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5-19-1980

### May 19, 1980 Meeting Minutes

Shawnee State University

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## MINUTES

Shawnee State Community College  
Board of Trustees Meeting  
Monday, May 19, 1980

The meeting was called to order by Chairman Baxter.

### ROLL CALL

Members Present: Mr. Brown, Dr. Carson, Mr. Hyland, Mr. Jenkins, Mrs. Kennedy,  
Mr. Morgan, Mr. Rittenour, Mr. Vetter, Mr. Baxter.

Members Absent: None

### APPROVAL OF MINUTES

Mr. Hyland moved and Dr. Carson seconded the motion to approved the minutes of the April 21, 1980 Board of Trustees meeting.

Ayes: Mr. Brown, Dr. Carson, Mr. Hyland, Mr. Jenkins, Mrs. Kennedy, Mr. Morgan,  
Mr. Rittenour, Mr. Vetter, Mr. Baxter.

Nays: None

### EXECUTIVE VICE PRESIDENT'S REPORT

Mr. Taylor spoke to the status of the Civil Service Bill. There were a number of people on the support staff interested in returning to Civil Service and while this was being decided the College was using an unwritten policy paralleling the Civil Service both in salaries and promotion. Mr. Riffe called and ask how much it would cost to return Shawnee State to Civil Service and was told it would cost about \$11,000. However when he checked with other colleges he found that it would cost one community college \$200,000 to put their employees on Civil Service, thus possibly closing that college. A Policy and Procedures manual has been completed for support staff that parallels State Civil Service since in all probability the Civil Service Bill is dead.

Continuing his report Mr. Taylor gave each member of the Board a copy of a letter he had written to Mr. Charles Pace, TOSRV, concerning the previous use and future use of the Activities Center for the bike riders week-end trip to the Portsmouth area. This letter was given to the Board so that they could be informed if they were questioned on the decision made by the College.

Final copies of the commencement and dedication program for June 14, 1980 were given to the Board members for their information. Also a report on "Transfer Institutions" prepared by Dr. Paul Crabtree, Acting Dean of Student Services, was given to the Board for informational purposes.

There have been problems with the food service provided by Gladieux Food Service in the past few months and it has been decided to go to bid for food service operation. Six vendors have picked up bid sheets. Cardinal Vending Company, Portsmouth, Ohio; Gladieux Food Service, Toledo, Ohio; American Veterans Center Service, Larry Mickley, Portsmouth, Ohio; Saga Food, Cleveland, Ohio; Custom Food Management Corporation, Columbus, Ohio; and Good Mack, Louisville, Kentucky. To date the only bid that has been received is Good Mack. Bids must be in the business office by May 30, 1980. The bid will include food service and vending machine service.

Mr. Taylor continued with his report stating that Dr. Louis Reibling will be on campus on Thursday and Friday, May 22 and 23, 1980. He is the consultant for the Review Progress Report for North Central Accreditation. A report has been prepared by faculty and administrators and submitted to Dr. Reibling covering the areas of concern that were noted in the Self-Study Report that was completed about a year ago. Dr. Reibling will meet with the Board of Trustees members on Thursday evening and with the Self-Study Committee and other groups and individuals on the campus on Thursday and Friday.

Mr. Larry Essman, Coordinator of Business Technology, introduced students from the accounting technology program to the Board. Mr. Essman introduced Ms. Rhonda Spradlin and told the Board that Ms. Spradlin has just been informed that she has passed the first two parts of the CPA test -- Practices and Theory. Mr. Essman feels that she will have no trouble in completing this test and passing. Last year Ms. Spradlin passed a four year equivalency test to make her eligible to take the CPA test. Mr. Baxter extended the congratulations of the Board to Ms. Spradlin. Continuing his report Mr. Essman reported that on May 10, 1980 twelve of thirteen students that will graduate elected to take a test given by the Accreditation Council of Accountancy Examination for Public Accounting. On May 29 these same students will participate by taking a test for accounting majors only given by AICPA, College Accounting Testing Program Achievement Tests for Accounting Students. This is the first step to CPA test. These students will be profiled against four year college students.

Mr. Baxter extended the congratulations of the board and commented that he was proud of the achievements of these students. He also commended Mr. Essman and the Business Technology faculty on a job well done.

Mr. Foti, Dean of Technical Programs, introduced Mr. Bob Thomas the new Director of Respiratory Program to the Board.

Mr. Foti has been contacted by S.E.D.C. to begin a welding program with the cooperation of the Scioto County Commissioners and through C.E.T.A. program for 20 students. This program would be for 48 weeks and would begin on May 27, 1980 so that 22 to 24 weeks can be completed in 1980 and the balance of the time would be in 1981. This program could be offered for approximately \$50,000, this would include tuition, books, and equipment needed by students.

Mr. Brown, Chairman of the Buildings and Grounds Committee, had no report.

Mrs. Kennedy, Chairman of the Educational Policies Committee, had no report.

#### FINANCE COMMITTEE REPORT

Mr. David Vetter, Chairman of the Finance Committee, reported that the Finance Committee met on May 12, 1980 to review the Policies and Procedures Manual for hourly employees. Mr. Taylor and Mrs. Hawk indicated to the committee that this manual closely parallels the State Civil Service operation with regard to salary schedule, etc. The Committee recommends that the Policy and Procedures Manual for hourly employees be adopted.

#### RESOLUTION 14-80 HOURLY PERSONNEL POLICY

Mr. Vetter moved the adoption of Resolution 14-80 approving the Policy and Procedures for hourly employees. The motion was seconded by Mr. Morgan.

Ayes: Mr. Brown, Dr. Carson, Mr. Hyland, Mrs. Kennedy, Mr. Jenkins, Mr. Rittenour, Mr. Morgan, Mr. Vetter, Mr. Baxter.

Nays: None

Continuing with the Finance Committee Report Mr. Vetter stated that the Finance Committee had met twice to review the proposed budget for the 1980-81 year. The budget for 1980-81 is \$113,346 over income. The Committee is recommending that \$34,725 be appropriated, and \$78,621 be reappropriated out of surplus for the 1980-81 budget, and that the budget be approved.

#### RESOLUTION 16-80 1980-81 BUDGET

Mr. Vetter moved the adoption of Resolution 16-80 approving the 1980-81 Budget for Shawnee State Community College. Mr. Jenkins seconded the motion.

Ayes: Mr. Brown, Dr. Carson, Mr. Hyland, Mrs. Kennedy, Mr. Jenkins, Mr. Rittenour, Mr. Morgan, Mr. Vetter, Mr. Baxter.

Nays: None

Mr. Morgan commended Mr. Taylor, Mr. Hawk, and the administrators on a job well done in bringing in this budget.

Mr. Baxter stated that in passing this budget the Board has shown its faith in the economy by offering our services to people to make this an even more viable institution.

#### RESOLUTION 15-80 CALENDAR FOR 1980-81

Mr. Hyland moved and Dr. Carson seconded the motion to adopt the 1980-81 calendar for Shawnee State Community College.

Ayes: Mr. Brown, Dr. Carson, Mr. Hyland, Mrs. Kennedy, Mr. Jenkins, Mr. Rittenour, Mr. Morgan, Mr. Vetter, Mr. Baxter.

Nays: None

ADJOURNMENT

Mr. Brown moved the meeting be adjourned.

Ayes: Mr. Brown, Dr. Carson, Mr. Hyland, Mrs. Kennedy, Mr. Morgan, Mr. Rittenour,  
Mr. Jenkins, Mr. Vetter, Mr. Baxter.

Nays: None

Duncan M. Baxter  
Chairman, Board of Trustees

R. Neil Hawk  
Secretary, Board of Trustees

RESOLUTION 14-80

Whereas Shawnee State Community College has been operating for some time without a personnel policy for its hourly employees, and

Whereas the status of State Civil Service remains questionable, and

Whereas the administration of Shawnee State Community College believes that a policy is needed, and

Whereas the hourly employees at Shawnee State Community College are now requesting a policy,

Now, therefore, be it resolved that the Board of Trustees of Shawnee State Community College adopts the attached hourly employee personnel policy to be included in the policy and procedures manual effective July 1, 1980.

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Policies and Procedures Manual  
Shawnee State Community College

Hourly Employees

INTRODUCTION

This policy is written for the hourly employees (all employees not holding a Presidential Contract) of Shawnee State Community College. It is being issued for two purposes -- one, to help the employee better understand his job and benefits; two, to indicate to all hourly employees that they are a very significant part of this College and that is the College's intent to be a fair and just employer. The information which follows will acquaint the employee with the 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 Personnel Office.

PERSONNEL OFFICE

The Shawnee State Community College Personnel Office is responsible for all phases of the personnel program including, but not limited to, orientation, in-service training, promotion, reassignment, demotion, or dismissal for hourly employees. This includes administration of the hourly employee personnel system, as well as the administration of college personnel policies and procedures applicable to hourly employees.

Although this policy and procedures section is designed to cover the basic information the employee will need while working at Shawnee State Community 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 Personnel Director. The provisions set forth in the policy and procedures section are subject to change, and revisions and will be printed as deemed necessary.

### SELECTION AND APPOINTMENT

Shawnee State Community College seeks dependable, competent, mature hourly employees who possess the skills necessary to accomplish assigned tasks successfully. Important among the considerations for appointment of hourly employees are appearance; promptness; the ability to work cooperatively with others; a sense of loyalty to the institution; and tact and diplomacy with other employees, students, and the public.

All applicants for employment at the College will 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 area of employment. Appointments shall be based upon test scores (if appropriate), qualifications, and personal interviews. The department head will formally notify the new employee of employment after consulting with the Personnel Director concerning beginning dates, pay range, step, and classification. Appointment will be made without regard to marital status, sex, race, creed, color, or national origin.

### CLASSIFICATION AND PAY

Jobs at the College are classified in accordance with duties and responsibilities, as well as the needs of the College. (Exhibits Attached). Each classification is assigned a pay range adopted by the administration of Shawnee State Community College. Salary increases for employees who perform satisfactorily in the classified service shall automatically occur annually (July 1) as designated for the particular classification until the employee reaches the last step of the class.

The salary schedule listed on the next page will be reviewed annually by the Board of Trustees. Initial placement on this schedule for new employees shall be step one of the proper classification.

SALARY SCHEDULE  
8,000 BASE

Class.		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
I	Index Annual	1.0 \$8,000	1.06 8,480	1.12 8,960	1.19 9,520	1.25 10,000	1.31 10,500		
II	Index Annual	1.05 \$8,400	1.12 8,960	1.18 9,440	1.25 10,000	1.31 10,500	1.38 11,040	1.44 11,520	1.51 12,080
III	Index Annual	1.11 \$8,880	1.18 9,440	1.24 9,920	1.31 10,500	1.38 11,040	1.45 11,600	1.52 12,160	1.59 12,720
IV	Index Annual	1.17 \$9,360	1.24 9,920	1.31 10,500	1.38 11,040	1.45 11,600	1.53 12,240	1.60 12,800	1.67 13,360
V	Index Annual	1.23 \$9,840	1.31 10,500	1.38 11,040	1.45 11,600	1.53 12,240	1.61 12,880	1.68 13,440	1.76 14,080

CLASSIFICATIONS

- I Custodian
- II Receptionist, Clerk, Custodial Supervisor, Library Clerk I
- III Print Shop Manager, Record Secretary, Secretary I, Account Clerk I, Library Clerk II
- IV Bookstore Manager, Account Clerk II, Secretary II, Maintenance Repair Worker, Financial Aid Clerk
- V Maintenance Repair Worker Supervisor

CONDITIONS OF EMPLOYMENTRESPONSIBILITIES OF THE EMPLOYEE

Shawnee State Community College is a highly-respected educational institution. As a representative of the College, here are some guidelines an employee 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 your work station without letting someone know where you will be. If you 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) constitutes the standard work week for hourly 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. In certain positions, time demands are associated with the position and are accepted with initial employment as a necessary work schedule. An eight-hour work day may be broken up and spread over more than eight hours.

### OVERTIME

All hourly employees 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 employee's regular rate of pay.

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.

An 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 indicate such time on their bi-weekly pay sheet.

When any employee is required by his administrative authority to work on a day observed as a holiday, that employee will receive compensation for actual holiday hours worked at the rate of one and one-half times the employee's total rate of pay in addition to the eight (8) hours of holiday pay. Again, the employee may choose to take compensatory time at the rate of time-and-one-half in lieu of pay.

### 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        | 5. Employee retirement (PERS) |
| 2. State income tax          | 6. Tax-sheltered annuities    |
| 3. City income tax           | 7. Credit Union               |
| 4. Additional life insurance | 8. Insurance                  |

### POLITICAL ACTIVITY

Employees are prohibited from engaging in various political activities. SSCC employees may not be office holders in any political organization or take part in politics other than to vote as they 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 personnel folder should be directed to the appropriate supervisor who will, in turn, contact the Personnel Office.

### EMPLOYEE CATEGORIES

The normal work schedule of a full-time employee is 40 hours per week.

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.

STATUS OF EMPLOYMENT

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 180 days, during which time the employee is designated as a provisional employee. If the performance of a probationary employee is unsatisfactory (determined by the evaluating supervisor and Personnel Director), he may be removed at any time between the midpoint and the end of his probationary period. Such removal is not subject to appeal.

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

If promoted, a promotional probationary period consisting of 90 days is served. If an employee's 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.

## PERFORMANCE EVALUATIONS

Although the primary purpose of a performance evaluation is to rate an employee's job performance uniformly and objectively, the evaluation serves several other purposes as well:

1. By acting as a means of communication between employee and supervisor, it can reveal conditions which are contributing to good/poor morale or high/low productivity.
2. It give the employee an opportunity to identify and correct specific performance problems of which he may not have been aware.
3. It serves as the means of determining job efficiency.

Performance evaluations which are applied conscientiously will not only provide employees with an increased awareness of their work and what is expected of them but will enable supervisors to detect some of the gaps and limitations in their own supervision.

The purpose of this section is to describe in detail how and when performance evaluations are to be administered. All evaluating supervisors should be thoroughly familiar with the contents of this section and with the evaluation form itself. Furthermore, the Personnel Director of Shawnee State Community College shall insure that all performance evaluations are administered uniformly and fairly with an overall similarity of method.

### 1. Employees To Be Evaluated

The Performance Evaluation Form is to be used for all hourly employees.

### 2. Evaluation Period

Employees will be given both Probationary and Annual evaluations as follows:

#### (A) Probationary

All employees in probationary status following appointment or promotion will be evaluated twice during the probationary period. The first



half of the probationary period, and the second probationary evaluation will be made within ten days of completion of the probationary period. Should the employee be given a probationary removal before the end of the probationary period, the final evaluation will be made at the time of the removal.

If the probationary period is satisfactorily completed, the statement "Employee to be retained" should be entered on the performance evaluation above the employee's name. If the employee is not to be retained, however, the statement "Probationary Removal" will be entered with the final probationary rating. In probationary removals, the performance evaluation must indicate in as much detail as possible the respects in which the employee's service did not meet the required standards. The Personnel Director will neither accept nor process a probationary performance evaluation.

(B) Annual

All employees not on probationary status will be evaluated once a year, not before January 1 or later than January 15. The annual evaluation will cover the employee's performance either during the year immediately preceding the evaluation date or during that portion of year since completion of a probationary period.

3. Evaluators

Each employee will be evaluated by his immediate supervisor. If an employee has been reassigned to a new supervisor within one month of the evaluation date, both supervisors should cooperate in the evaluation; or if an employee receives approximately equal supervision from two persons, both supervisors should cooperate in the evaluation and both should sign it.

4. Evaluation Procedures

Before evaluating any employee, the supervisor must be thoroughly familiar with the contents of this section and with the Performance Evaluation Form.

Employees are evaluated on each of nine areas of performance, and the level of performance for each area is indicated by circling a number on a horizontal scale. These numbers range from "0" to "15" for "Quality of Work" and "Quantity of Work", and from "1" to "10" for the remaining areas. Each scale is further divided in five sections, each of which contains descriptive words or phrases which may be used as general guidelines in determining an employee's performance level.

A numerical rating in the lowest fifth of the scale indicates performance which is clearly unsatisfactory, while a rating in the highest fifth indicates performance which is outstanding and exceptional. So far as possible, each area of performance should be considered independently of the others.

Performance is always evaluated with reference to the requirements of the employee's current position.

#### 5. Employee Signature

The employee must sign the evaluation as an acknowledgement that he has seen and discussed it with the supervisor. Employees should always be aware that the signature does not signify agreement with the evaluation but is only an acknowledgement that it has been seen and discussed. Any points of disagreement should be expressed by the employee in the space reserved for employee comments. No change in the numerical rating is to be made after the form is signed by the employee.

If the employee refuses to sign the evaluation, the supervisor must record the reasons and the employee's refusal should be verified in writing by a witness. If an employee has not been on the job for some time and is, therefore, not available for signature, the supervisor must clearly indicate this absence on the evaluation form.

While the employee signs the evaluation after the supervisor's rating, he must receive a copy of the rating in its final form after all other reviewers have made their comments.

6. Definitions of Performance Areas

The following definitions will give the evaluator an idea of things to keep in mind when rating an employee on each of the nine performance areas. Each performance area must be interpreted with reference to the employee's present position and each should be evaluated independently of the others.

- (A) Quality of Work - Consider the neatness and accuracy of the work regardless of volume. Does the employee's output conform to the established standard for that type of work? Is the employee effective in achieving results? Does the completed work conform to the specifications of the job?
- (B) Quantity of Work - Consider the volume of work. If quantitative standards have been established, does the employee generally meet those standards.
- (C) Knowledge of Work - Consider the employee's ability to adequately and rapidly adjust to changes in job duties. Does the employee learn new duties and understand explanations without undue delay?
- (D) Adaptability - Consider how well the employee knows the purpose of the work. Is the employee aware of the relationships of that job to other jobs in the office or department?
- (E) Dependability - Consider the employee's reliability in carrying out instructions. Is the employee successful in carrying out assignments under ordinary working conditions? Can you depend on the employee to do the job without undue delay? The employee's attendance should also be considered as one major aspect of dependability.
- (F) Cooperation - Consider the employee's ability to cooperate with co-workers. Is the employee's manner of dealing with co-workers cooperative, helpful, courteous, and tactful?

- (G) Judgement - Consider the employee's ability to think intelligently, to plan work effectively, and to make logical decisions and sound opinions. Does the employee frequently make mistakes due to errors in judgement which have to be corrected by others? If a supervisor, does he let other workers know what is expected of them and help them in acquiring necessary skills? Is the employee successful in carrying out work assignments?
- (H) Initiative - Consider the employee's motivation, interest in the work, and reliability in carrying out assignments. Does the employee develop original ideas in carrying out the work?
- (I) Personality - Consider the suitability of the employee for the type of job performed. Consider his ability to get along with co-workers and with the public.

## 7. Conclusion

A copy of every official performance evaluation must be submitted to the Personnel Director and will be retained as part of the employee's permanent record. A copy should also be retained by the supervisor, and one must be given to the employee.

Furthermore, it is essential that all evaluations be administered uniformly. Supervisors must be encouraged to evaluate their employees honestly, fairly, and objectively and to reflect this evaluation in their ratings. Such common practices as giving all high or all low ratings not only defeats the purpose of the evaluation program but could result in serious consequences for SSCC and employees alike.

Employee Name (last name first)	Social Security Number	Department	<input type="checkbox"/> Probationary Rating <input type="checkbox"/> Annual Rating
---------------------------------	------------------------	------------	--

CIRCLE APPROPRIATE NUMBER

RATER'S COMMENTS

1. QUALITY OF WORK (accuracy, neatness, thoroughness)

Inferior Work			Rather Careless			Meets Requirements			Highly Accurate			Exceptional			
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

2. QUANTITY OF WORK (volume, amount, speed)

Very Slow			Insufficient Work			Moderate			Rapid Worker			Highly Productive			
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

3. KNOWLEDGE OF WORK

Almost None			Limited			Adequate			Good Understanding			Excellent Comprehension		
0	1	2	3	4	5	6	7	8	9	10				

4. ADAPTABILITY (adjustment to change, ability to learn)

Unable To Adapt			Slow In Learning			Satisfactory			Adopts Readily			Rapid Learner		
0	1	2	3	4	5	6	7	8	9	10				

Signature \_\_\_\_\_

Date \_\_\_\_\_

5. DEPENDABILITY (reliability)

Needs Constant Supervision			Needs Frequent Checking			Usually Dependable			Seldom needs Checking			Highly Reliable		
0	1	2	3	4	5	6	7	8	9	10				

REVIEWER'S COMMENTS

6. COOPERATION (working with other employees)

Troublemaker			Has Difficulty			Generally Cooperative			Gets Along Well			Excellent Relations		
0	1	2	3	4	5	6	7	8	9	10				

7. JUDGMENT (ability to make decisions, plan work)

Disorganized Illogical			Limited Judgment			Plans Well			Logical Thinker			Creative		
0	1	2	3	4	5	6	7	8	9	10				

Signature \_\_\_\_\_

Date \_\_\_\_\_

8. INITIATIVE (motivation, interest in work)

Lazy Indifferent			Needs Pushing			Adequate			Considerable			Highly Motivated		
0	1	2	3	4	5	6	7	8	9	10				

FOR PERSONNEL DEPT. USE ONLY

9. PERSONALITY (courtesy, appearance, public relations)

Rude Slovenly			Indifferent			Adequate for Job			Polite Courteous			Exceptional		
0	1	2	3	4	5	6	7	8	9	10				

EMPLOYEE'S ACKNOWLEDGMENT (Signature indicates only that Employee has reviewed the Report, not necessarily that he is in agreement with it.)

Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTE:

This report is to be sent to the Non-Academic Personnel Office upon completion. A copy may be retained by the rating department if desired.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## PROMOTIONS

All vacancies within Shawnee State Community College will be posted internally before advertising in local papers, and Shawnee State Community College employees will be given preference based upon the following guidelines.

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 present job. Through the Job Posting and Transfer Procedure, whenever a position becomes available, a notice of vacancy is posted on designated College bulletin boards. Eligible employees may apply at the Personnel Office and request to be considered for the posted position.
2. An employee may submit (through his department head) to the Personnel Office a request for reclassification. Such request is to be based on a significant increase in the responsibilities, or required skills of 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 level positions. When an employee is promoted to a higher classification, that employee will be placed at a step that will provide an increase in pay.

While there are promotions, there may also be removals, suspensions, and/or reductions.

The removal of an employee from Shawnee State Community College, the suspension from a job for a limited time, or the reduction to a lower classification or salary are serious disciplinary measures which are ordinarily taken only when the normal methods of supervision have failed to produce the desired result. Nevertheless, there should be no hesitancy in using these measures when circumstances warrant. The purpose of this section is only to outline the basic procedure which should be followed when such an action is taken at Shawnee State Community College. It does not attempt to deal with basic methods of supervision or discipline.

## DEFINITIONS

- A. Removal constitutes a permanent separation from SSCC. An employee who has been removed will usually not be considered eligible for further employment. Nothing in this section applies to a probationary removal made during the first portion of an employee's appointment, as described in an earlier section of this manual.
- B. Suspension is an involuntary separation from active pay status. A suspension is made for a definite and stated period of time at the end of which the employee returns to normal employment status. The employee may be required to remain away from work while suspended.
- C. Reduction is a change to a classification which will lower base pay range, a change to a lower step within the salary range for a given classification, or the foregoing of an automatic step increase to which an employee is entitled. Any change in classification must be based on appropriate duty assignment.

## GROUND FOR REMOVAL, SUSPENSION, AND REDUCTION

The grounds for any of the three actions are: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or any other failure of good behavior, or any other acts of misfeasance, malfeasance, or nonfeasance in duties. (As stated on Form SSCPD-002). One or more of these legal bases MUST be cited in every action of removal, suspension, or reduction -- except as otherwise provided by law and cited in this section.

## PREPARATION OF ORDER OF REMOVAL, SUSPENSION, OR REDUCTION

The same form (SSCPD 002) may be used for any of the aforementioned actions. One copy is given to the employee, one is filed with the Personnel Director, one is filed with the President, and one is retained by the supervisor.

- A. One or more statutory grounds for the action (as listed on the preceding page of this section must be given in space No. 5 on the form. (See sample copy of last page.) In space No. 6 on this form, those acts of behavior should be listed or described which constitute or support the statutory basis for the action.

Whenever possible, the exact time and place of specific acts are to be given, together with the name of the persons involved. Where incompetency or inefficiency is charged, the standards of performance by which it is judged are to be given. The information given on this portion of the form

must be clearly stated in terms which the employee can understand -- but which also would be meaningful in the event the case reaches further stages of administrative review. The specific acts are to be written in such detail as to advise the employee of exact actions which must be defended. If previous warnings or suspensions of any sort have been given the employee concerning any of the behavior cited in the action, they should also be indicated on the form.

- B. Space No. 4 shows the date on which the action becomes effective. This may be the same date that the employee receives a copy of the order or it may be later than that date.
- C. The filing date of the order is entered at the designated place on the form under the word "DATED". In cases where immediate removal seems to the appointing authority to be imperative, the effective date, the filing date, and the date giving notice to the employee may all be the same date.
- D. The copy of the order which is given to the employee must be signed by the Personnel Director.
- E. If an amended order is prepared, a new filing date and period for appeal will follow.

#### EMPLOYEE APPEAL

The employee may appeal an order of removal, a suspension of more than five working days, or a reduction. The appeal must be filed within ten calendar days of the filing date of the order. This appeal must be made in writing to the President of the College. When such an appeal is filed, the President will notify the Personnel Director.

#### EXCEPTIONS

- A. Suspensions of not more than five (5) working days are not governed by the above procedure. Such suspensions may be approved by the Personnel Director at any time without the employee having recourse to any appeal. However, they must be based on a statutory ground and the employee must be notified of the ground on the form indicated on the preceding pages.
- B. Voluntary written agreement by the employee to a reduction constitutes a waiver of the above procedure. Where reduction is made on such a basis, it is reported to the Personnel Director in writing and accompanied by a signed and dated copy of the employee's consent. This consent must be signed on the date shown on the consent.



- C. The salary of an employee following a reduction is fixed by the Personnel Director, not to exceed the rate of pay prior to the reduction.
- D. When an employee becomes physically unable to perform the duties of his position, a transfer may be requested to a vacant position of a lower grade which the employee has the ability to fill. This reduction may be accomplished with the consent of the supervisor and the Personnel Director.

MAXIMUM LENGTH OF SUSPENSION

While no limit is set by law on the length of suspension, any suspension should be related to the severity of the offense which is charged. In general, it is suggested that any act which would warrant a suspension of more than 30 to 60 days would also justify a removal.

ORDER OF \_\_\_\_\_

IN RE. \_\_\_\_\_

This Order was filed  
with the Personnel  
Director, Shawnee State  
College \_\_\_\_\_  
Date \_\_\_\_\_ 19 \_\_\_\_\_

by \_\_\_\_\_

The tenure of every employee at SSCC shall be during good behavior and efficient service and no such employee shall be reduced in pay or position, suspended, or removed except for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or any other acts of misfeasance, malfeasance, or nonfeasance in duties.

In any case of reduction, suspension of more than five working days, or removal, the Personnel Director shall furnish such employee with a copy of the order of reduction, suspension, or removal, which order shall state the reasons therefor.

Within ten days following the filing of such an order, the employee may file an appeal, in writing, with the President of the College. In the event such an appeal is filed, the President shall forthwith notify the Personnel Director and shall hear such appeal within thirty days from and after its filing with the President.

Supervisor's Copy (White)  
Personnel Director's Copy (Blue)  
Employee's Copy (Pink)

SSCPD-002

Shawnee State Community College

ORDER OF \_\_\_\_\_  
(1)

M \_\_\_\_\_:

This will notify you that you are \_\_\_\_\_  
(2)

from the position of \_\_\_\_\_ effective \_\_\_\_\_  
(3) (4)

The reason for this action is that you have been guilty of \_\_\_\_\_

(5)  
In the following particulars, to wit: \_\_\_\_\_  
(6)

Dated \_\_\_\_\_, Ohio \_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_  
Personnel Director

NOTE: The spaces aboved numbered (1) through (6), are to be filled in in accordance with the following instructions.

- (1) Insert Removal, Suspension or Reduction to specify the action being taken.
- (2) Insert Removed, Suspended for (number of days), Reduced in pay or position (new position status).
- (3) Insert Title of present position.
- (4) Insert effective date of action.
- (5) Set forth one or more of the grounds such as incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, etc.
- (6) Set forth in detail the particular acts and circumstances constituting the offense charged. Evidence, at hearings on appeal, can only be admitted

(Over)

which bears upon charges made; hence the charges set forth should be broad enough to admit all the evidence which the appointing authority intends to offer. It is, also, important that the grounds for action be fully stated.

In Orders of Removal, Suspension, or Reduction, it is THE RESPONSIBILITY OF SHAWNEE STATE COLLEGE in each action to:

- (1) Prepare the Order setting forth the reasons for the action;
- (2) File copies of the Order with individuals indicated;
- (3) Furnish the employee affected with a copy of the Order, and NOTIFY THE EMPLOYEE OF THE DATE OF FILING WITH THE PERSONNEL DIRECTOR ON OR PRIOR TO DATE OF FILING.

Failure to comply with any of these requirements will render the action invalid.

(SSCPD002)

### PERSONAL DATA CHANGES

Any changes affecting employee personnel records should be reported promptly to the Personnel Office either directly or through his department head. Let the Personnel 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 of 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 should give the appropriate department head at least two weeks notice. The resignation letter should be completed and delivered to the appropriate supervisor who will forward it to the Personnel Director.

### LEAVE OF ABSENCE

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

A medical or maternity leave of absence with pay may be granted for a maximum period of six months, provided appropriate sick leave has been accumulated. 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.

When an employee is on approved leave of absence because of illness or maternity, the College will continue the employee's 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 group insurance coverage for a maximum period of six months by paying the premiums in advance.

If the employee has permitted his 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 returns to work, and he may also be required to show evidence of insurability.

After an employee returns from an authorized leave of absence, he 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.

#### LEAVE WITHOUT PAY

##### 1. Length of Leave

The Personnel Director, after consulting with the appropriate supervisor, may grant a leave of absence to any employee for a maximum duration of six months for any personal reasons of the employee. Such a leave may not be renewed or extended beyond six months.

##### 2. Authorization for Leave

The authorization of a leave of absence without pay is a matter of administrative discretion.

A leave of absence should be requested and authorized in writing. The granting of any leave of absence, except as provided otherwise in section 8 of this section, is subject to approval of the Personnel Director.

##### 3. Reporting Leaves

The granting of the leave of absence and the subsequent return from leave is reported to the Personnel Office. However, periods of authorized absence without pay which last for less than one bi-weekly pay period need not be reported to the Personnel Office. The payroll entry for that pay period should show the number of hours actually worked. (This paragraph does not apply to suspensions, all of which must be reported.)

4. Reinstatement from Leave

Upon completion of a leave of absence, the employee is to be returned to the position formerly occupied or to a similar position if the employee's former position no longer exists. Any replacement in the position while an employee is on leave is to be on a temporary basis.

A provisional employee who is on a leave of absence may be replaced by appointment from an eligible list. When that occurs, the Personnel Director notifies the provisional employee of the separation and makes a report of separation.

An employee may return to work before the scheduled expiration of leave if requested by the employee and agreed to by the Personnel Director. If an employee fails to return to work at the expiration of an approved leave of absence, a report of "Failed to Return from Leave" is made -- unless an order of removal or disability leave is appropriate.

5. Leave Due to Illness

If an employee requests a leave of absence because of illness or disability, a disability leave should be reported following the procedures outlined in "Disability Leave" section. Short periods of disability may be handled as regular leaves of absence if agreed to by both employee and the Personnel Director.

6. Maternity Leave of Absence

Upon request to the Personnel Director, an employee who becomes pregnant will be granted maternity leave of absence without pay. However, if she wishes, the employee may use any or all of her accrued sick leave and vacation leave for maternity purposes before going on leave of absence. The beginning and ending dates of the total time of absence from work will be determined by the employee, and she must notify the Personnel Director of these dates as far in advance as possible.

Should maternity leave of absence without pay exceed six months, the employee will be placed on disability leave in accordance with "Disability Leave" section.

Should the employer have reason to believe that the employee's pregnancy is inhibiting the usual performance of duties, a request may be made in writing that the employee begin sick leave, vacation leave, or maternity leave at an earlier date than that selected by the employee. The employee may appeal such an action. Medical data supporting the employee's case must accompany the appeal, and the employee may continue working until a decision is rendered.

## 7. Sick Leave Credit and Vacation Credit

An employee on leave of absence without pay does not earn sick leave or vacation credit. However, the time spent on authorized leave of absence is to be counted in determining length of service for purposes of extended vacation eligibility or other purposes where tenure is a factor.

## 8. Abuse of Leave

If a leave of absence is granted for a specific purpose is found that the leave is not actually being used for such purposes, the Personnel Director may cancel the leave and direct the employee to report for work by giving written notice to the employee.

## LAYOFF AND RECALL

The procedure outlined below will be followed wherever a layoff of Shawnee State Community College hourly employees becomes necessary.

The layoff procedures are based primarily upon the following criteria:

1. Incorporate seniority and efficiency ratings to determine which employees will be laid off;
2. Provide for displacement procedures for "bumping down" into lower classes in the class series; and,
3. Establish systematic guidelines governing the reinstatement and reemployment of laid off and reduced employees.

For layoff purposes, the following general definitions will apply:

Classification (Class) - a group of positions sufficiently similar in respect to duties, responsibilities, authority, and qualifications so that the same descriptive title and numerical designation may be used for each, and the same pay range assigned.

Classification (Class) Series - any group of classes having identical title but different numerical designations (Secretary I, II) or identical titles except for designated levels of supervision (Custodian and Custodian Supervisor).

Displacement (Bumping) - the process of substituting one employee for another as a result of layoffs in the class series. The displaced employee will either be reduced in class by displacing (or bumping) another employee or will be laid off if no one in a lower class is eligible to be displaced.



Efficiency Points - points which are assigned to an employee to reflect efficiency in the performance of duties as determined by the performance evaluation.

Layoff list - the names of laid off employees arranged in order of descending retention points.

Order of Layoff - the sequence which must be followed when laying off employees.

Retention Points - total seniority points plus total efficiency points.

Seniority - for employees of Shawnee State Community College prior to July 1, 1980 seniority will be the uninterrupted length of continuous service with the State of Ohio. A break in services as described in this section constitutes an interruption in continuous service and accrual of seniority time after such a break shall begin with any subsequent appointment. For employees of Shawnee State Community College employed after July 1, 1980 seniority will be the uninterrupted length of continuous service with Shawnee State Community College.

Because an authorized leave of absence does not constitute a break in service, seniority time continues to accumulate during the rein of the leave -- provided that the employee returns to Shawnee State Community College following the leave. Failure to return from the leave will result in loss of seniority time for the period of the leave.

Laid off employees who are reinstated or reemployed with Shawnee State Community College within one year of the layoff date will retain all previously accumulated seniority but will not be entitled to seniority time for the period of layoff.

Seniority Points - the total number of points accumulated by an employee reflecting length of service.

Any layoff of employees within a given classification must proceed in the following manner:

- 1st - Intermittent or Retired-Intermittent employees
- 2nd - Emergency employees
- 3rd - Part-time employees
- 4th - Full-time employees

Because a layoff occurs for one or both of two reasons, lack of work and/or lack of funds, Shawnee State Community College will proceed with a layoff only after the lack of work or funds necessitating the layoff has been certified by the President.

After determining that a layoff is necessary, Shawnee State Community College must further determine:

1. the specific classes in which the layoff will occur;
2. the number of employees to be laid off in each affected class; and,
3. the effective date of layoff

The order of layoff as defined above will then be applied within each affected class. When applying the order of layoff, the Personnel Director must begin with the first layoff category and work upward through each succeeding category, laying off all employees until reaching a level at which the number of employees in a category exceeds the number of employees still to be laid off. In that category, employees will be chosen for layoff on the basis of retention points, beginning with that employee having the fewest points.

The Personnel Director will compute and administer retention points in accordance with the following steps for all employees in the class of layoff and in each class in the series affected by the layoff:

1. Full-time employees will receive one seniority point for each completed 13 weeks of continuous service with Shawnee State Community College. (NOTE: One full year of service is equivalent to 4 seniority points.)

Part-time, intermittent, and emergency employees will receive one seniority point for each 520 hours worked.

Seniority time will be calculated starting with the beginning date of continuous service and running to the date on which the layoff list is prepared by the Personnel Director for verification and approval.

Computed seniority points are added to a base factor of 100 points to yield total seniority points.

2. By using employee performance evaluations with the chart below, employees will be assigned efficiency points in the following manner:

- (a) by averaging the total points of the employee's latest two annual performance evaluations; or by,
- (b) using the total points of the latest annual performance evaluation if the employee has less than two years of service; or by,
- (c) using the total points of the final probationary performance evaluation if the employee has less than one year of service. Employees who have not completed their probationary period will receive no points for efficiency.

The average or total score obtained for the performance evaluations is applied to the chart below to determine the number of efficiency points the employee will receive:

<u>TOTAL/AVERAGE SCORE PERFORMANCE EVALUATION</u>	<u>EFFICIENCY POINTS</u>
20 & below	0
21 - 30	2
31 - 45	4
46 - 60	6
61 - 80	8
81 & above	10

Employees who have not been currently evaluated in accordance with this policy will receive the maximum efficiency points (10).

Example: An employee has four years of service and a layoff date of January 1, 1979. The employee received an annual performance evaluation in 1978 with a rating of 44 but did not receive an evaluation in 1977. Therefore, regardless of the 1978 rating, the employee will receive 10 efficiency points since the proper evaluation procedures were not followed.

Because the performance evaluation can be the determining factor in an employee layoff, the Personnel Director should insure that employees not only receive probationary and annual evaluations as required but that they receive them at the proper times.

No special evaluations will be made for the purpose of computing efficiency points.

3. Seniority points are added to efficiency points to produce the employee's total retention points.
4. Within each affected class, employees will be laid off in descending retention point order until the layoff quota for the class is reached.

In instances where employees have identical retention points, those with least seniority in terms of actual date of hire with Shawnee State Community College will be laid off first. If the problem remains unresolved, the date of the employee's application (the one which reflects the beginning of continuous service) will determine the layoff order; and finally, if the tie is still unbroken, the Personnel Director and President will determine the layoff order.

5. The names of laid off employees will be placed on layoff lists for reinstatement at Shawnee State Community College. Names will appear in descending retention point order.

The above procedures apply to all instances of layoff regardless of the number of employees involved.

Whenever a position at Shawnee State Community College is abolished, the order of layoff must be followed and retention points must be applied within the affected class. This means that the person whose job is abolished may not be the person who is laid off as a result of the abolishment. If the person serving in the abolished position is not laid off, he or she will be transferred into the position in which the layoff actually occurred. Employees who are laid off as a result of a job abolishment will have the same rights as any other laid off employees, including displacement, reinstatement, and reemployment rights.

Employees who are laid off may elect to displace (or bump) employees with fewer retention points in lower classes of the same class series. With the following limitations, this displacement will occur in the next lower class whenever possible starting with the employee in that class having the fewest retention points:

1. A provisional employee cannot bump a full-time employee
2. If a full-time employee is required to bump a part-time, intermittent, or emergency employee, Shawnee State Community College must lay off the part-time, intermittent, or emergency employee at the request of the full-time person. The full-time employee may then bump the first available full-time employee in the series who has fewer retention points. If no full-time positions are available, the employee may elect to bump the part-time, intermittent or emergency employee rather than be laid off.
3. An employee can only be bumped by someone having more retention points.
4. If a full-time employee is required to bump another full-time employee while provisional employees are serving in the same class, all of the provisional employees must be laid off before the full-time employee can be bumped.

If, because of the number of retention points, no one in the second lower class can be bumped, the third lower class in the series will be considered. This process will continue downward through the class series until, if necessary, the lowest class of the series is reached, and the employee with fewest retention points is laid off. Employees who are bumped out of their positions will receive formal written notices of displacement and layoff as outlined in this policy, and such employees may then bump other employees standing lower in the class series in the same manner and with the same limitations as described above.

To insure order, uniformity, and impartiality throughout the bumping process, the following sequence will govern the bumping order:

1. Within any group of employees preparing to exercise their bumping rights, that person having the most retention points will begin the bumping process and will be followed by the other laid off employees in descending retention point order.
2. All employees in the original class(es) of layoff MUST exercise their bumping rights before any employees who are bumped may exercise theirs.
3. Next, the first employees to be bumped must exercise their bumping rights before anyone in the second round of bumping may exercise theirs, and so forth throughout the bumping process.

The bumping order for a layoff class will be complete when either all laid off employees in the class have had the opportunity to bump down or when no more employees standing lower in the series are eligible to be bumped. Displaced employees will also bump down in descending retention point order in the same manner.

No later than the tenth working day after receiving notice of layoff, laid off or displaced employees must notify the Personnel Director in writing as to whether or not they wish to exercise the bumping right. Failure to notify the Personnel Director within ten days will be considered a forfeit of the bumping right. No actions reflecting layoffs will be processed unless they are accompanied by the employee's signed decision concerning bumping rights. If the employee does not notify the Personnel Director of any decision, the action must include a statement explaining that situation.

The actual bumping action will occur with the effective date of layoff.

A reduced employee's salary will be determined by the pay range of the lower class. However, each employee's step will be adjusted to yield the salary which comes closest to, without going over, his or her wage in the original class as of the initial layoff or displacement. Normal step advancement will not be affected by any class change resulting from the layoff or displacement process.

The bumping process occurs only within a single class series.

An employee must be given advance written notice of layoff or displacement by hand delivery at work. The notice must be given to the employee at least fourteen days before the effective date of the layoff with the day of delivery beginning the fourteen day period.

In order for the layoff itself to be proper it must come from the Personnel Director and all notices must contain the following information:

1. the reason for layoff or displacement/layoff;
2. the effective date of the action;
3. the employees retention points; and,
4. displacement rights and time limits.

Upon receiving notice of layoff or displacement/layoff, the employee has ten working days to decide whether or not to exercise his or her displacement rights and to notify the Personnel Director in writing of that decision. If the laid off employee chooses to bump down, the Personnel Director must give the person to be bumped a notice of displacement and layoff. That person, in turn, has ten working days in which to exercise the bumping right. Subsequent bumping actions must proceed accordingly.

An employee who is laid off or who is reduced as a result of displacement retains reinstatement rights to a position in his or her original class at Shawnee State Community College for a period of one calendar year, starting with the effective date of layoff or displacement from the original class. Lists will be compiled by the Personnel Director for each class series in which layoffs have occurred, and the names of all employees who are laid off or reduced in each series are placed on the appropriate lists in descending retention point order. An employee's actual standing on the list will be determined by retention points, beginning with that employee having the greatest number of points. The date of layoff, displacement, or reduction will not have a bearing on the list ranking. Cases of identical retention point ratings will be handled as follows;

1. employees having the most seniority in terms of latest date of hire with Shawnee State Community College will be placed on the list first.
2. if still unresolved, the date on the employee's application will determine the list order,
3. if the tie remains unbroken, the President will determine the list order.

Laid off and reduced employees are placed on the layoff list under their original classes before layoff or reductions, and, unless removed as a result of reinstatement or reemployment or as a result of declining reinstatement under the provisions of this policy, an employee's name will remain on the layoff list for one calendar year from the date of layoff or reduction from the original class.

Any vacancy in the class series of layoff must be offered to the first person on the certified layoff list -- provided that the vacancy is not in a class higher than that person's original class before layoff or reduction. The first person must decline the position in writing before it is offered to the second person and so forth down the list until either the vacancy is filled or every eligible employee on the list declines it.

Acceptance of a position in a class lower than the original does not remove an employee from the layoff list, nor does such acceptance affect his or her standing on the list.

In summary, vacancies within Shawnee State Community College and class series in which layoffs have occurred must be filled in the following order:

1. First, the certified layoff list for the class series must be used and exhausted.
2. Second, appointments or transfers and promotions from within may be made after the above list has been exhausted.
3. Third, advertising outside the institution will be initiated.



An employee's name will be removed from the layoff list for the following reasons:

1. acceptance of a position of the same or higher class;
2. acceptance of a position in the employee's original class but in a different appointment type (part-time, intermittent, or emergency);
3. refusal of a position in the employee's original class; or,
4. the lapse of one year from the date of layoff.

Employees who are reinstated or reemployed from the layoff list within one year of the layoff date will retain all previously accumulated seniority but will not be credited with seniority for time spent on layoff.

Upon reinstatement or reemployment from layoff, the employee will be placed at that step of the pay range which most nearly corresponds to his or her rate of pay as of the date of first layoff. Actual time spent in layoff status will not count toward step advancement.

Payment for earned but unused vacation leave and for any overtime to the employee's credit will be made at the time of layoff or within 30 days thereafter.

Laid off employees will not be paid for unused sick leave, but any sick leave accrued to the date of layoff will be reccredited if the employee returns to Shawnee State Community College within five years.

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 department 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.

## DISABILITY LEAVE

A physically incapacitated employee may request a disability leave. A disability leave may be granted when the disability continues beyond accumulated sick leave rights and provided the employee is:

1. hospitalized or institutionalized;
2. on a period of convalescence following hospitalization or institutionalization authorized by a physician at the hospital or institution; or,
3. is declared incapacitated for the performance of the duties of the position by a licensed physician designated by Shawnee State Community College. The cost of such examination will be paid by the College.

A disabled hourly employee of Shawnee State Community College will have reinstatement rights for one and one-half years from the granting date for the disability leave.

Upon reinstatement from disability leave, an employee will be returned to the same or a similar position. Any appointment to a position vacated by disability leave will be on a temporary basis, and the person accepting such a position must be made aware of its temporary nature. Should the employee returning from leave be reinstated to another position, the temporary appointment will be changed to permanent.

A disabled employee may first be granted a leave of absence. However, should the disability continue beyond the expiration date of the leave of absence, the employee may request and be granted a disability leave, provided that the conditions in paragraph one are met.

An employee who has been granted a disability leave is to be reinstated within 30 days after making written application and passing a medical examination showing full qualifications to perform the duties of the position. This examination is to be conducted by a licensed physician designated by Shawnee State Community College. The cost of this examination will be paid by the College.

BENEFITSVACATION

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 family, and full vacation to which you are entitled should be taken.

Full-time hourly employees (40 hours a week) earn vacation according to years of service with the College on the following schedule:

1 year through 4 years -----	2 weeks ( 80 work hours)
5 years through 9 years -----	3 weeks (120 work hours)
10 years through 14 years -----	4 weeks (160 work hours)
15 years -----	5 weeks (200 work hours)

Vacation may not be taken until the employee has completed one year of service. On completion of one year service ten days vacation will be added to the employee's record and may be taken with the approval of the supervisor.

Thereafter, an employee will accrue vacation each bi-weekly pay period (80 hours) at the maximum rates of:

3.1 hours -	if accruing two weeks vacation
4.6 hours -	if accruing three weeks vacation
6.2 hours -	if accruing four weeks vacation
7.7 hours -	if accruing five weeks vacation

Full-time hourly employees who are on active pay status for less than eighty hours during a pay period will receive a prorated vacation credit for the period.

Part-time employees (those working less than 40 hours a week) are not eligible for vacation.

Vacation credit may be accumulated to a maximum of an employee's current accrual times two. Credit in excess of this maximum is eliminated from the employee's vacation balance.

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.

Employees who are scheduled for retirement or who resign, with a least one year's service, from Shawnee State Community College may be compensated for any earned but unused vacation upon separation at the employee's current hourly rate of pay. Also, in the event of the death of an employee, compensation earned for unused vacation will be paid to the estate of the employee.

Employees who are terminated will be scheduled for all accumulated vacation prior to the date of termination.

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

HOLIDAYS

Ten holidays provided annually by Shawnee State Community College are 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:

Martin Luther King Day  
Columbus Day  
Veterans' Day  
Presidents' Day

The responsibility of scheduling an employee to work or to be off on a holiday rests with each department and the Personnel Director. If an employee is required to work on a holiday, he/she should 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.

Payment will not be made for a holiday which occurs during a leave of absence or layoff. Pay for a holiday which occurs during a period of paid sick leave is charged to the holiday and not to sick leave.

A full-time employee who receives pay for his last scheduled work day immediately preceding a holiday is entitled to holiday pay. An employee absent on his last scheduled work day immediately preceding a holiday may not receive holiday pay (unless the absence is excused by his supervisor).

### SICK LEAVE

All employees earn sick leave at the rate of 4.6 hours for each 80 hours of service. This includes part-time, seasonal, and intermittent employees. The credit is strictly proportionate to the hours paid in each bi-weekly pay period. Credit is given for all time in active pay status -- including vacation and sick leave but not including time on leave of absence or layoff.

Sick leave is charged in minimum units of one hour. Employees are charged for sick leave only for days upon which they would otherwise have been scheduled to work. Sick leave payment will not exceed the normal scheduled work day or work week earnings, or a maximum of 80 hours per pay period.

Sick leave will be granted to employees, upon approval of the supervisor, for the following reasons:

1. illness or injury of the employee or a member of the employee's immediate family. (In the case of a member of the immediate family not living with the employee, the appointing authority may credit sick leave when it appears justified, but such cases should be carefully investigated);
2. death of a member of the employee's immediate family;
3. medical, dental, or optical examination or treatment of the employee or a member of the immediate family;
4. when, through exposure to a contagious disease, either the health of the employee would be jeopardized or the employee's presence on the job would jeopardize the health of others; or,
5. pregnancy and/or childbirth and related conditions. (Procedures governing the use of a leave of absence for maternity purposes may be found in the section detailing leave of absence.)

Definition of immediate family: Mother, father, brother, sister, child, spouse, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, legal guardian, or other person who stands in place of a parent.

To justify each use of sick leave, the employee will complete a signed, written statement explaining the nature of illness or other reason for taking sick leave. A form for this purpose will be distributed by the Personnel Office to all departments.

If medical attention is required, the employee must have Part III of the sick leave form signed by a licensed physician stating the nature of the illness.

Where sick leave is requested to care for a member of the immediate family, the supervisor may require a physician's certificate to the effect that the presence of the employee is necessary to care for the ill person.

Sick leave granted by reason of death in the immediate family will not exceed five working days.

A limit of five days will be allowed for the care of the employee's wife and family during the post-natal period.

An employee who is unable to report to work will notify the immediate supervisor or other designated person. Such notification must be made within one hour after the scheduled reporting for work time on the first day of absence -- unless emergency conditions make it impossible.

Employees failing to comply with sick leaves rules and regulations will not be paid. Application for sick leave with intent to defraud will result in dismissal and refund to the College of salary or wage paid during such sick leave.

An employee who becomes eligible for workmen's compensation payment for loss of time may choose to use sick leave before such payments are made. Use of sick leave is usually of greater advantage to the employee.

If an illness or disability continues past the time covered by earned sick leave, the employee will be granted either a leave of absence or a disability leave in accordance with current College policy. However, if a leave of absence is granted, and the illness or disability continues past expiration of the leave, a disability leave will then be granted.



The College may require an employee to take an examination, conducted by a licensed physician, to determine physical or mental capability to perform the duties of the position. If found not capable, the employee may be placed on sick leave or disability leave. The examination cost will be paid by the College.

Upon retiring from active state service after ten or more years with the state or with any of its political subdivisions, an employee may elect to be paid for one-fourth of the accrued but unused sick leave credit. This payment will be based upon the employee's rate of pay at the time of retirement. Upon accepting such payment, all sick leave credit accrued up to that time will be eliminated.

Such payment will be made only once to any employee. That is, an employee who returns to state service after retiring may accrue and use sick leave as before, but may not convert the unused sick leave at the time of a second retirement.

If, at the time of retirement, an employee does elect to receive the cash payment for unused sick leave credit, the Personnel Director will prepare in duplicate a sick leave conversion form. This form must contain the employee's signature authorizing such conversion of sick leave credit. One copy of the form is filed with the Personnel Office. The second copy is to be submitted to the payroll clerk on which the sick leave payment is to be made.

The maximum payment allowed will be one-fourth of one hundred twenty (120) days. Sick leave conversion does not apply to any termination or separation other than retirement.

SHAWNEE STATE COMMUNITY COLLEGE

Sick Leave Conversion Form

NAME \_\_\_\_\_ Classification/step/rate \_\_\_\_\_  
DEPT. \_\_\_\_\_

(check one):

\_\_\_\_\_ I would like to be paid for one fourth of my accumulated sick leave. I realize that this payment will be based on my current rate of pay and that my entire sick leave credit will be eliminated.

\_\_\_\_\_ I would like to retain my accrued sick leave. I realize that if I am reappointed or reinstated to a public agency (state, counties, municipalities, and all boards of education within the State of Ohio) within ten years, I shall be credited with the unused balance of my accumulated sick leave, as accrued after January 1, 1947.

\_\_\_\_\_ I am not eligible for sick leave conversion.

\_\_\_\_\_  
Signature of Employee Date

\_\_\_\_\_  
Signature of Agency Fiscal or Personnel Officer Date

This form is to be filled out in duplicate by each employee retiring. Those requesting sick leave conversion must have at least ten (10) years of service and meet the minimum age requirements for retirement under PERS.

SHAWNEE STATE COMMUNITY COLLEGE

Approved

Disapproved

Distribution:

Original: Submit to payroll clerk on which sick leave payment is to be made.

Copy: Personnel Director

RETIREMENT

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

A deduction as mandated by PERS is made from each pay check as your contribution to PERS. The College also contributes to PERS for you at the mandated rate established by the PERS Board. All retirement contributions 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 put into PERS. Under PERS the employee may retire at age 60 if he has at least five years of service credit and as early as 55 if the employee has 25 years of service credit. With 30 years of PERS credit, there is no 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 also is a money back guarantee. If the employee leaves public employment and wants a refund of his PERS contribution, the employee should visit the Personnel Office to initiate an application for refund. Three months after the monthly report in which the employee's last check was reported, the employee's contribution will be returned.

Further information concerning the retirement plan may be obtained from the Personnel Office or the Public Employees Retirement System, 227 East Town Street, Columbus, Ohio 43215.

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 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 responsibility of the employee 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 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 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 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 a 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.

DEATH BENEFITS

In the event of the death of a college employee, the following benefits are 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; and,
4. The amount provided by Workmen's Compensation if death results from an on-the-job injury or disability.

SUPPLEMENTAL BENEFITSHEALTH INSURANCE

The College shall provide a group medical/surgical insurance policy with supplemental major medical coverage. Full-time hourly employees who desire to participate in the program may do so upon request.

The College will be responsible for paying the total cost of the above benefit as contracted with the insurance agency as of the beginning of each fiscal year. If the rates are increased during a fiscal year the individual policy holder is responsible for paying any and all such increases for continuation of comparable insurance coverage.

GROUP LIFE INSURANCE

The College shall pay premiums for group term life insurance with accidental death and dismemberment provisions for each full-time hourly employee in an amount indicated by the schedule below:

<u>Salary</u>	<u>Insurance</u>
Less than \$10,000	\$12,000
\$10,001 but less than \$15,000	\$16,000
\$15,001 and over	\$20,000

TAX SHELTERED ANNUITIES

As public employees, College personnel may participate within limits of federal law in a tax deferred annuity plan. The business office will make the appropriate salary deductions when authorized to do so. It shall be the responsibility of each participating employee to have completed and filed with the College a written salary reduction authorization statement and a copy of the contract between the investment carrier and employee. The necessary forms and statement shall be initiated by the employee and shall be executed by him.

The College shall not be obligated to pay annuity premiums after the termination of an individual's employment, and neither the Board of Trustees nor an official of the College makes any representation regarding the advisability or appropriateness of the annuity arrangement for any particular employee and accepts no responsibility for the tax consequences of the procedure authorized.

APPEAL PROCESS

Any decision resulting from interpretation of this policy may be appealed through the employee's supervisor to an appeal committee consisting of one hourly employee, elected by the hourly employees, the Personnel Director, and the Executive Vice-President.

## ACCOUNT CLERK I

- A. Essential function of the class: auditing, coding, calculating, posting, and processing accounting transactions of a routine to moderately complex nature; compiling, typing, and filing of financial reports
- B. Duties:
  - 1. Posts routine accounting transactions to ledgers, journals, or cash books; makes necessary mathematical computations for posting and maintenance of records
  - 2. Gathers and compiles material for financial reports
  - 3. Performs clerical work; conducts correspondence related to accounts maintained, and material processed; maintains filing system; types reports; answers telephone inquiries
- C. Supervision received and exercised: under the supervision of a departmental head
- D. Suggested minimum prerequisites for employment: at least one year of experience in bookkeeping and general office procedures
- E. Suggested qualifications for successful performance of work:
  - (1) Knowledge of basic bookkeeping procedures; knowledge of modern office practices, procedures, and equipment
  - (2) Ability to type at least 45 words per minute
  - (3) Ability to handle numerical data and accurately make mathematical computations
  - (4) Ability to understand and follow written and oral instructions; ability to maintain good working relationships with other employees and general public
- F. Machines and equipment used: adding machine, typewriter, calculator, and computer terminal



## ACCOUNT CLERK II

- A. Essential function of the class: this classification represents bookkeeping responsibilities in keeping fiscal and payroll records
- B. Duties:
1. Maintains payroll records and sees that the payroll process from input to output is complete and accurate.
  2. Verifies financial aid forms; completes work sheet, and reconciles with financial aid office
  3. Provides for the collection of student fees and other institutional cash; processes the student fee information during registration and add/drop periods
  4. Audits expense reports, vouchers, invoices, cost information, and other related materials; determines accuracy and validity; prepares vouchers, invoices, credit memos, and other forms necessary for disbursement of funds
  5. Posts various types of accounting transactions to ledgers, and journals; makes necessary mathematical computations for posting and maintenance of records
  6. Gathers and compiles material for financial reports; prepares monthly, quarterly, and annual reports
  7. Performs related clerical work; conducts correspondence related to accounts maintained, and material processed; maintains filing system, types reports, answers telephone inquiries
- C. Supervision received and exercised: under supervision of a departmental head; may supervise part-time help and/or student help if directed.
- D. Suggested minimum prerequisites for employment: at least three years of experience in bookkeeping/accounting duties; post high school education in bookkeeping or accounting preferred
- E. Suggested qualifications for successful performance of work:
1. Knowledge of basic accounting procedures and the application of fiscal principles; knowledge of modern office practices, procedures, and equipment
  2. Ability to handle numerical data and accurately make mathematical computations
  3. Ability to understand and follow written and oral instructions; ability to maintain good working relationships with other employees and the general public
  4. Ability to type
- F. Machines and equipment used: adding machine, typewriter, calculator, and computer terminal

## BOOKSTORE MANAGER

- A. Essential function of the class: an employee with responsibility for operation of the college bookstore, including sales, inventory, ordering, and record keeping as needed to sustain a self-supporting operation.
- B. Duties:
1. Primary duties: direct sales to students during day and evening hours as assigned, requisitioning of books and supplies, inventory stock, record keeping, and cashier duties
  2. Other duties: packing, pricing, sorting, labeling of stock, and determining items to stock to meet student requests
  3. Complete cooperation with administration and faculty in servicing needs for instruction; accept importance of public relations to students and public
  4. Perform other related duties as assigned
- C. Supervision received and exercised: Under the supervision of the Treasurer/Controller. minor supervision exercised over student and part time helpers
- D. Suggested minimum prerequisites for employment:
1. Education: open
  2. Experience: one or more years as cashier, store clerk, or department manager
- E. Suggested qualifications for successful performance at work:
1. Knowledge: knowledge of bookstore operation
  2. Skills: ability to handle receipts accurately and record keeping
  3. Personal: honesty and dependability for handling cash and merchandise; ability to deal tactfully and effectively with students, employees, and public; good health and self-motivation needed to accomplish various duties
- F. Machines and equipment used: cash register, typewriter, and calculator

RESOLUTION 15-80

Whereas 1980-81 fiscal year is rapidly approaching, and

Whereas it has been customary to adopt a set calendar,

Now, therefore, be it resolved that the Board of Trustees of Shawnee State Community College approves the 1980-81 calendar as attached.

## Calendar for 1980-81

FALL QUARTER 1980

August 11,12,13,14	Early Registration for Fall Quarter
September 1	Labor Day - college closed
September 10,11	Late Registration for Fall Quarter (\$25 late registration fee if enrolled during summer quarter) called <del>draw</del>
September 11	Last day to pay fees or make arrangements with Business Office
September 15	First day of classes
September 26	Last day to add a class or apply for pass/fail
September 26	Last day for full refund for withdrawal or change order
October 6	Last day for 25% refund for withdrawal
October 13	Columbus Day - college closed
October 18	ACT testing
October 27 - November 11	Winter Quarter advising
November 3	Last day to drop a class or apply for non-credit
November 11	Veterans Day - college open
November 11,12,13	Early Registration for Winter Quarter
November 27	Thanksgiving Day - college closed
November 28	Presidents Day substitute - college closed
December 5	Quarter ends at 6:00 p.m.
December 4,5,6, 8,9,10	Final Exams - evening and Saturday classes
December 8,9,10,11,	Final Exams - day classes
December 13	ACT testing
December 15	Grades due to ADP by 12:00 noon
December 25	Christmas Day - college closed
December 26	Veterans Day substitute - college closed

WINTER QUARTER 1981

January 1	New Years Day - college closed
January 2	Martin Luthur King Day substitute - college closed
January 5	Late Registration for Winter Quarter (\$25 late registration fee if enrolled during Fall Quarter)
January 5	Last day to pay fees or make arrangements with Business Office
January 6	First day of classes
January 19	Martin Luther King Day - college open
January 19	Last day to add a class or apply for pass/fail
January 19	Last day for full refund for withdrawal or change order
January 30	Last day for 25% refund for withdrawal
February 2-16	Spring Quarter advising
February 14	ACT testing
February 16	Presidents Day - college open
February 17,18,19	Early Registration for Spring Quarter
February 23	Last day to drop a class or apply for non-credit
March 16	Quarter ends at 6:00 p.m.
March 12,13,14, 16,17,18	Final Exams - evening and Saturday classes
March 16,17,18,19	Final Exams - day classes
March 20	Grades due to ADP by 12:00 noon
March 28	ACT testing

SPRING QUARTER 1981

March 30	Late Registration for Spring Quarter (\$25 late registration fee if enrolled during Winter Quarter)
March 30	Last day to pay fees or make arrangements with Business Office
March 31	First day of classes
April 13	Last day to add a class or apply for pass/fail
April 13	Last day for full refund for withdrawal or change order
April 24	Last day for 25% refund for withdrawal
April 27-May 11	Summer Quarter advising
May 12,13,14	Early Registration for Summer Quarter
May 18	Last day to drop a class or apply for non-credit
May 25	Memorial Day - college closed
June 4	Quarter ends at 6:00 p.m.
June 4,5,6,8,9,10	Final Exams - evening and Saturday classes
June 5,8,9,10	Final Exams - day classes
June 11	Grades due to ADP by 12:00 noon
June 11	Graduation practice
June 13	ACT testing
June 14	Graduation

SUMMER QUARTER 1981

June 15	Late Registration for Summer Quarter (\$25 late registration fee if enrolled during Spring Quarter)
June 15	Last day to pay fees or make arrangements with Business Office
June 16	First day of classes
June 22	Last day to add a 5 week session course or apply for pass/fail
June 22	Last day for full refund on 5 week session course for withdrawal or change order
June 29	Last day to add a full quarter course or apply for pass/fail
June 29	Last day for full refund on full quarter course for withdrawal or change order
July 4	Independence Day - college closed
July 9	Last day to drop a 5 week session course or apply for non-credit
July 20	Last day of 5 week session
July 20	Final Exams - 5 week session
July 21	Grades due to ADP for 5 week session
August 4	Last day to drop a full quarter course or apply for non-credit
August 3-10	Fall Quarter advising
August 10,11,12,13	Orientation and registration for Fall Quarter
August 24	Full Quarter ends
August 25,26	Final Exams
August 27	Grades due to ADP

RESOLUTION 16-80

Whereas the 1980-81 budgeting process has been completed, and

Whereas the administration and finance committee of the Board of Trustees has reviewed the 1980-81 budget,

Now, therefore be it resolved that the Board of Trustees of Shawnee State Community College approves the 1980-81 budget as proposed and presented.



SHAWNEE STATE COMMUNITY COLLEGE

Budgeting 1980-81

Schedule of Current Revenues - Educational and General

	-----Budget-----		
	<u>1979-80</u>	<u>1980-81</u>	<u>Variance</u>
Tuition, fees, and other student charges:			
Instructional	\$1,017,174	\$1,058,665	\$41,491
General	82,851	88,549	5,698
Activity	25,881	27,633	1,752
Lab	-	52,200	52,200
Nonresident surcharge	3,000	3,000	-
Application and matriculation	15,191	15,200	9
Fines and penalties	8,350	9,000	650
Diploma fee	5,123	5,200	77
Transcripts	360	360	-
Other	23,365	15,000	(8,365)
Total tuition, fees, and other student charges	<u>1,181,295</u>	<u>1,274,807</u>	<u>93,512</u>
State appropriations:			
Instructional subsidy	1,891,598	1,990,100	98,502
Other, through Regents	27,000	30,000	3,000
Vocational subsidy	250,000	275,000	25,000
Total state appropriations	<u>2,168,598</u>	<u>2,295,100</u>	<u>126,502</u>
Governmental grant (Veterans)	-	11,000	11,000
Veterans services	<u>8,147</u>	<u>8,200</u>	<u>53</u>
Sales and services of educational activities:			
Computing service	2,500	3,000	500
Departmental sales	5,500	5,500	-
Copying services	<u>2,000</u>	<u>4,000</u>	<u>2,000</u>
Total sales and services of educational activities	<u>10,000</u>	<u>12,500</u>	<u>2,500</u>
Other sources:			
Temporary investment income	82,000	100,000	18,000
Rental income	11,000	11,000	-
Vending machine income	2,000	2,000	-
Other	<u>25,000</u>	<u>5,000</u>	<u>(20,000)</u>
Total other sources	<u>120,000</u>	<u>118,000</u>	<u>(2,000)</u>
Total current revenues-unrestricted & restricted	<u>\$3,488,040</u>	<u>\$3,719,607</u>	<u>\$231,567</u>

# SHAWNEE STATE COMMUNITY COLLEGE

## Schedule of Current Expenditures - Educational and General

	<u>Budget 1979-80</u>	<u>Budget 1980-81</u>	<u>Amount of Variance</u>	<u>Percentage</u>
Instruction & Dept. Research:				
Social Sciences	\$ 219,884	\$ 193,673	\$(26,211)	(11.9)
Humanities/Fine Arts	220,412	253,861	33,449	15.2
Math/Science	231,921	247,484	15,563	6.7
Accounting	76,222	80,598	4,376	5.7
Banking/Finance	13,069	13,069	-	-
Data Processing	50,443	53,693	3,250	6.4
Executive Secretarial	66,861	71,740	4,879	7.3
Retailing	53,767	56,360	2,593	4.8
Social Services	40,818	40,386	(432)	(1.1)
Corrections	43,114	38,432	(4,682)	(10.6)
Plastics/Chemical Eng.	45,381	47,654	2,273	5.0
Electro Mech. Eng.	78,977	88,216	9,239	11.7
Civil Eng.	59,693	62,909	3,216	5.4
Automotive Eng.	38,383	37,511	(872)	(2.3)
Diesel Eng.	18,034	37,904	19,870	110.2
Welding Eng.	34,002	63,113	29,111	85.6
Plant Maint. Eng.	19,551	35,303	15,752	80.6
Parks/Recreation	31,130	31,516	386	1.2
Radiology	44,959	47,918	2,959	6.6
Respiratory	64,055	66,795	2,740	4.3
Medical Lab	62,324	65,908	3,584	5.8
Practical Nursing	84,309	96,058	11,749	13.9
Registered Nursing	149,807	170,004	20,197	13.5
Dental	130,564	138,492	7,928	6.1
Emergency Medical Tech.	30,768	31,660	892	2.9
Goodyear	4,520	4,520	-	-
Southern Ohio Corr. Fac.	38,660	47,332	8,672	22.4
Chesapeake	10,176	10,176	-	-
	<u>1,961,804</u>	<u>2,132,285</u>	<u>170,481</u>	
Academic Support:				
Library	117,074	110,610	(6,464)	5.5
Audio visuals	10,675	10,675	-	-
Developmental	57,439	58,557	1,118	1.9
	<u>185,188</u>	<u>179,842</u>	<u>(5,346)</u>	
Student Services:				
Dean	208,893	216,150	7,257	3.5
Veteran's Services	15,162	12,708	(2,454)	(16.2)
Financial Aid	58,725	62,431	3,706	6.3
Student Activities	23,000	23,000	-	-
	<u>305,780</u>	<u>314,289</u>	<u>8,509</u>	

	Budget 1979-80	Budget 1980-81	Amount of Variance	Percentage
Institutional Support:				
Academic Dean	62,671	67,226	4,555	7.3
Technical Dean	65,055	68,422	3,367	5.2
General Expense	130,500	150,224	19,724	15.1
Administrative Data Proc.	134,486	110,279	(24,207)	(18.0)
Print Shop	16,734	17,727	993	5.9
President	64,612	64,776	164	.3
Business Office	99,054	104,296	5,242	5.3
Vice President	40,529	44,002	3,473	8.6
Public Relations	-	-	-	-
Board of Trustees	3,000	3,000	-	-
Security	10,000	10,000	-	-
Self Study	1,000	-	(1,000)	(100.0)
	<u>627,641</u>	<u>639,952</u>	<u>12,311</u>	
Plant Operations & Maintenance				
Plant Maintenance	274,071	312,790	38,719	14.1
Heating & Utilities	183,727	216,000	32,273	17.6
Motor Vehicles	5,000	6,400	1,400	28.0
	<u>462,798</u>	<u>535,190</u>	<u>72,392</u>	
Scholarships	23,450	23,450	-	-
Faculty Promotions	-	7,945	7,945	100.0
	<u>-</u>	<u>7,945</u>	<u>7,945</u>	
Total Current Expenditures	<u>3,566,661</u>	<u>3,832,953</u>	<u>\$266,292</u>	7.5%
Excess Current Income over Current Expenditures	<u>\$ (78,621)<sup>(A)</sup></u>	<u>\$ (113,346)</u>		

Note: (A) The current projection is that a surplus, in the amount of \$82,000, will be generated during 1979-80 resulting from increased income and a freeze on all 300-900 expenditures effective May 1, 1980.

## SHAWNEE STATE COMMUNITY COLLEGE

Budgeting 1980-81  
Expenditure Detail

	<u>1979-80</u>	<u>1980-81</u>	<u>Variance</u>
Operating Expenditures:			
Salaries and Wages:			
Full Time			
Faculty	\$906,322	\$1,036,079	\$129,757
Administrators	415,331	421,509	6,178
Program Directors	146,100	154,971	8,871
Hourly	346,405	376,797	30,392
Part Time			
Faculty	429,776	432,351	2,575
Administrators	23,368	22,323	(1,045)
Hourly	8,000	23,622	15,622
Students	36,050	31,250	(4,800)
Consultants	25,175	25,175	-
Benefits:			
Full Time			
Faculty	167,712	196,043	28,331
Administrators	70,200	71,012	812
Program Directors	26,472	29,565	3,093
Hourly	78,930	89,941	11,011
Part Time			
Faculty	40,483	43,158	2,675
Administrators	2,825	2,874	49
Supplies (300's)	138,825	139,615	790
Travel (400's)	68,716	67,916	(800)
Information & Communications (500's)	78,149	77,749	(400)
Maintenance & Repairs (600's)	337,712	365,219	27,507
Miscellaneous (700's)	112,840	129,014	16,174
Equipment (900's)	<u>107,270</u>	<u>96,770</u>	<u>(10,500)</u>
Total Expenditures	<u>\$3,566,661</u>	<u>\$3,832,953</u>	<u>\$266,292</u>

SHAWNEE STATE COMMUNITY COLLEGE

Schedule of Fund Balance

	<u>78-79</u>	Projected -----1979-80----- <u>Change</u>	<u>Total</u>
Unappropriated Surplus	\$757,066	\$47,475	\$804,541
Appropriated Surplus	<u>78,621</u>	<u>34,725</u>	<u>113,346</u>
Total	<u>\$835,687</u>	<u>\$82,200</u>	<u>\$917,887</u>

## MAINTENANCE WORKER

- A. Essential function of this class: this position requires a person skilled and/or semi-skilled in all trades connected with maintenance and repair of buildings, equipment, ground care, and boiler operations
- B. Duties:
1. General building and equipment maintenance; preventive maintenance such as greasing, filter changing, and cleaning equipment
  2. Miscellaneous repairs; maintenance and repair in heating plant; repair on all equipment such as tractors and mowers
  3. Install new equipment
  4. Inspect building machinery for defects; replace drive belts; clean and lubricate bearings, pulleys, shafts, and other parts of machines
  5. Replace gauges, valves, and other plumbing equipment; open clogged drains
  6. Open clogged gutters, downspouts, and repair roof leaks
  7. Replace or repair electrical receptacles, switches, and other similar electrical equipment
  8. Repair counters, tables, chairs, partitions, and other wooden structures
  9. Paint walls, floors, and other similar building items
  10. Maintain minimum records of lubrication of installed machinery; maintain records on preventative maintenance programs
- C. Supervision received and exercised: under the supervision of the Plant Maintenance Engineer: supervision may be exercised over student help and part-time employees
- D. Suggested minimum prerequisites for employment: at least two years experience in general building maintenance, mechanical maintenance and repair work
- E. Suggested qualification for successful performance at work: skilled and semi-skilled knowledge in general building trades and mechanical equipment repair
- F. Machines and equipment used: all types of hand tools, soldering guns, tractors, mowers, and power tools such as saws, drills, sanders, and grinders

## MAINTENANCE WORKER SUPERVISOR

- A. Essential function of this class: this position requires a person skilled and semi-skilled in all trades connected with maintenance and repair of buildings, equipment, ground care, and boiler operations
- B. Duties:
  - 1. General building and equipment maintenance; preventive maintenance such as greasing, filter changing, and cleaning equipment
  - 2. Miscellaneous repairs; maintenance and repair in heating plant; repair on all equipment such as tractors and mowers
  - 3. Install new equipment
  - 4. Inspect building machinery for defects; replace drive belts; clean and lubricate bearings, pulleys, shafts, and other parts of machines
  - 5. Replace gauges, valves, and other plumbing equipment; open clogged drains
  - 6. Open clogged gutters, downspouts; and repair leaks
  - 7. Replace or repair electrical receptacles, switches, and other similar electrical equipment
  - 8. Repair counters, tables, chairs, partitions, and other wooden structures
  - 9. Paint walls, floors, and other similar building items
  - 10. Maintain minimum records of lubrication of installed machinery; maintain records on preventive maintenance programs
- C. Supervision received and exercised: under the supervision of the Plant Maintenance Engineer; supervision exercised over maintenance workers, student help, and part-time employees; may assume the responsibilities of the Plant Engineer in his absence
- D. Suggested minimum prerequisites for employment: at least three years experience in general building maintenance, mechanical maintenance, and repair work with at least one year related supervisory training
- E. Suggested qualifications for successful performance at work: skilled and semi-skilled knowledge in general building trades and mechanical equipment repair; supervisory experience
- F. Machines and equipment used: all types of hand tools, soldering guns, tractors, mowers, and power tools such as saws, drills, sanders, and grinders

## PRINT SHOP MANAGER

- A. Essential function of the class: to provide quality printing and duplicating services to all departments of the College.
- B. Duties:
1. Operates printing machines (offset, xerox, etc.) to print routine, non-specialized production jobs, some of which may require multi-color printing
  2. Operates type-setting machine for regular and/or special college publications, and does lay-outs of publications to provide camera-ready copy for printing
  3. Operates peripheral or related equipment (e.g., cutters, binders, punches, sorters, collators, headliners, etc.)
  4. Performs related technical tasks (e.g., maintains job records; moves stock; cleans, maintains, does minor repairs on equipment, etc.); orders all supplies needed for print shop
  5. Performs clerical tasks such as sorting, collating, compiling, stapling, delivering, and proofing
- C. Supervision received and exercised: Under the supervision of the Dean of Technical Programming. Minor supervision of student helpers
- D. Suggested minimum prerequisites for employment: print shop experience; demonstrated experience on all phases of print shop operations
- E. Suggested qualifications for successful performance of work:
1. Knowledge of print shop operations -- offset, mimeograph, copier, etc.
  2. Knowledge of typesetting machine operations, photographic machines, and of layout work
  3. Skill in accurately copying from one record to another
  4. Ability to arrange items alphabetically, numerically, and to sort items
  5. Ability to carry out written and oral instructions
- F. Machines and equipment used: offset press, photographic equipment, collator, xerox, cutter, plate maker, paper drill, folder, jogger, shredder; and varafont



## RECEPTIONIST

- A. Essential function of the class: this class represents reception and telephone switchboard work for the College.
- B. Duties:
  - 1. Operates PBX switchboard and telephone equipment to receive, transfer, and transmit calls; logs all long distance calls
  - 2. Acts as a receptionist in greeting visitors to the College
  - 3. Performs general clerical functions as assigned (e.g., processes mail, typing, etc.)
- C. Supervision received and exercised: under the direct supervision of the Dean of Student Services; may have minor supervision of student helpers
- D. Suggested qualifications for successful performance at work:
  - 1. Ability to operate a switchboard and telephone equipment
  - 2. Ability to meet the public with a pleasing and positive attitude.
  - 3. Ability to understand and follow written and oral instructions
  - 4. Ability to type
  - 5. Ability to maintain working relationships with other employees and the general public
- E. Machines and equipment used: PBX telephone system, Pitney-Bowes postage machine, electric typewriter, and adding machine

## RECORDS SECRETARY

- A. Essential Function of the class: this classification represents general stenographic, clerical, data entry, and maintenance of files and records.
- B. Duties:
  - 1. Type letters, memos, forms and reports
  - 2. Verification of data
  - 3. Maintain files and complete student reports from files
  - 4. Compile data for reports.
  - 5. Acts as receptionist for office area
  - 6. Maintains a log of various situations regarding files and records
  - 7. Data entry and computer operations
  - 8. Other duties as assigned by supervisor
- C. Supervision received and exercised: under direct supervision of immediate supervisor. Minor supervision of student helpers
- D. Suggested minimum prerequisites for employment: some college and/or work experience to perform duties as outlined.
- E. Suggested qualifications for successful performance at work:
  - 1. Knowledge: knowledge of modern office practices and procedures; knowledge of business English and spelling
  - 2. Skills: ability to type accurately 60 wpm; ability to use shorthand, and/or data entry skills, and ability to organize and initiate work.
  - 3. Personal: ability to maintain good working relationships with other employees and the general public.
- F. Machines and equipment used: electric typewriter, adding machine, duplicating machines, composer, data-entry equipment

SECRETARY I

- A. Essential function of the class: this classification represents general stenographic and clerical work for the faculty and/or an administrator of the College
- B. Duties:
  - 1. Typing, shorthand, answering telephone, keeping appointment record
  - 2. Sort mail, keep files, duplicating
  - 3. Acts as receptionist and answers inquiries requiring some knowledge of procedures of the assigned department and other related duties as assigned by the immediate supervisor
  - 4. Other clerical duties as assigned
- C. Supervision received and exercised: under direct supervision of immediate supervisor; minor supervision of student helpers and clerk typists as assigned
- D. Suggested minimum prerequisites for employment: some college and/or work experience and ability to perform duties as outlined
- E. Suggested qualifications for successful performance at work:
  - 1. Knowledge: knowledge of modern office practices and procedures; knowledge of business English and spelling
  - 2. Skills: ability to type accurately 60 wpm; ability to use shorthand; and ability to organize and initiate work
  - 3. Personal: ability to understand and follow written and oral instructions; ability to maintain good working relationships with other employees and the general public
- F. Machines and equipment used: electric typewriter, adding machine, duplicating machines, compositor

## SECRETARY II

- A. Essential function of the class: this classification represents advanced stenographic and clerical work for a senior administrator of the College; it involves occasionally complex work methods and problems
- B. Duties:
1. Typing, shorthand, answering telephone, keeping appointment record
  2. Sort mail, keep files, duplicating
  3. Acts as receptionist and answers inquiries requiring some knowledge of procedures of the department and other related duties assigned by the Senior Administrator
  4. Composes correspondence dealing with more complex subject matter and answers questions dealing with well-established departmental procedures
  5. Types special financial and statistical reports.
  6. Other duties as assigned by the Senior Administrator
- C. Supervision received and exercised: under direct supervision of a senior administrator; minor supervision of student helpers and clerk typists as assigned by the Senior Administrator
- D. Suggested minimum prerequisites for employment: one year's stenographic experience; some college or business school training with typing and shorthand skills
- E. Suggested qualifications for successful performance at work:
1. Knowledge of modern office practices and procedures; knowledge of business English and spelling.
  2. Skills: ability to type accurately 60 wpm; ability to use shorthand accurately at 80 wpm; and ability to organize and initiate work.
  3. Personal: ability to understand and follow written and oral instructions; ability to maintain good working relationships with other employees and the general public
- F. Machines and equipment used: electric typewriter, adding machine, duplicating machines, compositor.

CLERK

- A. Essential function of the class: to perform general routine clerical tasks, ranging from office duties to delivery of messages and supplies
- B. Duties:
  - 1. Recording and processing central receiving information.
  - 2. General office functions: filing, typing; sorts, stamps and distributes packages and mail; delivers messages, answers phone, etc.
  - 3. Inventories
  - 4. May operate switchboard
- C. Supervision received and exercised: under the supervision of an administrative officer
- D. Suggested minimum prerequisites for employment: general office experience or high school business courses
- E. Suggested qualifications for successful performance of work:
  - 1. Knowledge of general office procedures
  - 2. Ability to type
  - 3. Ability to follow written and oral instructions
  - 4. Ability to meet the public with a pleasing and positive attitude
- F. Machines and equipment used: typewriter, adding machine, PBX telephone system; and Pitney-Bowes mailing machine

## CUSTODIAN

- A. Essential function of the class: this is routine manual work in the care, cleaning, and maintenance of buildings and grounds of the College; performs assigned duties according to specific detailed instruction and is under the supervision of a superior who evaluates performance
- B. Duties:
1. Scrubs, mops, waxes, and polishes floors, and dusts and polishes furniture
  2. Washes windows, walls, woodwork, toilets, washrooms, and fixtures
  3. Empties wastebaskets and ashtrays
  4. Cleans light fixtures
  5. Unlocks and locks doors and maintains general security.
  6. Performs messenger tasks
  7. Checks operation of heating and cooling equipment
  8. Unloads trucks delivering supplies and equipment
  9. Assists in all aspects of grounds maintenance
  10. Assists in snow removal efforts
  11. Uses ladders in the performance of duties
  12. Performs related duties as assigned
  13. Subject to emergency call
- C. Supervision received and exercised: under direct supervision of the Plant Maintenance Engineer
- D. Suggested minimum prerequisites for employment: No experience necessary
- E. Suggested qualifications for successful performance at work;
1. Some knowledge of the materials, equipment, and methods commonly employed in cleaning operations
  2. Ability to follow simple oral and written instructions
  3. Ability to make minor repairs and adjustments to cleaning equipment
  4. Ability to read and write
  5. Physical strength and dexterity sufficient to perform the manual tasks involved
  6. Reliability and ability to assume responsibility for general security
  7. May be required to pass a physical examination
- F. Machines and equipment used: automatic scrubbers; vacuum cleaners; carpet shampooers, and various other cleaning equipment

## CUSTODIAN SUPERVISOR

- A. Essential function of the class: working supervisor in the area of custodial duties such as care, cleaning, and maintenance of buildings and grounds of the College; performs assigned duties according to instructions and is under the supervision of the Plant Maintenance Engineer
- B. Duties:
1. Inspects work performed by other custodians and the condition of custodial equipment
  2. Maintains inventory of cleaning supplies
  3. Scrubs, mops, waxes, and polishes floors, and dusts and polishes furniture
  4. Washes windows, walls, woodwork, toilets, washrooms, and fixtures
  5. Empties wastebaskets and ashtrays
  6. Cleans light fixtures
  7. Unlocks and locks doors, and maintains general security
  8. Performs messenger tasks
  9. Checks operation of heating and cooling equipment
  10. Unloads trucks delivering supplies and equipment
  11. Assists in all aspects of grounds maintenance
  12. Assists in snow removal efforts
  13. Uses ladders in the performance of duties
  14. Performs related duties as assigned
  15. Subject to emergency calls
- C. Supervision received and exercised: under direct supervision of the Plant Maintenance Engineer; supervision of custodians and student help
- D. Suggested minimum prerequisites for employment: at least three years experience as a custodian with supervisory experience in related field
- E. Suggested qualifications for successful performance at work:
1. Knowledge of materials, equipment, and methods commonly employed in cleaning operations
  2. Ability to follow oral and written instructions
  3. Ability to make minor repairs and adjustments to cleaning equipment
  4. Ability to read and write
  5. Physical strength and dexterity sufficient to perform the manual tasks involved
  6. Reliability and ability to assume responsibility for general security
  7. May be required to pass a physical examination
- F. Machines and equipment used: automatic scrubbers; vacuum cleaners; carpet shampooers, and various other cleaning equipment

## FINANCIAL AID CLERK

A. Essential function of the class: this classification represents secretarial and bookkeeping responsibilities in keeping fiscal and student records

B. Duties:

1. Maintain financial records for the Aid office
2. Maintain student records for the Aid office
3. Prepare monthly, quarterly and annual Financial Aid and Veteran reports for the State and Federal government
4. Assist the Director in selecting candidates and determining types and amount of aid
5. Disseminates information to students, parents, agencies and other offices within the institution
6. Performs clerical and semi-clerical tasks, answers telephone and greets students and visitors
7. Contacts students in normal service area concerning Veteran benefits
8. Types all State, Federal and local reports for Veteran students
9. Assist Director in checking Veterans students' grades and hours taken
10. Posts transactions to student accounts, records
11. Makes necessary mathematical computations for posting and maintenance of records
12. Attends workshops, conferences, and other professional meetings.
13. Audits, codes and processes the N.D.S.C. and Emergency Loan Accounts
14. Responsible for taking dictation, typing letters and reports and maintaining files
15. Assists the Director in directing and coordinating programs of scholarship, Veteran benefits, grant-in-aid, Loan, and student employment.
16. Provides financial guidance to students
17. Help director coordinate the activities of the Aid office and provide services at times and places convenient to the student being served
18. Performs other related duties as assigned
19. Operate a composer and type all brochures for the Aid office
20. Composes correspondence dealing with complex subject matter and answers questions dealing with well-established departmental procedures

C. Supervision received and exercised: under direct supervision of the Director of Financial Aid; supervises Clerk in Aid office

D. Suggested minimum prerequisites for employment: at least one year of experience in secretarial and bookkeeping; post high school education in bookkeeping, accounting, and secretarial.

E. Suggested Qualifications for successful performance at work:

1. Knowledge: knowledge of the application of fiscal principles to bookkeeping operations; knowledge of modern office practices, procedures and equipment
2. Skills: (a) ability to handle numerical data and accurately make mathematical computations; (b) type at 60 WPM; (c) take and transcribe dictation at 80 WPM; (d) be able to operate an adding machine or calculator; (e) understand the use of a composer



Financial Aid Clerk (Continued)

3. Personal: ability to understand and follow written and oral instructions; ability to maintain good working relationships with other employees and the general public.

F. Machines and equipment used: adding machine, typewriter, calculator, composer, and computer terminal.

## LIBRARY CLERK I

## A. Essential function of the class:

To perform a wide variety of tasks with an infinite variety of print or non-print information sources

## B. Duties:

1. Perform all clerical routines required to maintain circulation records, and contact public in problem cases involving circulation
2. Check in @500 periodicals and claim overdues. Deal with many variable problems arising in both gift and paid subscriptions
3. Perform simple cataloging, classification, and processing duties with monographs, series, and serial publications
4. Meet users and deal effectively with all directional and routine reference questions
5. Revision and shelf reading as required
6. Bibliographic holding checks
7. Perform simple OCLC/CRT tasks as required
8. Performs other related duties as required

## C. Supervision received and exercised

Report to Associate Librarian or Director for instruction and whenever assistance needed

## D. Minimum prerequisites for employment

1. High school education
2. Two years college preferred
3. Demonstrated interest in and knowledge of the book world
4. Public skill at non-professional level
5. Some typing skills

## E. Machines and equipment used:

1. Typewriter
2. Xerox 5000
3. A variety of microfiche and microfilm readers and reader-printers
4. A variety of simple book and periodical repair and bindery tools
5. Wide variety of audio-visual equipment intended for library use only
6. Simple computer skills

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## LIBRARY CLERK II

## A. Essential function of the class:

To perform (with understanding of the various approaches which might be used) a wide variety of tasks with an infinite variety of print and non-print information sources

## B. Duties:

1. Perform all clerical routines required to maintain circulation records, and contact public in problem cases involving circulation
2. Check in @500 periodicals and claim overdues. Deal with many variable problems arising in both gift and paid subscriptions
3. Perform simple cataloging, classification, and processing duties with monographs, series, and serial publications
4. Meet users and deal effectively with all directional and routine reference questions. This requires ability to discern more difficult informational requests and refer to professionals
5. Revision and shelf reading as required
6. Supervision of student assistants
7. Bibliographic holding checks.
8. Perform simple OCLC/CRT tasks as required
9. Performs other related duties as required

## C. Supervision received and exercised:

Report to Associate Librarian or Director for instruction and whenever assistance needed.

## D. Minimum prerequisites for employment:

1. High school education. Requires two years college. Bachelors Degree preferred.
2. Demonstrated interest in and knowledge of the book world
3. Requires previous experience in other library settings
4. Requires the ability, knowledge, and intellectual aptitude to deal with systematic bibliography problems
5. Public skill at non-professional level
6. Some typing skills

## E. Machines and equipment used:

1. Typewriter
2. Xerox 5000
3. A variety of microfiche and microfilm readers and reader-printers
4. A variety of simple book and periodical repair and bindery tools
5. Wide variety of audio-visual equipment intended for library use only
6. Simple computer skills