the onset of the leave of absence is eligible for the Family/Medical Leave provisions established by this policy. Any leave or portion of a leave that is granted by the College in excess of the maximum time allowable under this policy or for reasons other than those specified herein is subject to the guidelines of the specific policy under which it is granted.

Bereavement Leave

This policy applies to all full-time employees of Sinclair Community College.

Bereavement Leave with pay may be granted for up to three (3) days per occurrence, to full-time employees for death in the employee's immediate family.

It is the responsibility of all employees to be knowledgeable of the provisions of this policy and use them appropriately. Appropriate documentation for requested bereavement leave may be required. Falsification of a written or signed statement or document shall be grounds for disciplinary action including dismissal.

"Immediate family of the employee" means parent or step-parent, husband, wife, child or step-child, sibling or step-sibling, spouse's parent or step-parent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandfather, grandmother, spouse's grandparent, grandchild, aunt, uncle, niece, nephew, or any individual living in the same household as the employee.

Jury Duty

If an employee is called for jury duty, the College will continue to pay his/her salary, less the amount received for jury duty. An employee is expected to report to work during those hours his/her presence is not required as a juror. Arrangements should be made in advance with the employee's supervisor regarding attendance.

Military Reserve/National Guard Duty/Military Active Duty

The College will cooperate with employees who are active members of regularly organized units of the military. Sinclair Community College's policy will be implemented in compliance with state and federal laws and regulations regarding military leave.

Leave of Absence Without Pay

An employee may request a leave of absence without pay for a period of up to ninety (90) days maximum in any one fiscal year. Unpaid leave granted under this policy shall be for reasons other than those related to FMLA leave. The request should be in writing and state the reason for the request and the number of days or hours requested. The request should be in memo form addressed to the Office of Human Resources and routed through the employee's supervisor, dean/director, and vice president for their approval. Approval of unpaid leave is at the discretion of management.

Health care (medical and dental) benefits provided and normally paid for, in whole or in part, by the College may be continued during a leave of absence without pay provided that the total premium cost of such benefits is paid by the employee.

Retirement

The Ohio Public Employees Retirement System (OPERS — www.opers.org) and State Teachers Retirement System of Ohio (STRS — www.strsoh.org) are the retirement systems in which Sinclair employees participate. Employee contributions to the retirement plans are made on a pre-tax basis. Participation is mandatory. Specific information is available from the Office of Human Resources.

Effective August 1, 2005, new full-time staff and tenure-track faculty members may elect a portable Alternative Retirement Plan (ARP — <http://our.sinclair.edu/sites/hr/Intranet/Benefits/arpvenders.doc>) rather than participate in the state systems. Details are available in the Office of Human Resources.

Unused Sick Leave Payout at Retirement

An employee retiring (see definitions) directly from full-time employment with Sinclair Community College after five (5) or more years of continuous service with the College may receive pay for a portion of unused sick leave. Payment for unused sick leave will be at the rate of one (1) day of pay for each four (4) days of accumulated, unused sick leave, to a maximum of thirty (30) days.

Payment shall be based upon the staff member's rate of pay at the time of retirement. Such payment shall be made only once to any employee. Payment for sick leave on this basis shall eliminate all sick leave credit accrued by the employee at that time.

Employees in grant funded positions are not eligible for this benefit.

Parking

Full-time employees may park in a designated lot, based on seniority, for a nominal fee that is deducted from pay. Questions concerning this benefit may be directed to the Office of Business Services.

Tuition Waiver

Full-time employees, their spouses, and their dependent children may attend Sinclair Community College on a no-tuition (no instructional fee) basis, if they meet the requirements for admission. Tuition remission is based on fees for Montgomery County. Those receiving this benefit must pay any additional charges such as student fees, general fees, lab fees, books, or equipment. Employees who live out of county or out of state are subject to the appropriate surcharges.

Tuition Reimbursement

All regular full-time employees who have completed one year of continuous service with the College are eligible for tuition reimbursement for course work taken at accredited, four-year colleges and universities. Academic course work eligible for reimbursement may include graduate or undergraduate courses. Reimbursement is approved on a course-by-course basis for all job-related course work. Reimbursement may also be approved for course work leading to a degree that will directly enhance the employee's potential to qualify for advancement within the College. Reimbursement is granted based on the undergraduate/graduate instructional and general fees in effect at the time of course registration at Wright State University or the college attended, whichever is less. Depending on the current IRS Code this benefit may be taxable. For additional information contact the Office of Human Resources. Employees in grant funded and adjunct faculty positions, or on sabbaticals are not eligible for this benefit.

Direct Deposit/Payroll Deductions

Direct deposits may be made to any financial institution that is a member of the Federal Reserve System. Forms and additional information are available at our.Sinclair/College Forms/Payroll. Payroll deductions may be made for parking fees, United Way contributions, and College-sponsored insurance, retirement benefits, and annuities.

Tax Sheltered Annuities

Any Sinclair employee may participate in a tax sheltered annuity (403b) program. Upon request, the College redirects from the employee's salary a stated amount of up to the maximum authorized by law for deposit with a College-authorized carrier selected by the employee. The redirection is made on a pretax basis. Please contact the Office of Human Resources or Payroll for a listing of authorized carriers and to make arrangements to set up salary redirection. The request form with full information is available at

our.Sinclair/College Forms/Payroll/Tax Shelter Annuity Form and Instructions.

Medical, Dental and Vision Insurance

Full-time employees have an option to participate in a medical, dental and vision care plans with a choice of either single or family coverage. The College and the employee participate in a cost-sharing premium plan. Specific information is available in the Office of Human Resources.

Group Life Insurance

Full-time employees are insured through a group life insurance plan for an amount equal to twice the employee's annual salary. This premium is paid in full by the College, but terminates when employees are separated from the College. Insurance premiums for coverage above \$50,000 are subject to federal taxes. Employees may elect to cap employer paid life insurance at \$50,000. Full-time employees may purchase supplemental life insurance coverage up to two times annual salary according to the terms set forth by the insurance carrier.

Long-term Disability Insurance

A full-time employee who becomes disabled may qualify, with certain considerations, for monthly income benefits equal to 60 percent of the covered monthly salary as of the date the disability began, but not to exceed \$7,000 monthly including other coverage or income. Coverage is offset by income from STRS or OPERS or other insurance benefit.

Short-term Disability

Employees with at least one year's service who suffer catastrophic injury and illness but do not have available paid time off to cover the absence may apply for short-term disability. All such applications are reviewed by Human Resources then submitted to the appropriate vice president for approval. Employees in grant funded and adjunct faculty positions are not eligible for this benefit.

Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is a confidential counseling service that assists employees and members of their families with a wide variety of personal and work-related problems that may affect their productivity, health and safety. These may include marital or family stress, financial problems, job-related stress, legal difficulties, child centered difficulties, alcoholism, drug abuse, etc. The program is completely confidential. Any discussions of employees' problems are strictly between them and the counselors. Sinclair receives no personal information on the people using this contracted service.

Flexible Spending Accounts (FSA)

All full-time employees are eligible to participate in Flexible Spending Accounts (FSAs) at the College. An employee may elect to allocate a portion of his or her earning to an FSA to be reimbursed for out-of-pocket medical or dental expenses and/or dependent care expenses. The money allocated to an FSA is not subject to federal or state taxes and must be expended on services received during the plan year (January 1 through December 31). Specific information is available in the Office of Human Resources.

Employees in Annually Contracted Faculty and Adjunct Faculty positions are not eligible for this benefit.

Liability Insurance

All Sinclair employees are covered by liability insurance carried by the College. Subject to policy limitations, exclusions and conditions, Sinclair employees are insured for liability arising out of their acts in conducting Sinclair's business with members of the public including students. For more specific information contact the Office of Business Services.

Wellness

Sinclair thinks an employee's health is important! The College's Wellness Committee sponsors and/or promotes a variety of programs and activities to enhance personal wellbeing. The Physical Activities Center (PAC) offers classes free of charge to faculty and staff through SDIC. Classes on weight control, nutrition, and stress management are offered by the Dietetics and Psychology departments. Health screenings for blood pressure, cholesterol, and mammograms are offered throughout the year. A "Wellness Fair" is conducted in conjunction with benefits open enrollment. Check the College News at our.Sinclair or the Human Resources web site for information about wellness opportunities.

Workers' Compensation

All employees are covered under the Ohio Workers' Compensation Law. If an incident, injury or sickness is sustained in the course of work follow these steps:

1. Call Campus Police at ext. 2700 to report your injury.
2. Report the injury to your supervisor.
3. If treatment is required at a hospital or doctor's office, the employee must advise them it may be a Workers' Compensation case.

COLLEGE SERVICES & RESOURCES

Sinclair Intranet

The Sinclair Intranet provides links to departmental web pages, learning manuals and handbooks, the campus directory, College forms, Facilities work requisition, Magic Self-Service Help Desk, current informational notices, and much more. Check it out at <http://our.sinclair.edu/index.cfm>.

Information Technology Help Desk

The Information Technology Help Desk provides students, faculty and staff with a single primary point of contact for technology related issues. Assistance can be done over the phone at (937) 512-4357 (HELP) or toll free (866) 781-4357 (HELP). The Help Desk Analyst can provide assistance with both hardware and software problems including the Windows Image software applications (Windows, MS Office [Access, Excel, Outlook, PowerPoint, Word], CRT, Internet Explorer) and the my.sinclair.edu — Portal. Check the Help Desk website for hours of operation. For more information, go to <http://www.sinclair.edu/about/offices/helpdesk/>.

Library

The Library provides comprehensive library services to students and staff. The Tartan Card enables borrowers to check out materials at the main circulation desk. In addition to an extensive collection of print and non-print resources, the Library has access to materials from other college and public libraries through OhioLink, a statewide information network and interlibrary loan process. Assistance in searching, obtaining, and utilizing information is available at the reference desk, Building 7, lower level and on-line at <http://www.sinclair.edu/facilities/library/>.

Learning Technology Support

Learning Technology Support is a department within the Distance Learning & Instructional Support Division. Our mission is to provide exemplary expertise, support and services to Sinclair faculty in the area of technology integration for teaching and learning. LTS provides professional media design and productions services, a faculty content development lab and educational technology professional development. LTS is located in Room 14000. For more information, call 512-3258.

Office of Disability Services (ODS)

The office of Disability Services (ODS) offers assistance to faculty and staff working with students with disabilities. The services available include assistance in determining appropriate accommodations, information on alternate formats for standard print, and obtaining interpreters and physical

education assistants. More information can be found at <http://www.sinclair.edu/support/disability>.

Early Childhood Learning Center and Flex-time Center

Sinclair's Early Childhood Learning Center provides two distinctive child care services for children age three through pre-kindergarten. The Early Childhood Learning Center provides full-day childcare. For children who need only a few hours of care, the Flex-Time Center offers short-term care. The hours of operation for both centers are 6:30 a.m. — 6:00 p.m. A reasonable fee is charged and enrollment is on a semester basis. Visit on-line at <http://www.sinclair.edu/facilities/cec/index.cfm>.

Physical Activities Center (PAC)

The Physical Activities Center is open to all full- and part-time employees who pay either a semester or an annual lab usage fee. The fee entitles individuals to use the PAC during the open recreation periods. Members of their immediate family, residing with them, may accompany them as a guest and also use the facilities. A list of times is available in the Equipment Room or Physical Education office. Employees may provide their own or rent equipment for open time usage. Employees enrolled in a Physical Education class may also use the PAC during open times but are required to pay staff rates for court rental. Class enrollment does not provide family privileges. More info at <http://www.sinclair.edu/facilities/pac/index.cfm>.

Sinclair Center (Building 12)

Officially named the David H. Ponitz Sinclair Center, Building 12 is a state-of-the-art education center available for training programs, seminars or meetings sponsored by any Miami Valley business, industry, government or nonprofit community group. There are many innovative, flexible features that make this facility ideally suited for training courses and educational conferences, e.g., seminar rooms, information retrieval, teleconferencing, computer-based learning, and dining facilities. For more information visit on-line at <http://www.sinclair.edu/facilities/ponitz/index.cfm>.

Sinclair Police

College employees are urged to contact Sinclair Police, ext. 2700, to report anything suspicious, if they need a room opened, experience a theft, or have any other problem that needs the attention of a police officer. Emergency telephones are located inside buildings in public hallways and outside throughout the campus and parking lots. Outside emergency telephones are identified by a blue light atop a pole that houses the telephone. Sinclair Police are on duty 24 hours a day, 7 days a week. Sinclair Police is a fully accredited and certified police force.

Employees are expected to leave the campus by 10:00 p.m., Monday – Thursday, 6:00 p.m. on Friday, and 5:30 p.m. Saturdays. If an employee

has a need to stay beyond those hours, he or she must notify Sinclair Police. Upon after-hours departure from campus the employee must notify Sinclair Police and exit through the first floor of Building 7. If there is a need for an employee to report to campus during closed hours, the only entry is through the east door of Building 7.

The Sinclair Police provide a 24-hour escort service. Employees may call ext. 2700 to request an escort whenever they feel the need to do so. Employees will be escorted to their destination. For more information visit on-line at <http://police@sinclair.edu>

Learning and Development Days and Seminars

The Faculty Professional Development Day seminars focus on instructional skills and the competencies that go with them. This day comes while faculty are under contract before the beginning of Fall Semester classes. It is required for them and open to other employees for seminars related to their jobs on a space available basis. Adjunct faculty are welcome.

On the Staff Professional Development Day, seminars focus on technical and workplace skills and knowledge and the competencies that allow employees to excel in using them. This is held on a closed campus day after the end of Fall Semester. It is required for all full-time support, professional, and administrative non-faculty employees and is open to other employees for seminars related to their jobs on a space available basis. Regular part-time staff are also welcome.

Staff Development & Innovation Committee (SDIC)

The concept of staff development at Sinclair is centered on using a cooperative, interactive process to provide the total staff with a variety of opportunities designed for personal growth and professional development compatible with institutional goals. The members of this committee, selected to represent all employee classifications at the College, are charged with developing, encouraging, and promoting staff development activities for Sinclair. The committee provides funding for a variety of activities, including mini-sabbatical leaves, career seminars, and innovative proposals. It sponsors workshops, seminars and teleconferences on a range of topics. Employees should watch for advertisements in the College News on our.Sinclair.

Mentoring Program

The Mentoring Program is designed to help new full-time support staff members become familiar with the policies and procedures of Sinclair Community College. During their first month of employment, new employees are assigned a certified mentor through the Staff Mentoring committee of Staff Senate. The mentor assists the new employee during the first year of employment. Therefore, it is expected that supervisors will plan for approximately ten working hours over the one-year period for this important

service. Time spent in this endeavor by the mentor, as well as the new employee, will be likely to enhance the growth of both employees.

The mentoring program supports new employees in a variety of ways. The mentor shall:

- welcome the new employee and serve as a guide, introducing him or her to areas and individuals on campus;
- explain role of Staff Senate and share information concerning College policies, procedures, and activities;
- spend time over lunch (courtesy of SDIC) to get to know the new employee and answer questions.

Information is provided to help each employee learn more about Sinclair Community College, to include the following:

- campus map; reference sheet of room and phone numbers for frequently contacted campus departments, operating instructions for the Sinclair telephone system;
- information about the First Year Staff Experience sponsored by SDIC;
- descriptions, map, and open-time schedule for the Physical Activities Center;
- other policies/procedures of interest and benefit to new employees.

College News

The College News can be accessed on our.Sinclair. The College News contains a schedule of meetings on campus, announcements of interest to College employees, and notices of special events. Guidelines for submission of items to the College news is located on our.Sinclair.

the Clarion

The student-managed College newspaper, *the Clarion*, is published weekly and distributed free of charge on stands throughout the campus. It features articles about various campus activities and provides a forum for students, faculty and staff to express ideas, interests, and concerns. Detailed information can be found on-line at <http://www.sinclair.edu/facilities/clarion/index.cfm>.

Automatic Teller Machines

One automatic teller machine is in the basement of Building 7 in the cafeteria area and one automatic teller machine is on the second floor of Building 14 near the doors leading to the parking garage. The machines accept a variety of electronic funds transfer cards.

Sinclair Bookstore

The Sinclair Bookstore sells books, student supplies, imprinted clothing items, cards, and sundries. Cash, check, or major credit card may make payment for personal items. Some items for College use may be charged back to the department with appropriate authorization. Visit on-line at <http://tartanstore.sinclair.edu/>.

Use of Telephones

Telephones are provided for College business. Any other use should be limited.

Tartan Marketplace

The Tartan Marketplace is not the typical campus dining experience! Stroll through the Marketplace and watch selections prepared fresh before your eyes. Stations include: The Fireside Grill, The Corner Bakery, Green Pickle Deli, Salad Garden, Grab and Go, Italian Oven, and the Famous Chef's Table and waffle bar. Call the Menu Hot Line, ext. 3663, for the daily specials.

Campus dining also includes the following locations for fast and convenient service: Sub Shop in Building 3; Starbucks in lower level Building 7; Main Street Cafe in Building 10; and Snack Bar in Building 13. The Tartan Card is accepted at all campus dining locations and at vending locations currently in Buildings 7, 8 and 13.

For more information on campus dining visit on-line at <http://www.sinclair.edu/facilities/dining/index.cfm>.

Tartan Terrace Dining Room

The Tartan Terrace Dining Room is operated by the Department of Hospitality Management and Culinary Arts Faculty and Students. It offers full-course meals in an elegant setting. Both lunch and dinner are served, but periods of operation are limited. Contact the Hospitality Management Department for information and reservations.

Tartan Card Transfer Stations

Money can be put on cards at various transfer stations
Building 3 Floor 3, Sub Shop area
Building 7 Basement, cafeteria area
Building 8 Basement, Student Activities Center area
Building 10 Floor 2, Bursar's
Building 11 Floor 3
Building 13 Floor 2 by walkway
or on-line at www.sinclair.edu/tartancard.

Tartan Card advantages include:

- Discount on parking fees

- 5% discount on all food purchases
- 10% discount on selected gifts at the Sinclair Bookstore
- 50% discount on photocopies in Library