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Board of Trustees

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10-18-1976

### October 18, 1976 Meeting Minutes

Shawnee State University

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MINUTES  
SHAWNEE STATE GENERAL AND TECHNICAL COLLEGE  
Board of Trustees Meeting  
October 18, 1976

The meeting was called to order by Chairman Brown.

ROLL CALL

Members present: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Rittenour, Mr. Stevens,  
Mr. Brown

Members absent: Mr. Ferguson, Mr. Levi, Mr. Strafford

APPROVAL OF MINUTES

Mr. Stevens moved that the minutes of the September 8, 1976 meeting be approved.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Rittenour, Mr. Stevens, Mr. Brown.

Nays: None

NEW BUSINESS

CORRECTION OF CONTRACTS

Mr. Hyland moved that Resolution 45-76, correcting the length of contracts for Ms. Ream and Ms. Griffith, be approved. The motion was seconded by Mrs. Kennedy.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Rittenour, Mr. Stevens, Mr. Brown.

Nays: None

APPROVAL OF PART-TIME FACULTY CONTRACTS

Mr. Rittenour moved that Resolution 46-76, approving the part-time faculty contracts for Fall Quarter 76 be approved. Mr. Hyland seconded the motion.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Rittenour, Mr. Stevens, Mr. Brown.

Nays: None

FACILITY SECURITY POLICY

Mr. Stevens moved that Resolution 47-76, approving a new Security Policy be approved. This Policy will become a part of the Policy and Procedures Manual for the College under Section 22.710 Building Security.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Rittenour, Mr. Stevens, Mr. Brown.

Nays: None

### CIVIL SERVICE POLICY

Mr. Hyland moved that Resolution 48-76, adopting a Civil Service Policy for the College be approved. This resolution will become a part of the Policy and Procedures Manual under Section 23.000.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Rittenour, Mr. Stevens, Mr. Brown.

Nays: None

### AFFIRMATIVE ACTION POLICY

Mr. Hyland moved that Resolution 49-76, adopting an Affirmative Action Policy for the College be approved. This resolution will become a part of the Policy and Procedures Manual under Section 13.000.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Rittenour, Mr. Stevens, Mr. Brown.

Nays: None

### SALARIES FOR COORDINATORS

Mr. Stevens moved that Resolution 50-76 approving salaries for Coordinators be approved. Mr. Hyland seconded the motion.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Rittenour, Mr. Stevens, Mr. Brown.

Nays: None

### OTHER BUSINESS

The Board of Trustees' Facilities Committee will meet with the Architects on Wednesday October 20, 1976 to give final approval of new building construction plans.

The Board of Trustees will hold a special meeting on Wednesday October 27, 1976 to go over the final plans and give approval before they are sent to the State of Ohio Architects Office.

The Board decided to change the time of meetings from 8:00 pm to 7:30 pm during winter months.

No date has been set at this time for groundbreaking ceremonies.

### ADJOURNMENT

There being no further business Mr. Hyland moved that the meeting be adjourned.

Ayes: Mr. Horr, Mr. Hyland, Mrs. Kennedy, Mr. Rittenour, Mr. Stevens, Mr. Brown.

Nays: None.

Walter N. Brown 5-16-77  
Chairman, Board of Trustees (Date)

Robert W. Dunbar 5/16/77  
Secretary, Board of Trustees (Date)

RESOLUTION 45-76

Whereas an error was made in the contract length numbers for the contracts for Sally Ream and Pat Griffiths, and

Whereas the contract lengths should have been for two years rather than one,

Now, therefore, be it resolved that the Board of Trustees of Shawnee State General and Technical College hereby corrects the contract lengths for Sally Ream and Pat Griffiths and awards them two (2) year contracts, said contracts to be for 1976-77 and 1977-78.

RESOLUTION 46-76

Be it resolved that the Board of Trustees of Shawnee State General and Technical College hereby approves the Fall Quarter part-time faculty and part-time salaries as noted on the attached pages.

## SHAWNEE STATE COLLEGE

Fall Quarter, 1976

## Part-Time Technical Faculty

<u>Name</u>	<u>Course</u>	<u>Pay</u>
<u>BUSINESS TECHNOLOGIES</u>		
John Bishop	Introduction to Data Processing Saturday morning labs	\$500 500
Larry Blanton	Principles of Bank Operations	500
Don Brammer	Principles & Practices of Real Estate I	600
Jim Branham	Introduction to Business	600
Bert Crothers	Insurance I	250
Bill Essman	Principles of Finance Introduction to Business	450 600 + travel
Larry Essman	Cost Accounting I Accounting I	750 750
Marvin Fraley	Principles of Real Estate I	500
Mitchell Kizer	Installment Credit	450
Dave Kuhn	Real Estate Law	800
Carl Lyon	Principles of Management Tax Accounting Personnel Management	600 600 450
David McCown	Real Estate Law	800 + travel
Russ Meyers	Principles of Real Estate I	500
Gayle Mossbarger	Typing I Shorthand I	750 750
Kathy Ratliff	Introduction to Business Introduction to Business	600 600
Scott Roberts	Real Estate Finance	500 + travel
Joanne Steiff	Business Machines I	625
Ken Suiter	Shorthand I	600
Frank Vecellio	Intermediate Accounting I Accounting I	600 600

NameCoursePayCORRECTIONS/SOCIAL SERVICE

John Baker	Drug Abuse	\$500
	Drug Abuse	500
Wayne Fowler	Medical Sociology	450
	Correctional Interview	750
	Correctional Psychology	750
Jack James	Public & Child Welfare	600
	Gerontology	600
Jack LeMaster	Introduction to Corrections	450
	Correctional Psychology	600
Gerald Martin	Correctional Interview	600
Richard Schisler	Correctional Law	800
	Criminology	800

DEVELOPMENTAL and GOODYEAR

Richard Craycraft	Electro-Concepts (Goodyear)	600
Ken McCall	Physical World (Goodyear)	600
Dave Patrick	Physics World II (Goodyear)	600
Paul Crabtree	Psychology (Goodyear)	800
John Shupert	Basic Algebra (Goodyear)	750
Jim Vergne	Fundamentals of Math	600
Orlando Vita	Fundamentals of Chemistry	600

ENGINEERING

Lamont Beaver	Intro. to Chemical Technology	600 + travel
Don Boring	Engineering Drawing I	600
Jeff Burke	Electro Fundamentals I	750
Barry Carlson	Process Instrumentation	900
Lamar Emory	Machine Tools I	600
John Hoffman	Statics	600
Ray Irwin	Electronics I	750
	Electronic Logic Circuits II	750
Richard Lauder	Highway Construction I	750
Tim Ohrstrom	Automatic Control Systems	625



ENGINEERING (continued)

Brent Smith	Introduction to Plastics Industrial Supervision	\$625 450
Charlie Staggs	Introduction to Surveying Surveying III	450 900
Frank Woltz	Intro. to Chemical Engineering	800 + travel

HEALTH TECHNOLOGIES

Cheri Bently	Pharmacology for the LPN (Ironton) (Instructor)	768
Mary Crabtree	Pharmacology for the LPN (Portsmouth) (Clinical Instructor)	728
Lawrence Fried	Head & Neck Anatomy	840
Fayetta Greer	Nutrition	450
Mary Herrmann	Clinical Dental Hygiene I Clinical Dental Hygiene V	550 550
Bernadette Kinney	Pharmacology for the LPN (Ironton) (Clinical Instructor)	392
Mary Medinger	Pharmacology for the LPN (Ironton) (Clinical Instructor)	392
Martin Pierron	Periodontics	900
Jack Scott	Pharmacology for the LPN (Portsmouth) (Instructor)	768

PARKS & RECREATION

Dennis Hagerty	Maintenance of Recreational Areas I	625
Gene Wilson	Outdoor Recreation Wildlife Management	750 750

PROGRAM DIRECTORS

Bill Beattie	Natural Science & Public Service	750
Lillian Davis	Business Technologies	750
Ray Irwin	Engineering Technologies	750

ACADEMIC PART TIME FACULTY - Fall Quarter '76

FINE ARTS/EDUCATION DIVISION

<u>Name</u>	<u>Course</u>	<u>Compensation</u>
Chrisman, Fred	Introduction to Education	\$600.00
Goeldner, Joseph	Painting I, II, III	\$500.00 + travel

HUMANITIES/SOCIAL SCIENCE DIVISION

Barnett, Nancy	Technical Writing	\$450.00
	Technical Writing	\$150.00
Beard, Greg, J.D.	Business Law I	\$800.00
	Business Law I	\$800.00
Beckett, Grant	Introduction to Fiction	\$600.00
Born, Janet	Contemporary Writing Skills I	\$750.00
	Contemporary Writing Skills I	\$750.00
Christner, Dale, J.D.. (Chesapeake)	Business Law I	\$800.00
Combs, Charles	Principles of Sociology	\$600.00
Coomer, Gerald	Mas. & Fem. Images in Literature	\$600.00 + travel
Crabtree, Paul, Ph.D.	Abnormal Psychology	\$1,000.00,
Crowther, Jeanne	Human Adjustment	\$450.00 + travel
Distel, Norma	The Nature of Language	\$750.00
Fisher, Nancy	Contemporary Writing Skills I	\$1,500.00 + travel
	Contemporary Writing Skills I	
Gillenwater, Mack, Ph.D.	Urban Geography	\$800.00 + travel
Harner, Robert, Ph.D.	Principles of Psychology	\$800.00
Hoke, Donald	Principles of Economics I	\$750.00
Horvath, Gerald (S.O.C.F.)	Contemporary Writing Skills I	\$750.00

<u>Name</u>	<u>Course</u>	<u>Compensation</u>
Howard, Richard	Principles of Sociology	\$600.00
Lock, Corey, Ph.D. (Chesapeake)	Principles of Sociology	\$800.00
Lucas, Patricia	Composition & Mass Communication	\$750.00
Lykins, C. Dewey	Contemporary Writing Skills I	\$750.00
Lyon, Carl	Principles of Economics I	\$750.00
Maroudis, Xenophon	Principles of Economics I	\$750.00
Meredith, Larry, Ph.D.	Principles of Psychology	\$800.00
Midkiff, Stephen	Principles of Psychology	\$600.00
Norman, Rosanne	Contemporary Writing Skills I	\$750.00 + travel
Rollins, Mark, Ph.D.	Contemporary Writing Skills I	\$1,000.00
	Contemporary Writing Skills I	\$1,000.00
	Contemporary Writing Skills I	\$1,000.00 + travel
Ross, James P.	Contemporary Writing Skills II	\$750.00
	Contemporary Writing Skills II	\$750.00
Scherer, Malissa	Speech I	\$450.00
Schwartz, Mary Elizabeth	Topics in English (Shakespearian Tragedies)	\$300.00
Simon, John (S.O.C.F.)	Human Growth & Development	\$600.00
	Principles of Sociology	\$600.00
Sowards, Harry, Ph.D. (Chesapeake)	Principles of Psychology	\$800.00
Stevenson, John	Elementary French	\$600.00
Travis, Robert (S.O.C.F.)	Principles of Psychology	\$600.00
Wolfe, James	Principles of Sociology	\$600.00
	Fundamentals of Philosophy	\$600.00

MATH/SCIENCE DIVISION

<u>Name</u>	<u>Course</u>	<u>Compensation</u>
Brown, Bill	College Algebra II	\$750.00
Chamberlin, Dwight	Basic Algebra	\$750.00
Frowine, Jake	College Algebra I	\$750.00
Hatfield, Steven, Ph.D.	Calculus I	\$1,000.00 + travel
Kalmon, Benjamin	Physics (Heat, Light, Sound) Lecture and Lab	\$900.00
Mullins, Rene	Principles of Biology (Lab)	\$250.00
Russell, William	Cultural Geography	\$600.00
	World Geography	\$600.00
Spears, Bill	Data Math I	\$750.00
Todt, David	Human Ecology	\$600.00
Vergne, James	College Algebra I	\$750.00
	Trigonometry & Analytic Geometry	\$750.00
Welton, Michael	Business Math I	\$750.00
	Basic Algebra	\$750.00
Wisniewski, Ralph	Special Topics in Biology	\$600.00
	Principles of Biology	\$900.00
	Principles of Biology	\$900.00
Woltz, Frank, Ph.D.	Organic Chemistry (Lab)	\$600.00

RESOLUTION 47-76

Whereas the Shawnee State General and Technical College Board of Trustees is desirous of protecting College property from theft and vandalism, and,

Whereas the Board thinks an orderly means of securing the College facilities is necessary,

Therefore, now be it resolved that the Board of Trustees hereby establishes a policy on building and facility security, said policy being attached to this resolution.

Adopted by Board of Trustees  
October 18, 1976

22.710 Building Security

Generally, the buildings and facilities of the Shawnee State College North and South campuses are available for use by the professional staff and students of the College for educational purposes. Under normal circumstances the buildings will be open for business from 7:00 a.m. - 11:00 p.m. Monday through Friday and on Saturday as College class schedules require. Any deviation from these hours shall be approved by the President or his designated representative when educational programmatic or community service needs are identified.

All buildings shall be secured daily by those persons to whom the President designates responsibility for building security. Those persons shall be authorized to vacate buildings at the time the buildings are secured and locked.

The College makes keys available to employees for their work areas and offices, but keys to buildings shall generally not be available. The determination of who receives keys to which buildings shall be made by the President. The President shall be concerned that his decision does not lessen building security, and that a building entrance key is essential to the recipient's work at the College.

RESOLUTION 48-76

Whereas Shawnee State College administers its own Civil Service program under the guidelines of the State Civil Service Commission and the guidelines of the College, and

Whereas it is necessary that all Civil Service personnel and supervisors be aware of and follow those guidelines,

Now therefore be it resolved that the Board of Trustees of the Shawnee State General and Technical College hereby adopts the attached policy and procedures for administration of the Civil Service Personnel Program of Shawnee State College, said policy and procedures to be a revision of Section 23.000, which is presently a part of the Policy and Procedures Manual.

## CIVIL SERVICE POLICIES

### 23.000 INTRODUCTION

This policy is written for the Civil Service classified employee of Shawnee State College. It is being issued for one purpose -- to help the employee better understand his/her job and employer. The information which follows will acquaint the employee with the Ohio Civil Service System, personnel policies of the College, employee benefits which are provided and general rules that govern employment. The material is presented in brief form; if more detailed information is needed contact the appropriate supervisor or the Personnel Office.

### THE CLASSIFIED EMPLOYEE

Under Ohio law, employees at a state college except those on student status and those engaged in teaching, administration or research, are appointed under classified state Civil Service.

### PERSONNEL OFFICE

The Shawnee State Personnel Office is responsible for all phases of the personnel program for classified employees. This includes administration of the Ohio Civil Service System, as well as the administration of College personnel policies and procedures. The Personnel Office also issues communications to employees.

### EMPLOYMENT

All applicants for employment at the College should make initial application at the Personnel Office. Qualifications of applicants recommended by the Personnel Office will be reviewed by department heads in the College's major areas of employment. Selection of applicants for employment is made upon recommendation of the supervisor or department head where a vacancy exists.



### 23.001 CLASSIFICATION AND PAY

Jobs at the College are classified under Civil Service in accordance with duties and responsibilities. Each classification is assigned to a pay range under Ohio Civil Service law. A table of job classes, pay ranges, pay steps and rates is available from the Personnel Office.

Pay day is every other Friday. A new employee will receive his first check two weeks after the end of the pay period in which he begins work.

Civil Service law provides for annual pay advances through salary steps of each classification. Employees hired on or before March 29, 1971, receive step increases on the first day of the pay period which includes July 1 each year. Employees hired after March 29, 1971, receive step increases at the beginning of the pay period following completion of each year of continuous service.

### 23.002 PROBATIONARY PERIOD

A probationary period provides for learning and adjusting to a new job, as well as for demonstrating suitability for the job. A new employee must satisfactorily complete a probationary period of 120 days for classification assigned to Pay Range 16 and below, 180 days for classifications assigned to Pay Range 17 and above, and one year for security police. Under the Civil Service system, if the performance of a probationary employee is unsatisfactory, he may be removed at any time between the midpoint and the end of his probationary period. Such removal is not subject to appeal to the State Personnel Board of Review as outlined in another section of this booklet on "Discipline."

Employees resigning during the probationary period who are rehired later, must serve a new probationary period.

If promoted, a promotional probationary period is served. If the employees performance at the higher level job is unsatisfactory during the probationary period, the employee may be reduced to the classification held prior to the promotion.

### 23.003 PERFORMANCE EVALUATION

Periodically the immediate supervisor will appraise the employee's performances on the job. Performance is evaluated in writing at least twice during any probationary period -- once at the midpoint and again near the end. Thereafter, performance evaluations are submitted semi-annually. The employee will receive a copy of each written performance evaluation.

### 23.004 PROMOTIONS

It is the policy of the College to provide employees with the opportunity to be promoted. Employees may qualify for a promotion in two major ways:

1. An employee may transfer to a position assigned a higher classification than his/her present job. Through the Job Posting and Transfer Procedure, a notice of vacancy is posted on designated College bulletin boards whenever a position becomes available. Eligible employees may apply at the Personnel Office and request to be considered for the posted position.
2. An employee may submit (through his/her department head) to the Personnel Office a request for reclassification. A position description form is provided for this purpose. This form, which may be obtained from the department or the Personnel Office, should be completed by the employee and his/her department head and forwarded to the Personnel Office. Such request is to be based on a significant increase in the responsibilities, required skills or organizational level of the employee's present job. An increase in volume of the same general type of work usually is not basis for an increase in classification. Efforts are made to utilize the skills of all employees, but classifications are necessarily subject to the needs of each department.

In either method, promotions will depend upon meeting the qualifications of the higher level position.

Where there are promotions, there may also be demotions. An employee may be demoted in classification and reduced in salary if circumstances require it and the demotion is approved by the Personnel Director. Under Civil Service, an employee who has completed his probationary period has the right to appeal a demotion.

### 23.005 PERSONAL DATA CHANGES

Any changes affecting employee personnel records should be reported promptly to the Personnel Office either directly or through his/her department head. Let the Business Office know of changes in address or telephone number, change in name, change in marital status, change in income tax exemption or change in beneficiary or retirement or insurance programs. The Personnel Office should also be notified in writing of any changes in authorization for voluntary deductions from an employee's salary.

If an employee decides to resign, he/she should give the appropriate department head at least two weeks notice. A resignation form may be obtained from the appropriate department or the Personnel Office. This form should be completed and returned to the appropriate supervisor who will forward it to the Personnel Director.

If an employee has a year or more of state service upon separation, he/she is entitled to be paid for earned but unused vacation. Employees will also be paid for any holidays for which the employee may not have been already compensated. The employee may also wish to make arrangements for refund of contributions made to the Public Employees Retirement System which is explained elsewhere in this policy.

### 23.006 LEAVE OF ABSENCE

Any leave of absence is subject to the approval of the appropriate department head and Personnel Director.

A medical leave of absence with pay may be granted for a maximum period of six months, provided appropriate sick leave has been accumulated. A maternity leave of absence with pay may also be granted for up to six months. In special circumstances, a leave of absence without pay may be granted for a maximum period of six months for personal reasons, except a personal leave will not be granted for accepting other employment. Leave may be granted for as long as two years for the purpose of education, training, or specialized experience which will improve a person's job skills.

When a employee is on an approved leave of absence because of illness or maternity, the College will continue his/her group insurance coverage up to a maximum of six months.

When an employee is on an approved leave of absence for personal reasons, the employee may continue his/her group insurance coverage for a maximum period of six months by paying the premiums in advance.

If the employee has permitted his/her group insurance coverage to lapse while on an approved leave of absence, the employee must sign a new enrollment card to obtain coverage when he/she returns to work and he/she may also be required to show evidence of insurability.

After an employee returns from an authorized leave of absence, he/she will be placed in the job formerly held or a similar job, provided the original position has not been abolished. Any replacement for an employee on leave of absence holds the job on a temporary basis.

The Personnel Office must be notified when an employee returns from a leave of absence.

### 23.007 LAYOFF AND RECALL

In the event a reduction in the work force becomes necessary, such reduction shall be made by layoff in accordance with College procedures which consider such factors as ability to do available work, College seniority, classification seniority and department seniority. Through recall procedures, every effort is made to return laid off employees to employment at the College.

If an employee is placed on layoff, the College will continue his/her group insurance coverage up to a maximum period of three months. The employee may also continue his/her group insurance coverage for an additional three months by paying premiums in advance.

Although the college is in operation throughout the year, certain departments may not require a full work force 12 months of the year. If an employee works in a department where work needs are reduced during the summer and at other times, the employee may be placed on seasonal layoff during such slack periods.

### 23.008 DISABILITY TERMINATION

If the employee becomes physically incapacitated and unable to work, he/she may be eligible for a disability termination. A disability termination is given when the disability continues beyond accumulated sick leave or beyond the six-month maximum period for a leave of absence.

If an employee is on disability termination, he/she may have reinstatement rights for three years to his/her old job or a similar position. Reinstatement will be accomplished within 30 days after a written application for reinstatement and a physician's certificate showing the employee is qualified to perform his/her regular job duties.



### 23.009 VACATION

The College regards vacation as a period of rest and relaxation earned for past service and in preparation for future service. The annual vacation is important to an employee's well-being and that of his/her family, and full vacation to which you are entitled should be taken.

Full-time employees (40 hours a week) earn vacation according to years of service with the state and its political subdivisions on the following schedule:

Less than one year	No vacation
One year but less than eight	Two weeks (80 work hours)
Eight years but less than 15	Three weeks (120 work hours)
Fifteen years but less than 25	Four weeks (160 work hours)
Twenty-five years or more	Five weeks (200 work hours)

No vacation may be taken until an employee has completed a year of state service. Service toward earning vacation need not be continuous. Therefore, if an employee has been previously employed with another state agency, he/she may be eligible to take vacation earned at the College before completion of his/her first year of college service, provided the proper probationary period has been completed.

An employee earns vacation each bi-weekly pay period (80 hours) at the maximum rates of:

- 3.1 hours--if eligible for two weeks of vacation
- 4.6 hours--if eligible for three weeks of vacation
- 6.2 hours--if eligible for four weeks of vacation
- 7.7 hours--if eligible for five weeks of vacation

Full-time employees who are on active pay status for less than 80 hours during a pay period will receive a pro-rated vacation credit for the period. Part-time employees (those working less than 40 hours a week) are not eligible for vacation.

If a holiday falls during an employee's vacation period, the day is charged to the holiday and does not count as a day of vacation. If an employee terminates his/her employment after more than a year of state service, he/she is entitled to payment for earned but unused vacation.

The appropriate supervisor is responsible for scheduling vacations in each department. Vacations are scheduled, when possible, at the convenience of the employee but may be directed by departments. The employee should arrange vacation dates with the appropriate supervisor as far in advance as possible.

## 23.010 HOLIDAYS

Ten holidays are provided annually by state law as follows:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

If a holiday falls on Saturday, it is observed the preceding Friday; if it falls on Sunday, Monday is observed as the holiday. The College will develop a schedule each year which will allow for substitute holidays. For example, if Christmas Eve falls on a weekday, Veteran's Day would be used to give employees Christmas Eve as a substitute holiday. This procedure may be necessary from year to year in order to keep the College open on scheduled holidays because of the number of days required for certain classes.

Those holidays which will serve as substitute holidays are:

Columbus Day  
Veteran's Day  
President's Day

The responsibility of scheduling you to work or to be off on a holiday rests with your department and the College. If you are required to work on a holiday, refer to the section on Overtime for pay procedures.

A full-time employee is eligible for eight hours of pay each holiday regardless of work shift and work schedule. A part time employee is eligible for holiday pay for the portion of any holiday on which he is regularly scheduled to work. If the holiday falls on his scheduled day off, a part-time employee does not receive holiday pay.

### 23.011 SICK LEAVE

Previously accumulated sick leave of an employee who has been separated from the public service, shall be credited to him/her upon re-employment at Shawnee State College, provided that such re-employment takes place within ten (10) years of the date on which the employee was last terminated from public service. An employee who transfers from a public agency to the College shall be credited with the unused balance of his/her accumulated sick leave up to the maximum of the sick leave accumulation permitted in the College. The College requires an employee to furnish satisfactory written, signed statements from his/her previous employers in order to verify the amount of accumulated sick leave being transferred into Shawnee State.

Under a liberal state policy, sick leave is earned at the rate of 4.6 hours for each 80 hours for which you receive pay. There is no limit on the amount of sick leave which may be accumulated.

Upon approval of the appropriate supervisor, accumulated sick leave may be used only for absences due to illness, injury, pregnancy, medical-dental-optical examination or treatment and exposure to contagious disease, as well as for serious illness or death in your immediate family. (The definition of an immediate family member includes: father, father-in-law, mother, mother-in-law, spouse, child, grandchild, grandparent, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, legal guardian or other person who stands in the place of a parent. Sick leave granted for a death in the immediate family shall not exceed five working days.

Sick leave is paid only for approved absence during your regularly scheduled work hours (not overtime).

It is the employee's responsibility to notify the appropriate supervisor or Personnel Director within one hour of the employee's scheduled time to report for work on the first day of any absence which is to be charged to sick leave. Thereafter,

the appropriate supervisor should be kept informed of the employee's condition and the date the employee expects to return to work. Failure to give such notification may result in the absence being charged to leave without pay. An unexcused absence of three or more successive days, or failure to give any notification of an absence of three or more successive days, may result in dismissal.

For each use of sick leave the employee is required to complete a written application. The employee's department has the form to be used for this purpose. If treatment by a physician is required, certification by the physician is to be made on the form.

A doctor's certificate may be required (1) when sick leave is required to care for a member of the immediate family; (2) when sick leave is requested for pregnancy; (3) when sick leave is requested for a medical, dental or optical care appointment for the employee or an immediate family member; and (4) when the employee's department head directs in writing that such a certificate be presented.

### 23.012 RETIREMENT

All employees of the College (except those whose work schedules do not exceed 20 hours per week and who have filed the appropriate exemption forms in the Business Office) must participate in the Public Employees Retirement System. (PERS).

A deduction of eight percent is made from each pay check as your contribution to PERS. The College also contributes to PERS for you at the rate of twelve percent. These percentages are controlled by the Public Employees Retirement System of Ohio and are subject to change upon their request.

Those contributions, plus interest from investments, provide a fund from which the employee will receive monthly checks after retirement. Through these retirement payments the employee may receive up to seven times as much as he/she put into PERS. Under PERS the employee may retire at age 60 if he/she has at least five years of service credit and as early as 55 if the employee has 25 years of credit. With 30 years of PERS credit, there is not age requirement. The mandatory retirement date is June 30 following attainment of age 70.

Provision for disability retirement and payment of benefits to survivors of deceased members are included in the PERS program. There is a money back guarantee, too. If the employee leaves public employment and wants a refund of his/her PERS contribution, the employee should visit the Personnel Office to initiate an application for refund. Three months must elapse after employment is terminated before the money the employee puts into PERS will be returned.

Further information concerning the retirement plan may be obtained from the Personnel Office or the Public Employees Retirement System.

### 23.013 WORKMEN'S COMPENSATION

It is hoped the employee will observe all safety precautions and never suffer an on-the-job accident or injury. If the employee does have such a misfortune, he/she is protected by provisions of the Workmen's Compensation Law of Ohio which covers expenses for medical care, as well as certain benefits for loss of salary.

It is the employee's responsibility to initiate a Workmen's Compensation claim. Make sure that an Injury Investigation Report is filled out whenever there is an on-the-job injury. The appropriate supervisor may obtain the form for reporting an on-the-job injury from the Personnel Office. This form should be filled out completely and legibly by the employee and his/her supervisor. A copy of the form must be sent to the Personnel Office.

### UNEMPLOYMENT COMPENSATION

Employment at the College is covered under the Ohio Unemployment Compensation law. Should the employee become unemployed and meet the eligibility requirements of this law, he/she may apply for weekly benefits. Applications should be made at the Ohio Bureau of Employment Service office nearest the employee's place of residence.

### JURY DUTY

The employee will receive full pay from the College for regular work hours lost if subpoenaed for any court or jury duty by the United States, the State of Ohio, or a political subdivision. Compensation for court or jury duty shall be remitted to the College through the Personnel Office, unless such duty is performed outside of normal working hours.

### MILITARY LEAVE

Employees who are members of the Ohio National Guard or a reserve component of the armed forces are eligible for military leave with pay for periods of active duty or field training not to exceed 31 work days per calendar year. A copy of military

orders or other authorizing document for such duty must be submitted to the appropriate supervisor and the Personnel Office to qualify for military leave. Such leave is in addition to regular vacation time. The maximum hours for which payment under this provision will be made in any calendar year is 248 hours.

Employees with at least 90 days of College service who are involuntarily called to extended active duty in the military service shall be granted military leave without pay for the duration of such service. Upon application within 90 days of the date of discharge from active duty, the employee shall be reinstated to his former position or a similar position. This reinstatement right should be recognized by anyone hired to replace an employee on military leave. An employee on military leave forfeits his reinstatement right if he reenlists or voluntarily extends his original tour of active duty.



### 23.014 DEATH BENEFITS

In the event of the death of a College employee, the following benefits are usually payable to surviving dependents:

1. Final salary, plus any earned vacation payment.
2. Life insurance in the amount stipulated by the policy.
3. Accumulated contributions in the Public Employees Retirement System or the amount specified in the PERS survivorship section.
4. The amount provided by Workmen's Compensation if death results from an on-the-job injury or disability.

### OTHER THINGS YOU SHOULD KNOW

Although this policy and procedures section is designed to cover the basic information the employee will need while working at Shawnee State College, it cannot cover all special circumstances which may arise. It should be used as a general guide, and special problems and other questions should be referred to the appropriate supervisor and the Personnel Director. The provisions set forth in the policy and procedures section are subject to change, and revisions will be printed as deemed necessary.

### 23.015 RESPONSIBILITIES OF THE EMPLOYEE

Shawnee State College is a highly respected educational institution. As a representative of the College, here are some guidelines you should keep in mind at all times.

1. Be courteous, cheerful and cooperative with fellow employees, students and faculty. All employees are part of a team which is vitally interested in the progress of the College.
2. Be at work on time and begin work promptly. Do not leave work stations without permission. If the employee must be absent from work, notify the appropriate supervisor immediately so that work schedules may be properly maintained.
3. Dress appropriately for work and keep appearance neat, clean, and attractive.
4. Be a safe worker. Follow safety practices and report any safety hazards to the appropriate supervisor. The Personnel Office is responsible for employee safety programs and a College safety committee periodically inspects work sites and investigates potential safety hazards.
5. Protect College property from misuse and theft.
6. Manage finances so the College does not receive credit complaints. Personal affairs should be conducted in a manner which will not embarrass the employee or the employer.
7. Report immediately to the Personnel Office any errors noted on paychecks. Normally errors are adjusted on the next pay issued.

### YOUR WORK HOURS

Forty hours (five days) constitute the standard work week for classified employees of the College. The usual days off are Saturday and Sunday, but in some departments and jobs the days off will vary. If you are employed in an office, work days will probably be from 8 a.m. to 4:30 p.m. with one-half hour for lunch. However, employees may be assigned one of several work shifts. Most operating departments observe an hour lunch break. Variations are permissible when approved by the appropriate supervisor. An eight-hour work day may be broken up and spread over more than eight hours.

### 23.016 OVERTIME

All classified employees (except a few who are on exempt status) are entitled to overtime compensation for any authorized overtime work which will entitle them to more than 40 hours of active pay status in any one calendar week. Such overtime compensation will be at a rate of one-and-one-half times the employees's regular rate of pay or at the rate equivalent to \$8.20, whichever is the lesser.

Active pay status includes sick leave, vacations, holiday pay, and compensatory time, but does not include payment for work on a holiday which is provided for below.

Any employee who is entitled to overtime pay may choose to take compensatory time off in lieu of cash payment. Such compensatory time will be granted on the basis of one-and-one-half hours of time off for each hour of overtime worked, and will be taken at a time mutually convenient to the employee and the supervisor, but within 180 days from the date it is earned. Employees choosing overtime compensatory time in lieu of overtime pay must complete an "Overtime Compensatory Time Form" available from the Business Office.

When any employee whose rate of pay for a normal biweekly pay period is less than \$5.83 per hour is required by his responsible administrative authority to work on the day observed as a holiday, he shall be entitled to pay for such time worked at one-and-one-half times his regular base rate of pay, or at a rate of \$8.20 per hour, whichever is the lesser, in addition to his regular pay. Payment at such rate will be excluded in the calculation of hours in active pay status.

When any employee whose rate of pay for a normal biweekly pay period is equal to \$5.83 per hour or more is required by his responsible administrative authority to work on the day observed as a holiday, he shall be granted compensatory time off at time-and-one-half within thirty days thereafter.

No overtime can be paid unless it has been authorized by the appropriate administrative authority.

### 23.017 DISCIPLINE

The College hopes it never becomes necessary, but an employee may be disciplined for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty or for violating Civil Service or College rules and regulations.

In discipline cases, supervisors and departments heads may reprimand the employee orally or in writing, reassign his/her duties or, by written memorandum to the Personnel Director, request a suspension without pay for up to five working days. The employee must be notified in writing of the reason for the suspension.

Discipline requiring more severe action can be invoked only by the Personnel Director. The action taken by the Personnel Director will depend upon the seriousness of the infraction and may include suspension without pay for more than five working days, reduction of classification or removal. The employee has the right to appeal suspensions in excess of five working days, reduction or removal to the State Personnel Board of Review.

### 23.018 PAYROLL DEDUCTIONS

The following items are or may be withheld from the employee's check and a statement of items withheld will be shown on the stub of the check:

1. Federal income tax
2. State income tax
3. City income tax
4. Additional life insurance
5. Employee retirement
6. Tax sheltered annuities
7. Credit Union

### POLITICAL ACTIVITY

Under the Ohio Civil Service laws, employees are prohibited from engaging in various political activities. State employees may not be office holders in any political organization or take part in politics other than to vote as you please and to express political opinions freely. Any questions concerning political activities should be reviewed with the Personnel Director.

### PERSONNEL RECORDS

Employee personnel records are maintained in the Personnel Office. These records are confidential and are the property of the College. Any questions an employee may have concerning performance evaluation or other material in his/her personnel folder should be directed to the appropriate supervisor who will, in turn, contact the Personnel Office.

### EMPLOYEE CATEGORIES

Most classified employees are on full-time status. The normal work schedule of a full-time employee is 40 hours per week, either on a permanent or temporary basis.

Other employee categories are: Part-time--normal work schedule is less than 40 hours per week, either on a permanent or temporary basis; Intermittent or Retired-Intermittent--works as needed on either a permanent or temporary basis for more than 30 calendar days; Emergency--works full-time or part-time for 30 calendar days or less.

Some benefits and other provisions outlined in this booklet do not apply to all categories. Check with the Personnel Office for the benefits which apply to your employee category.

RESOLUTION 49-76

Whereas Shawnee State College is an Affirmative Action/Equal Opportunity institution, an

Whereas, federal law requires that the College have a designated affirmative action officer and an affirmative action policy,

Now, therefore, be it resolved that the Board of Trustees of the Shawnee State General and Technical College hereby approves the appointment of Frank C. Taylor as Affirmative Action Officer of Shawnee State College to administer an Affirmative Action Policy that is hereby approved.

Adopted by Board of Trustees  
October 18, 1976

Policy and Procedures Manual  
Shawnee State College  
Section 13.000

## AFFIRMATIVE ACTION PLAN

### 13.000 POLICY

It is the policy of Shawnee State College that, in education and employment opportunities, there shall be no discrimination against any individual because of race, color, creed, national origin or sex. Also, there shall be no discrimination because of age except in compliance with age requirements of retirement plans or state and federal laws and guidelines.

Furthermore, the College shall conduct a vigorous affirmative action program in order to promote equal employment opportunities and to insure nondiscrimination in all educational programs and activities.

### 13.010 PURPOSE

It is the purpose of the Affirmative Action Plan to provide a detailed description of Shawnee State College's program for upholding its affirmative action policy and achieving more balanced representation of women and members of minority groups in all employment categories and areas of activity. The guidelines set forth in this document apply to all departments and to every person employed by the College.



## 13.020 RESPONSIBILITY FOR IMPLEMENTATION

### 13.021 President

The ultimate responsibility for maintaining an affirmative action program and for all related decisions rests with the President of the College.

### 13.022 Affirmative Action Officer

The Affirmative Action Officer shall be charged by the President with the coordination and monitoring of the implementation of the Affirmative Action Plan. The duties of this position shall include but not be limited to the following:

1. Developing and recommending policy statements.
2. Informing departments and members of the College community of the rights and responsibilities under legal guidelines.
3. Assisting the President, senior administrators, deans, directors, and coordinators, as well as committees and other appropriate bodies in the identification of problem areas and the development of solutions to those problems.
4. Serving as liaison officer between the College administration and other concerned groups.
5. Discharge other related responsibilities assigned by the President.

### 13.023 Line Management

Each senior administrator, dean, director or coordinator is responsible for maintaining a vigorous affirmative action program, and each is responsible for compliance with the Affirmative Action Plan.

The specific responsibilities of line management shall include but not be limited to the following:

1. Assisting in the identification of problem areas and the establishment of unit employment goals and affirmative action objectives.
2. Collecting and organizing data, including those necessary for auditing patterns of recruitment, employment and promotion.
3. Informing employees of employment opportunities within the institution and reviewing employee qualifications to insure that members of minorities and women are given full opportunities.
4. Conducting regular discussions with unit heads and other employees to encourage cooperation with affirmative action measures and to insure understanding of the College's affirmative action policy.

#### 13.024 Personnel Director

The head of each department is responsible for compliance with affirmative action policies including those which apply to classified personnel. However, the Personnel Director has the major responsibility for assuring equal opportunity in employment in the classified personnel sector at Shawnee State College. The Personnel Director shall formulate, audit and report upon policies regarding classified employees.

#### 13.025 Anti-Discrimination Committee

The Anti-Discrimination Committee--whose membership, appointed annually by the President, includes minority and non-minority students, faculty, administrators, and classified Civil Service employees--shall consider individual complaints of discrimination. In addition to being able to make use of other grievance procedures, all students and employees of the College have the right to file complaints with the Anti-Discrimination Committee when their grievances are related to alleged discrimination. (The complaint form and procedure are presented in Appendix I.)

### 13.030 DISSEMINATION OF POLICY AND COMMUNICATION OF RELATED MEASURES

The College's affirmative action policy shall be widely disseminated within the College and the surrounding community. The Affirmative Action Plan shall be considered a public document and shall be distributed by the Affirmative Action Officer.

The following measures shall be among those taken to insure broad dissemination of the policy and widespread understanding of the College's commitment to equal opportunities.

A. High priority will be given to discussion of the policy, the Plan, and the related legal guidelines in departmental meetings and management conferences.

B. The policy shall be published in the Policy and Procedures Manual, and copies shall be distributed for posting on the bulletin boards.

## 13.040 AFFIRMATIVE EMPLOYMENT PRACTICES

### 13.041 Employment Conditions, Terms, Benefits, and Compensation

Employment compensation and benefits shall be granted without regard to race, color, creed, national origin or sex, and there shall be no discrimination in any terms or conditions of employment. Shawnee State College shall not discriminate on such bases in its work assignments or classifications; nor in the provision of training or use of facilities, or assignment to committees and other bodies. Also, there shall be no discrimination based on age except in compliance with retirement plans, state and federal laws or specifications of state guidelines.

Employees, including those working part-time, shall have the right to know the criteria according to which they are granted compensation.

1. The Personnel Office shall maintain and answer questions regarding written pay rate criteria for classified personnel. Such criteria shall be consistent with the Classification System of the State of Ohio.
2. Actions regarding salaries for contract personnel shall originate at the Deans level. Procedures regarding recommendations for faculty salary and promotion are described in the Policy and Procedures Manual and wage rates for part-time faculty are described in the same document.

### 13.042 Recruitment and Hiring

1. Nondiscrimination in recruitment shall begin with nondiscrimination in the selection of recruitment sources.
2. In units which have few members of minorities or women within certain job categories, employment conditions shall be examined to determine whether the situation results from recruitment methods. Those policies or procedures which are discriminatory shall be eliminated.
3. The College shall continue in its efforts to encourage undergraduate minority student enrollment and to develop new or expanded recruitment sources. Departments are urged to find ways to stimulate minority interest in careers where there is low minority participation; and to encourage the interest of women in what traditionally have been considered "male" career fields, and that of men in what traditionally have been considered "female" fields.
4. Although job-related residency requirements shall be permitted, applicants for employment shall not be discriminated against simply on the basis of Scioto County residency or prior employment at Shawnee State. The intent of this policy is to insure that applicants who are community residents are given fair consideration. It does not mean that they must be hired, nor does it mean that College policies relating to the hiring of our own graduates can be ignored.

5. In the hiring process, decisions about applicants shall be made on the basis of job-related criteria such as ability, experience and qualifications. The College officers are not required to hire unqualified applicants in order to comply with the Affirmative Action Plan. However, criteria or standards which have the effect of largely excluding women or minorities must be eliminated, unless a unit can demonstrate that those criteria or standards are absolutely necessary for successful job performance.
6. Applicants shall be considered without regard to their marital status.
7. Each administrative unit shall comply with the following specific requirements:
  - a. All advertisements, publications, and written inquiries in matters of recruitment and employment will contain the statement: "An Equal Opportunity Employer."
  - b. Senior administrative officers shall inform applicants of the general nature of the duties, the required qualifications, and the range of compensation for the contract position openings for which they are applying.
  - c. Application forms or interviews shall not require different information from men and from women for the same job.
  - d. Senior administrative officers shall acknowledge in writing all applications for listed contract position openings.

#### 13.043 Promotions

Promotions shall be made on the basis of job-related criteria, e.g., training, ability, experience, performance, and, in the case of classified employees, seniority.

#### 13.044 Demotions, Layoffs, and Terminations

Demotions, layoffs, and terminations shall be made on a nondiscriminatory basis and all employees shall be informed of related policies or practices.

#### 13.045 Pregnancy and Child Care Leaves

In compliance with federal law, all College physical disability plans including those for paid sick leave and insurance, shall apply to cases of disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom on the same basis as they apply to any other temporary physical disabilities.

Not only shall physical disability related to pregnancy and childbirth entitle employees to paid sick leave under College paid sick leave plans, but also pregnancy shall be considered a cause for extended leave of absence without pay under any leave of absence plan.

Under any leave of absence plan which permits leave for personal reasons, child care shall be considered grounds for such leave and shall be available to men and women on an equal basis, subject to the usual approval.

#### 13.046 Part-Time Employment

Part-time employees, like full-time employees, shall be hired, paid, assigned duties and terminated according to job-related criteria, e.g., ability, experience, qualifications, job performance, and, in the case of classified employees, seniority.

#### 13.047 Employment of Members of the Same Family

An individual employee or prospective employee shall not be discriminated against because a member of his or her family is also employed by the institution. Shawnee State College is not opposed to the employment of more than one member of the same immediate family.

"Family" here is to be understood to include husband-wife, parent-child, and sibling relationships, even if the persons involved do not live in the same household.

Each appointment is made on its own merits, whether both members are in the same department or not. Promotions and raises should not be prejudiced, favorably or unfavorably, by the employment status of the other members of the family or by his or her activities, rank or position.

An employee shall neither initiate nor participate in departmental decisions concerning another member of his or her family with regard to initial appointment, retention, salary, tenure and promotion.

Only under the most unusual circumstances shall a person exercise significant supervision with respect to another member of his or her family. Thus, for example, he or she should not schedule work assignments, nor participate in decisions regarding leave of absence for the other person. He or she, further, should not be included in grievance or hearing procedures at any level regarding the other family member.

## 13.050 EDUCATIONAL PROGRAMS AND SERVICES

### 13.051 Programs and Services

No student shall be excluded from participation in, be denied the benefits, of, or otherwise be subjected to discrimination in any educational program of Shawnee State College on the basis of race, color, creed, national origin, age or sex.

It is the policy of the College to encourage programs which focus on the needs and cultures of members of minority groups. The institution is committed to providing education to all of its students -- women and men, black and white, and members of minority groups -- without discrimination.

### 13.052 Admissions and Recruitment

Qualifications for admissions shall be defined and administered without regard to race, color, creed, national origin, age or sex. Although recruitment efforts generally shall be made on a nondiscriminatory basis, in order to ameliorate the effects of historical discrimination, special efforts to recruit or to maintain the enrollment of women or members of minority groups in academic areas where there presently is low female or minority enrollment shall be encouraged.

### 13.053 Financial Aid

All grants, loans, scholarship, fellowships and other forms of financial aid shall be awarded without discrimination on the basis of race, creed, color, national origin, sex or age.\* Information about all financial aid programs shall be published and shall be disseminated without discrimination.

### 13.054 College Rules, Regulations and Behavior Codes

College rules, regulations, and codes of behavior shall apply to all students without discrimination on the basis of race, creed, color, national origin or sex. There shall be no discrimination on the basis of age except in compliance with state and federal laws and guidelines.

\*Where, by federal or state action, United States citizenship is a requirement for financial aid programs, United States citizens shall be eligible without regard to race, color, creed, national origin, sex or age.

### 13.060 FACILITIES

There shall be no discrimination in provision of facilities. The only exception shall be in the case of those very few facilities for which the traditional right of privacy dictates usage segregated by sex. In such cases, separate facilities shall be made equally accessible to men and to women.



### 13.070 CONTRACTS

No contract, sub-contract or order shall be awarded to a firm found to be in violation of state or federal nondiscrimination requirements.

Federal and state regulations, as well as regulations of the Ohio Department of Public Works, require that contractors doing business with Shawnee State College show by written commitment and by regular reports that they are equal opportunity employers. The College shall require that those seeking to do business comply with these equal opportunity regulations and that equal opportunity clauses be included in each contract document.

### 13.080 SPECIFIC TASKS

A successful affirmative action plan must not only include general policies and procedures such as those in this document, but also must contain detailed plans for specific measures to overcome problems or deficiencies. To be effective, these detailed plans should clearly define necessary tasks and should identify the persons responsible for their completion.

The Shawnee State College Affirmative Action Plan shall consist of not only the guidelines presented here, but also shall include a series of specific affirmative action tasks. The tasks shall be assigned on a continuing basis to Shawnee State College personnel or official bodies and shall be designed to overcome existing institutional deficiencies.

Specific tasks may be assigned by the President or may be developed by an appropriate department head or Senior Administrator in consultation with the Affirmative Action Officer. Groups such as departmental and college committees are encouraged to offer suggestions in the form of specific tasks. When a specific task has been prepared according to the designated format and has been granted approval by the President, it shall become part of the Shawnee State College Affirmative Action Plan and shall be published as such by the Affirmative Action Officer.

The actions or activities required for completion of the specific tasks shall include the following information:

1. Subject or brief title of the task.
2. Its specific goal or purpose
3. A brief description of the action to be taken.
4. The names or titles of persons charged with actually completing the task.
5. A timetable explaining when the task, or portions of it, are scheduled for completion.
6. A description of the factors or situation indicating a need for action.
7. References, including the titles of applicable laws or guidelines.

Responsibility for completing specific tasks shall rest with the heads of the units to which tasks are assigned. As a general rule, departments shall provide any necessary resources and shall pursue the steps required.

The Affirmative Action Officer shall be kept informed of progress toward task completion and, if necessary, shall offer suggestions for change.

## APPENDIX I

### SHAWNEE STATE COLLEGE ANTI-DISCRIMINATION COMMITTEE

#### Procedure for filing and processing a grievance

1. The forms for filing a grievance can be obtained in the following locations:  
Office of the President  
Office of the Affirmative Action Officer
2. When the form is completed it may be delivered to the Chairman of the Committee or to the office of the President of the College.
3. The Anti-Discrimination Committee will notify the person or persons against whom a grievance has been filed.
4. An investigative sub-committee of not less than two persons will be appointed to hear both sides of the allegations and recommend to the Chairman whether a hearing before the full Committee is required. If a hearing is needed, a hearing date will then be scheduled by the Chairman.
5. The scheduled hearing of the grievance will be held before the whole Committee at the time and date scheduled and will be open to the public unless otherwise decided by the Committee.
6. The full Committee will hear and review all aspects of the grievance. A decision may be reached immediately or it may be postponed until the Committee has reached a consensus among its members.
7. As a result of the hearing, the Anti-Discrimination Committee will present its ruling in writing to the parties involved. It may also make recommendations to various areas of the College for the elimination of the problem.

SHAWNEE STATE COLLEGE  
ANTI-DISCRIMINATION COMMITTEE

COMPLAINT OF DISCRIMINATORY PRACTICE IN  
COLLEGE AFFAIRS

Complaint No. \_\_\_\_\_

Date Filed: \_\_\_\_\_

So the Committee may quickly handle your complaint, please supply the following requested information:

1. Your name, home address, and telephone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Your College address and telephone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The name, address and title, if known, of each person or other entity you charge with discriminatory procedures in the College community.

a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

4. As to each of the persons above, state the date of the alleged discriminatory practice and where it occurred.

a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_

5. List the name, address, and telephone number, if known, of each person who saw or heard what happened.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

6. Briefly describe what happened in order of occurrence, noting particularly who said what to whom and what discriminatory practices do you charge. (If more space is needed, continue on the back of this page.)

VERIFICATION

\_\_\_\_\_ states that he/she has read the following complaint,  
Complainant  
is familiar with its contents, and the statements therein are true.

\_\_\_\_\_  
Complainant

RESOLUTION 50-76

Be it resolved that the Board of Trustees of the Shawnee State General and Technical College hereby approves 1976-77 one year contracts for division coordinators at the salaries indicated below, said salaries being at the rate stipulated in the Policy and Procedures Manual for duties as coordinator from September 1976 through June 1977.

Lillian Davis	Business	\$750
Ray Irwin	Engineering	750
William Beattie	Public Service/Natural Science	750
Harry Weinbrecht	Fine Arts/Education	750
Shannon Kiser	Humanities/Social Science	750
Sybille Herrmann	Math/Science	750