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Oberlin College

Administrative and Professional Staff (A&PS)

Handbook

Updated by the A&PS Handbook Committee in consultation with The Human Resources Department; Approved by A&PS Council, February 2017 - draft revisions made in 2019

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Welcome

About Oberlin College

Oberlin College is a place of intense energy and creativity, built on a foundation of academic, artistic, and musical excellence. With its longstanding commitments to access, diversity, and inclusion, Oberlin is the ideal laboratory in which to study and design the world we want. Oberlin is the only institution where a top-ranked liberal arts college and a world-renowned conservatory of music share a seamless student culture and campus, including an art museum that is known as one of the best in the country. Oberlin has been on the front lines of changing the world for almost two centuries, often serving as the prototype for progress even in the face of strong resistance.

Welcome and Purpose

Welcome to the ranks of the Administrative and Professional Staff (A&PS) at Oberlin College! We are a group of approximately 370 people, filling significant and widely varying administrative and professional positions throughout campus.

This Handbook is intended to provide basic information to guide you in your employment at Oberlin College, as well as general information on College resources and facilities. This Handbook is not to be considered a contract between A&PS employees and Oberlin College. Employees should discuss further questions regarding employment with their supervisor.

Detailed information about terms of employment, Oberlin College's "at-will" employment policy, salary, and benefits are provided separately by the Department of Human Resources to individual A&PS members upon their arrival. Institutional policies can be found in the [Policy Registry](#).

Introduction

A&PS General Description

The Administrative and Professional Staff employee group at Oberlin College consists of personnel from all departments, and provides the administrative and professional knowledge for the core administrative and managerial roles throughout campus, including positions in finance, information technology, art, theater and dance, library sciences, alumni/development, athletics, music (the Conservatory), admissions, registrar, student life and services (campus dining, career services, service and learning, student health and counseling), facilities, employee relations, college relations, etc. A&PS members have a vital role in realizing the goal of continued excellence at Oberlin College.

Other Employee Groups

In addition to A&PS, other employee groups at Oberlin College include:

- Faculty
- Confidential Employees (as defined by the National Labor Relations Board)
- Administrative Assistants represented by the Oberlin College Office and Professional Employees (OCOPE)
- Service Employees represented by the United Auto Workers (UAW), such as trades personnel.

- Campus Safety personnel represented by the Oberlin College Security Association (OCSA)
- Carpenters represented by Indiana/Kentucky/Ohio Regional Council of Carpenters of the United Brotherhood of Carpenters & Joiners of America.

A&PS members are often in positions that supervise members of one or more of the various unions on campus. It is important to know that there are different regulations, which must be followed for each of these groups, in accordance with their official contracts. Prior to taking any action, it is incumbent upon any A&PS member in such a supervisory role to obtain a copy of the corresponding contract from the Department of Human Resources (currently posted online at the Human Resources website) and to be familiar with the details included therein. A&PS members should consult with their own supervisors and the Department of Human Resources, for any desired amplifying information or clarification.

All A&PS members together combine to form the Administrative Assembly. The Assembly promotes the professional development of its membership and provides a forum for discussion of important issues relating to the A&PS. The Assembly participates in matters of College decision-making, administration, and governance through the actions of Council related to its business.

The A&PS Council consists of eight elected members, nominated and elected by the Assembly, plus an additional six appointed members, selected by the newly elected A&PS Council members. Elections are held annually, in accordance with procedures set forth in Appendix 1 to the Bylaws of the Administrative Assembly of Oberlin College.

In addition to the A&PS Council, there are other vital committees in which A&PS members may actively participate. These committees support A&PS members and functions and include Grievance Committee, Elections Committee, Orientation Committee, Professional Development Committee, Social/Programming Committee, and the Conditions of Employment Committee.

A&PS members have an established means to officially resolve any issues between A&PS members. Any members of the A&PS Assembly who believe themselves to have been aggrieved in a matter related to, but not restricted to, reappointment, promotion, classification, suspension, or termination, may avail themselves of the A&PS Grievance Procedures, found online.

Additional information concerning the Administrative Assembly, A&PS Council, A&PS committees, and Elections Procedures is contained online (currently in the Blackboard learning management system) and in the Bylaws of the Administrative Assembly of Oberlin College. A&PS, as all employees, should first contact Human Resources with any questions regarding their employment.

Workplace Environment

Oberlin College strives to establish and maintain a cordial, healthy, secure workplace environment. The policies and guidelines listed below apply to all personnel.

Workplace Policies

See Policies and Procedures documents in the [Department of Human Resources](#) and the [Office of the Controller](#). In Fall 2019, the College developed a Policy Registry located on the Human Resources website.

Smoking Policy

Oberlin College is a tobacco-free campus. Complete policy information and cessation resources are available online through the college Employee Assistance Program (EAP), available on the Human Resources website.

Drug and Alcohol Policy

It is College policy to maintain the campus as a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited in the workplace. The illegal use of alcohol and other drugs is in violation of the law, and Oberlin College will not protect students or employees from prosecution under federal, state or local laws. Any violation will subject persons to disciplinary processes. Employees must, as a condition of employment, abide by this prohibition and report to their department head and the Department of Human Resources any conviction of drug-related activity in the workplace within five days after the convictions.

The College does not wish to intrude into the personal lives of employees, but it has a direct interest in providing suitable assistance to overcome job performance deficiencies that result from personal problems, including alcohol and drug dependence. [The Employee Assistance Program](#) has been established as a confidential resource to help in these circumstances. More information is provided in the Benefits section of the Department of Human Resources.

For all employees, consumption of alcoholic beverages during the normal workday is prohibited. Exceptions may occur during official special events.

Sexual Misconduct

Oberlin College will not tolerate any type of sexual and/or gender-based harassment, discrimination, and violence, including sexual violence, stalking, and intimate partner violence in the employment, academic, or residential setting. Offenders will be subject to appropriate College/adjudication processes and disciplinary action.

Policy details on how to report alleged cases of sexual misconduct and contact information for confidential support services, can be found online. Of particular note to A&PS members are the following sections of the policy:

Ensuring an Equitable Campus Free of Violence, Harassment, and Discrimination

All members of the campus community are expected to play a role in preventing and responding to sexual and/or gender-based harassment, discrimination and violence.

Employees who become aware of potential misconduct are required to report it promptly to the Title IX Coordinator. Such reporting ensures timely support for all parties and enables an effective and consistent institutional response. Responsible Employees include all employees who serve in supervisory positions, whether paid or unpaid. A supervisor is anyone who has the authority to hire, promote, discipline, evaluate, grade, or direct faculty, staff, or students. This includes everyone who manages or supervises others, including (but not limited to) faculty department program chairs, teaching faculty, resident advisors, coaches, and anyone who leads, administers, advises or directs College programs. It also includes student employees or student volunteers who have the responsibility for the welfare of other students.

All employees are expected to report any information about potential misconduct to the Title IX Coordinator, in recognition of the community understanding that centralized reporting is an important tool to address, end, and prevent sexual misconduct and other forms of gender- and/or sexual-related discrimination and harassment.

Evaluation of spouses, intimate partners, or family members

Because of the concern with power dynamics as well as the importance of addressing conflicts of interest, Oberlin College prohibits employees from participating in evaluative personnel decisions (including those related to hiring, performances review, compensation, and termination) about other employees with whom they are in a sexual, intimate, and/or familial relationship.

Prohibited Relationships by Persons in Authority

Because of the potential negative impact on individuals as well as the College learning and working community, faculty and staff members are prohibited from engaging in sexual relationships with students to whom they are not married or in formal domestic partnerships, even when both parties believe the conduct is consensual. This prohibition reflects an understanding that power inequalities due to role differences between faculty/staff and students affect the possibilities of effective consent. This prohibition also reflects the College's commitment to respecting the integrity and character of the unique teaching relationship that exists between faculty and students.

Intimate, sexual, or romantic relations between persons occupying asymmetrical positions of power or authority, even when consensual, compromises respect for standards of professional conduct and unreasonably subjects the employee and College to claims of sexual harassment. Similarly, these relationships may impact third parties based on perceived or actual favoritism or special treatment based on the relationship.

Retaliation against persons who report concerns about consensual relationships is prohibited and constitutes a violation of this policy. Alleged violations of this policy will be resolved consistent with the procedures for violations of the Nondiscrimination and Anti-Harassment Policy. Disclosure of any relationships outlined must be made to an employee's supervisor and documented with the Department of Human Resources.

Non-discrimination Overview

In all of its relationships, Oberlin College is committed to non-discrimination and equal employment opportunity for all persons without regard to race, color, national origin, religion, creed, age, sex, sexual orientation, marital status, family relationship to an employee of Oberlin College, disability, or veteran status, except where such a distinction may be required by law or is proved to be a bona fide occupational qualification. Any form of intimidation, abuse, or harassment based on race, ethnic origin, creed, disability, gender, or sexual orientation is contrary to the ideals of Oberlin College. Oberlin College also follows anti-nepotism procedures. See the Department of Human Resources for more details.

In furtherance of non-discrimination and equal employment opportunities, Oberlin College complies with the following laws and regulations: The Equal Pay Act of 1963 as amended,

- Titles VI and VII of the Civil Rights Act of 1964 as amended;
- The Age Discrimination in Employment Act of 1967 as amended, Title IX of the Education Amendments Act of 1972 as amended, Section 504 of the 1973 Rehabilitation Act as amended;
- and The Pregnancy Discrimination Act of 1978, and all other applicable Federal, State, and Local legislation and regulations.

Office of Campus Safety

The Oberlin College Office of Campus Safety strives to provide a safe and secure environment with a staff that works closely with the College community, and with the City of Oberlin police, fire, and ambulance services in providing safety and security services.

The Office of Campus Safety is located on the west side of Dascomb Hall. The entrance faces Mudd Center. Phone numbers are:

- 440-775-8911 Emergencies Only
- 440-775-8444 Non-Emergency

Emergency Telephone System

An Emergency Telephone System maintained by the College consists of 80 emergency telephones located throughout the campus. Thirty-eight of these are highly visible "Blue Light" phones located in parking lots, high-traffic pedestrian areas, and campus open-space locations. They can be easily located and identified by the bright blue light atop a black pedestal. The remaining emergency telephones are located at the primary entrance(s) of each residence hall, and within some academic buildings. The automatic dialing capability provides direct contact with the Campus Safety Communications Officer, coded location of the call origin, and immediate dispatch of a Campus Safety Officer.

OCWarn: Emergency Alert System

Oberlin College offers an automated messaging system in the event of a campus emergency. This is in addition to its regular website announcements and paper postings. The system uses multiple delivery methods (i.e., voice messages to land and cell phones, emails, and text

messages to cell phones and to TTY/TTD devices for the hearing impaired) to provide information to students and employees. Employee office phone numbers and college email addresses on file with human resources, student phone numbers on file with Residential Education, and college email addresses are entered into the database.

Up to six phone numbers and two email addresses may be customized by the individual employee or student by using the individual's T-number and email address through the Human Resources Department (for employees) or through the Office of the Registrar (for students). By visiting the Campus Safety website and accessing the Emergency Alert System tab, you may verify and customize your personal contact information directly.

Walking Safety Escorts

Walking safety escorts are provided upon request to anyone walking alone on campus from dusk to dawn. An escort can be summoned to any College building, residence hall, or parking lot by calling the Office of Campus Safety (on-campus x58444) or using any of the distinctively marked (blue) campus emergency phones. Both student assistants and Campus Safety officers participate in this service.

Clery Report

Oberlin College publishes an annual report in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Oberlin College publishes this brochure to inform members of the College community and other interested parties of incidents of crime and to educate them in effective crime prevention and safety measures. A copy of the report can be found online. To request a printed copy of the publication, contact the Office of Campus Safety.

Parking

The Office of Campus Safety is responsible for the management of the Parking Regulations.

Registration of Vehicles

Anyone registering a vehicle and accepting the appropriate permit is deemed to have knowledge of the Oberlin College Parking Regulations and is responsible for compliance with the regulations. Anyone parking vehicles on College property must register their vehicles with the Office of Campus Safety.

Display of Permits

The vehicles of all faculty, staff, and students of the College must display parking permits while parked on campus. Parking permit stickers must be attached as designated by the Office of Campus Safety.

Campus Parking Violations

Oberlin College reserves the right to tow, immobilize, issue citations, and revoke parking privileges for any violations of parking regulations. Oberlin College assumes no liability for any damage incurred during or after towing or immobilization.

City of Oberlin Parking Restrictions

Violations of the following regulations may incur fines, and the vehicle may be towed.

Residential Districts

From November 1 to April 1 - Parking on residential streets is prohibited during the hours

from 2:00 AM to 6:00 AM. From April 1 to November 1 - Vehicles may not be parked on residential streets for more than 48 hours.

Business District

Vehicles may not be parked in the central business district for more than 2 hours. Consult other Oberlin City Ordinances online at the city’s website.

Working Hours

Full-time Administrative and Professional Staff normally work forty (40) hours per week. However, actual working hours may vary significantly from one department to the next on campus, due to operational needs. To ensure there are no misunderstandings regarding scheduled work hours, contact your supervisor or the Department of Human Resources if you have any questions.

As exempt employees under the Fair Labor Standards Act, A&PS staff members are not entitled to overtime pay or compensatory time for additional hours worked, but may work flexible schedules with the prior approval of their supervisor. For more information, you can reference the [Remote-Flexible Work Policy](#) located in the policy register.

Time Off

Holidays

Except as otherwise provided by the College schedule, A&PS members generally observe the following as paid College holidays:

New Year’s Day	Labor Day	Christmas Day
Martin Luther King Day	Thanksgiving Day	
Independence Day	Memorial Day	

The College observes an annual “winter shutdown,” whereby most of the College is closed in late December. For published dates for a given academic year, please visit the Human Resources website.

Vacation

A&PS members on full-time, 12-month appointments earn twenty-two (22) days of vacation per fiscal year, to be taken during the following year at times approved by the employee’s supervisor. For staff members who begin employment after the beginning of the fiscal year, or who are on less than full-time, 12-month appointments, vacation time is prorated and rounded up to the next full day. Vacation time is to be used for any absences from work, when staff are unable to work or choose not to work on a particular day(s), unless otherwise approved by a supervisor.

Maternity Leave

Maternity leave shall be granted to A&PS members in accordance with established policy and procedures, as follows:

Maternity leave shall begin on the date of the birth of the child. Any member of the A&PS on maternity leave will be excused from regular duties during the two-month period following the birth of her child, and during this period she will receive the salary and benefits that would normally be received under the terms of her employment. The employee or family member should notify the Department of Human Resources as soon as possible following the birth of a child, to prevent delays in the start of insurance coverage for the child. If an employee does not elect newborn coverage within 30 days of birth, no benefits for expenses incurred will be payable.

A&PS members desiring maternity leave should contact the Department of Human Resources office to obtain the necessary leave request form and for detailed and complete information. Visit the Human Resources website page for [FMLA](#).

Parental Leave (Non-Birth Parent)

Oberlin College will provide up to six (6) consecutive weeks of paid paternity leave to eligible employees to commence within three (3) months following the birth or adoption of a child. Such paid paternity leaves are limited to one leave in a twelve (12) month period.

An eligible employee is defined as a biological parent, same sex spousal equivalent, or a new adoptive parent regularly working 20 or more hours per week who have been employed for the previous twelve (12) consecutive months and have worked for at least one thousand two hundred fifty (1,250) hours during the prior twelve (12) month period. An individual that adopts a spouse's or partner's child(ren) is not eligible for this benefit.

If the College employs both parents, only one leave (maternity or paternity) will be granted per family. Leave benefits will be paid only for periods in which the employee would otherwise have worked.

Notification of the expected dates requested for leave should be made in writing as soon as feasible to the department head, with a copy to the Department of Human Resources. The employee or family member should notify the Department of Human Resources as soon as possible following the birth of a child, to prevent delays in the start of insurance coverage for the child. If an employee does not elect newborn coverage within 30 days of birth, no benefits for expenses incurred will be payable.

A&PS members desiring parental (non-birth parent) leave should contact the Benefits Administrator in the Department of Human Resources office to obtain the necessary leave request form and for detailed and complete information.

Bereavement Leave

A&PS members may take three (3) days of bereavement leave without loss of salary or benefits when there is a death in the immediate family. Additional time off without pay may be granted in the event that the death or funeral occurs outside of the State of Ohio.

Jury Duty

A&PS members who receive jury duty notice or are subpoenaed as witnesses should notify their department heads immediately. If it is difficult to allow the particular time requested by the court, it may be possible to obtain a release or postponement. In cases where the employee is not a party to the litigation, the College shall pay an employee called for jury duty or subpoenaed as a witness, the employee's regular base salary for the working time

lost. Prior to serving, the employee shall furnish to the Employer evidence from the court of their jury duty or witness appearance.

Personal Leave

A&PS members may request personal leaves of absence, for up to one year, for education, career advancement activities, and other reasons deemed to be of mutual benefit to the College and the employee. It is College policy to grant such leaves without pay to A&PS members upon approval of each employee's department and division heads. Requests for leave of absence without pay must be made in writing to the department head, and should include the proposed dates of absence and the reason(s) for requesting the leave. The department head should review the request and forward it to the division head with appropriate recommendation. The division head, if recommending approval, will forward the leave request to the Department of Human Resources for formal response to the employee. Requests not approved by the division head will be returned to the department head and employee with appropriate explanation and are not guaranteed and are in fact rare.

Sick Leave

Sick leave for short-term illness is not defined in terms of an allotted number of days for A&PS. Employees have personal responsibility for deciding if they are not feeling well, and if coming to work will be detrimental to themselves or to others. In any case, employees are expected to communicate with their supervisor when they are not able to attend to their work duties. If an employee intends to be home, and not work, they may be required by their supervisor to use their vacation time. On a case-by-case basis, a supervisor does have discretion to allow an employee to work remotely (see [Remote Work Policy](#)). Patterned absences could be considered for discipline.

Family and Medical Leave Act

Provisions of the [Family Medical Leave Act \(FMLA\)](#) require employers to provide up to twelve weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Eligible employees must have worked for the employer for at least one year, and must have worked at least 1,250 hours in the twelve-month period immediately preceding the requested leave. For FMLA leave, employees will be required to use any accrued paid leave time (i.e. vacation) concurrently (as the initial part) of their total FMLA entitlement.

For more information regarding the documentation required for approval of FMLA leave, contact the Benefits Administrator or visit the [HR Benefits webpage](#) for leaves of absence.

Short Term Disability Leave

Upon receipt of supporting medical documentation substantiating the need for leave, the College provides salary continuation for A&PS members for the first 180 days (6 months) of a medical condition initially occurring or continuing during an employee's regular appointment term. For employees with less than 12-month appointments, salary continuation is not provided during regular non-working months; however, this time is counted toward the long-term disability waiting period. [Short-term disability](#) leave runs concurrent with FMLA.

Questions should be directed to the HR Benefits Office in the Department of Human Resources. (See section on [Long Term Disability Insurance](#), under *Benefit Programs*, for information relating to longer-term medical conditions.)

Transitional Work Program

Oberlin College adopted a Transitional Work Program to assist approved employees in returning to work within their physician's stated restrictions. The Transitional Work Program allows employees progressive steps to full duty, while providing a safe environment during recovery from illness or injury. The Transitional Work Program is a short-term program only. Employees with physician restrictions expected to last 90 days or more will be placed on disability and may not return to work until such restrictions may be lifted or reduced to a time period of less than 90 days.

Employee Benefits While on Leave

Benefit plan payments by the College and employee continue while employees are on any authorized paid leave. For employees on partial unpaid leaves, retirement plan contributions are based on the actual fraction of salary paid, not on base annual salary.

Benefit plan payments by the College and employee, except retirement plan benefits, may be continued during periods in which employees are on authorized unpaid leave, depending upon the nature of the leave. (Internal Revenue Service regulations prohibit retirement plan payments for employees on unpaid leave.) Employees anticipating unpaid leave should contact Human Resources for more information regarding benefit plan continuation coverage. In all cases, employees must pay their normal share of selected benefit plan costs. The Office of Student Accounts bills employees for these costs on a monthly basis. In some cases, employees must also pay the College share of certain benefit costs in order to continue coverage.

Inclement Weather

During periods of inclement weather or other emergency situations it is the goal of Oberlin College to maintain normal operations and educational processes of the College while remaining sensitive to safety concerns. Therefore, when school is in session, staff should expect that the College would remain open and fully operational to the extent possible in order to meet the needs of those we serve.

For additional information concerning levels of emergency, guidelines for reporting to work in such circumstances and pay practices when missing a full day of work due to adverse weather, please review the College's [Adverse Weather Conditions /Emergency](#) Policy within the policy register.

Payroll

Direct Deposit

Net pay is distributed via direct deposit on the last working day of each month for time worked during that month. Newly hired employees will be required to enroll in direct deposit when signing in. To change account allocation, contact the HR Payroll Office or download the Direct Deposit Authorization Form. The form must be accompanied by a voided check or signed bank

verification of the routing and account number for each new bank account selected. (*Net pay may be distributed to multiple bank accounts*)

NOTE: When an employee first enrolls in direct deposit or adds one or more new bank account(s), without providing confirmation of the bank routing and account numbers, the direct deposit process creates a “pre-note” of test data the first month, to verify the account information. No direct deposit is processed for the current month, and the employee receives a payroll check. The following month, after verification, net pay is direct deposited into the employee account(s).

If the College receives notification of an error in the routing or account number, based on the “pre-note” test, the Payroll Office notifies the employee promptly of the error, and a second “pre-note” is sent to the bank the following month, delaying the direct deposit process by an additional month. Direct Deposit is also available for approved business expense payments. Consult the Human Resources Benefits and Compensation Office for how to enroll.

Employee Information Online

Gross and net pay, as well as withholding and other employee information may be viewed online via [Oberview](#), by entering the Obie ID and password.

Benefit Programs

Consult the [Department of Human Resources website](#) for information and updates to all benefit programs. Specific questions should be directed to the Benefits Administrator in the Department of Human Resources. All employee benefit programs are subject to review and revision by the Oberlin College Board of Trustees. Paychecks, health insurance and other benefit programs cannot be processed until employees officially sign in at the Department of Human Resources.

In general, A&PS employees on appointments of at least half time for nine months are eligible to participate in the College’s benefit programs. There is a 31-day initial enrollment period for new hires. An employee who does not enroll within that time period must wait until Open Enrollment, which has an effective date of January 1 of the following year.

Employee Assistance Program

The College does not wish to intrude into the personal lives of employees, but it does have a direct interest in providing suitable assistance to overcome job-performance deficiencies that result from physical illness, mental or emotional stress, alcoholism, drug dependency, and other family issues. To that end, the College makes an [Employee Assistance Program](#) available to its employees and household members. Confidential counseling and support services are available for advice, referrals, and information that can help employees save time, reduce stress, and balance work and family obligations. Resources and referrals may be obtained for child care, senior care, legal services, pet care, and financial information, and the services are available 24 hours a day, 365 days a year. More information can be found on the Human Resources website, or directly from the Department of Human Resources.

Workers Compensation

College employees are covered under the Ohio Workers Compensation Law that provides payment for medical expenses, lost wages, or death resulting from injury on the job. It is important therefore, to notify a supervisor or department head and the Department of

Human Resources promptly if a job-related injury occurs. Reporting and claim forms must be completed in a timely manner to document the nature of the injury and substantiate any claim. The Oberlin College Health Plan does not cover medical expenses covered by Workers Compensation. The full cost of Workers Compensation coverage is funded by the College through payments to the State of Ohio.

Retirement Plan

Oberlin sponsors two retirement plans with TIAA. Oberlin contributes to the Defined Contribution Retirement Account (DCA) after attaining age 26 and one-year of service. Contributions are calculated as a percentage of salary based on age. Personal contributions are not required to receive the contribution from the college.

Employees may also elect to open a Supplemental Retirement Annuity (SRA) account to defer salary on a pre-tax basis. The SRA is not eligible for Oberlin contributions. Under both plans, vesting is immediate.

More information is available on the Human Resources Department for [retirement plans](#).

Tuition Assistance

The Tuition Scholarship Plan was established at Oberlin College by action of the Board of Trustees in November, 1957. Provisions of the Tuition Scholarship Plan are subject to approval and modification by the Board of Trustees. The program makes available scholarship funds to children of employees. The Board hopes to continue the program, but cannot foresee all possible eventualities, and makes no future commitment. The Program could be amended at any time. Eligibility will be determined by the Department of Human Resources.

To review the provisions of the [Tuition Scholarship Plan](#) for Children of Oberlin College Employees is archived on the Human Resources website.

Professional Development

The College expects and encourages A&PS employees to develop professionally in order to maintain and increase their effectiveness on the job. To this end, College funds may support A&PS members' attendance at workshops, seminars, and professional meetings relevant to their work through an individual's departmental resources. A&PS members should check with their departmental supervisor to see what type of funding is available.

Performance Evaluations

The College has a standardized performance review process. Performance reviews (*a platform called: ViDesktop*) can be found online through OberView. For questions, contact the [Performance Management](#) page on the Department of Human Resources website.

College Business Travel

If employee travel is approved by the supervisor and budgeted, the authorizing department will cover reasonable expenses for lodging, meals, transportation, and business-related purchases. Items of a personal nature will not be covered by departmental budgets, such as: flight and personal liability insurance, movies, and personal telephone calls. Contact your supervisor or the Office of the Controller for current procedures and policies regarding travel reimbursement. The "[Travel Policies and Procedures](#)" page is linked from the Forms and Policies section of the Office of the Controller website.

Sales and Excise Tax Exemption

In order to prevent unnecessary costs to the institution, employees are expected to request sales tax exemption for all applicable business-related purchases. For more information regarding available sales and excise tax exemptions, contact Procurement and Auxiliary Services.

Travel Advances

Funds for approved travel may be requested in advance by submitting a Request for Payment form to the Controller's Office. The form may be obtained online and, in addition to the indicated payee and departmental information, must include the approximate dates, location, business purpose of travel, and a supervisor's approval signature. Checks are generally processed for distribution twice per week, with estimated turnaround time of approximately 7 – 10 business days, so employees should discuss travel advances with their supervisors well in advance of anticipated travel.

Upon return from authorized travel, the employee must prepare a summary of business-related expenses, and provide the summary and original itemized receipts to the supervisor for review and approval. Any excess travel advance must be returned to the College department budget via deposit at the Office of Student Accounts upon return. A copy of the receipt for deposit should be attached to the approved expense report. Any expenses incurred over and above the initial advance will be reimbursed to the employee if approved by the supervisor. Upon supervisor review and approval of the completed expense report, the summary, deposit receipt (if applicable), and all original receipts must be submitted to the Controller's Office for reconciliation and potential additional reimbursement.

Employees are liable for the full amount of travel and expense advances issued to them by Oberlin College, until such funds are properly receipted and reconciled reports are submitted to the Controller's Office. Should an employee lose funds advanced by the College, the employee remains liable for the full amount until receipted and/or repaid.

Alternatively, if no travel advance is obtained, employees may submit expense reports and original receipts to their supervisor upon return from travel. Internal Revenue Service regulations require the following: traveler(s) name(s), dates, location, and business purpose of travel.

Personnel Records

The Department of Human Resources maintains the official personnel file for each College employee. These files typically contain appointment letters, payroll and benefit enrollment information. This data must remain current in order to process and distribute payroll with appropriate benefit deductions, and ensure that mailings and other important information can reach employees in a timely manner. All changes in employment status, name, address, dependents, marital status, telephone, office location, etc. should be reported to the Department of Human Resources as soon as possible, to ensure accurate payroll and benefits participation.

Employee Access

In accordance with College policy, employees may review their official personnel file and submit a response to items contained in the file. All reports, documents, correspondence, and other materials that are maintained in the employee's personnel file by the Department of Human Resources will be made available for inspection upon request. The Department of Human Resources recommends that requests for review of personnel files be submitted 24 hours in advance.

External Access

Except as required by law, only an employee's job title and dates of employment are released in response to inquiries from outside the College. An employee or former employee may request the release of additional information by submitting a detailed written request and release to the Department of Human Resources.

Termination of Employment

A&PS members who resign or retire from Oberlin College must consult the Department of Human Resources for proper guidelines. All personnel who leave Oberlin College must return in assigned keys, their Oberlin College ID Card, their parking pass, all assigned equipment, and resolve all outstanding accounts with the College. Staff members should be aware that all computer accounts may be disabled no later than thirty (30) days after departure and in some circumstances, immediately. Employees

Retirement

There is no mandatory retirement age for A&PS members, and they may work as long as they are able. The College will continue to make contributions to the college's TIAA retirement plan in accordance with federal law until the employee retires. Eligibility for retirement benefits is calculated as a minimum of ten years of service and age fifty-two. Information about the [retirement process](#) can be found on the HR website.

Resignation

Employees are normally expected to give thirty (30) calendar days advance written notice before resigning, and are strongly urged to give more notice when possible. Departing employees are not permitted to take vacation during the notice period.

They should send a letter of resignation to the appropriate supervisor, department head, division head or dean, and the Department of Human Resources.

Dismissal

Unless modified by a specific written contract signed by the President, employment at Oberlin College is at-will, is not for any specific period of time, and does not constitute an employment contract of any specific duration. As an at-will employee, you are not guaranteed, in any manner, that you will be employed for any set period of time. No one in the College, other than the President, either orally, or in a written, signed contract, may make any representation or promise to you that you are other than an at-will employee. Any employee, manager or supervisor who makes such a representation or promise to you is not authorized to do so. While certain appointment letters may indicate anticipated start and end dates of employment, neither you nor the College is bound by these employment terms.

As at-will employees, members of A&PS are subject to involuntary separation. Such action will occur after consultation with the appropriate supervisor, department head, division head or dean and Human Resources. When an employee is notified of impending dismissal, they are to discuss the situation with the Deputy Human Resources Officer in the Department of Human Resources. See, also, the information provided in the online A&PS Grievance Procedures.

Separation Procedures

Employees will receive a separation packet from the Department of Human Resources, which will include a list of items to be returned. Clearance from Student Accounts Office is required, regarding any outstanding money owed to the College. In all types of separations, A&PS employees will be paid salary due, including salary for accrued vacation (less any vacation time used during FMLA), absent any agreements to the contrary. Employees are also encourage all employees to complete the College's online [Exit Questionnaire](#).

Academic Life

Community Standards

We entrust considerable agency and personal freedom to Oberlin students, and we encourage students to develop a sense of independence. However, to help ensure public safety and the orderly functioning of the college, we have developed a set of rules and regulations to which students are held accountable. These policies assume that students are mature, possess personal integrity, and take responsibility for their own actions. The following policies deserve particular attention:

- Students are bound to a set of regulations concerning social conduct. These regulations and other rules for students are included in the [Student Regulations, Policies, and Procedures](#) on the college website.
- All academic work pursued at Oberlin is done under an honor code that requires students to follow practices that ensure academic integrity. Information about Oberlin's honor code and system can be found in the Student Regulations, Policies, and Procedures.
- Oberlin requires students to abide by state and local laws regarding alcohol and illegal drugs. The abuse of alcohol and other drugs is a concern on most college campuses in the United States, and Oberlin College is dedicated to strict adherence to state and local laws.
- The regulations include Oberlin's policy on sexual offense, which provides a means to protect all people on campus from unwanted sexual advances.

The Honor System

The Honor System helps maintain a high standard of integrity in all academic work, under the basic assumption that all work submitted is the sole and original product of the individual student. The System respects the student's ability to maintain this standard and encourages the further development of this ability.

The System, which is supervised by the Student Honor Committee, applies to all work submitted for academic credit, such as examinations, quizzes, papers, and laboratory assignments. The system also applies to destruction, hiding, and improper removal or retention of library materials with the intent of denying others access.

All members of the Oberlin College community are required to report potential violations of the Honor Code when they suspect one has occurred. The administration of the Honor System requires the collective and individual cooperation of the entire Oberlin College community and is fully explained in the document Student Regulations, Policies, and Procedures.

Winter Term

Oberlin provides a Winter Term of four weeks in January to encourage and enable students to discover the value of self-education. This term affords students an opportunity to devise and pursue programs of independent study or research and to undertake, individually or with a group, on or off campus, other projects of educational value that the structured curriculum during the academic year cannot accommodate easily.

Winter Term provides an opportunity for variations and supplements to the usual course offerings, with an emphasis on experimentation and creativity, intellectual independence, and personal responsibility. Projects may be proposed by faculty, students and occasionally by members of the administrative and professional staff and alumni. Many departments offer individual and group projects; students often devise their own projects. Students need a sponsor for individual projects, and may request a member of A&PS or the Faculty to act in that role. Consult the [Office of Winter Term](#) for more information.

Students who pursue their projects on campus can take advantage of the facilities and opportunities that Oberlin offers. Many concerts, theatrical productions, films, lectures, forums, and discussion groups that enliven Winter Term are part of on-campus projects. Typical off-campus projects include (but are not limited to) career exploration, internships, and community service.

Experimental College (ExCo)

For students who wish to pursue topics outside the normal course offerings of the College of Arts and Sciences or the Conservatory of Music, an important alternative is available in the Experimental College.

[Experimental College \(ExCo\)](#) is a student-run organization that sponsors courses (for limited academic credit) taught by members of the Oberlin community: faculty, students, administrators, and community members. Each year a list of subjects not found in the regular curriculum is offered. Students can receive up to five hours credit toward graduation from ExCo courses. Courses are typically offered for one credit. Credits earned in ExCo courses count

toward the general graduation requirement; they do not satisfy any distribution, cultural diversity or other requirement. Experimental College catalogs are made available online shortly before ExCo registration, which takes place in the first week of each semester.

ExCo also invites applications from individuals who wish to coordinate an ExCo course. The Experimental College Committee approves applications for courses in advance of the semester in which the course is to be offered. Student instructors may receive the number of credit hours listed for the course, plus one additional hour. More information is available at the ExCo office in Wilder Hall.

Support Services

Emergency Support for Students

If you become aware of a student in crisis or who has suicidal thoughts or feelings, you should report the situation immediately to ensure that he or she receives appropriate help. During regular business hours, you may contact the Office of the Dean of Students at (440) 775-8462 at or the Counseling Center at (440) 775-8470. After hours, you may refer the student to the Office of Campus Safety (440) 775-8444.

In the case of an actual suicide attempt or homicidal threat, immediately call the Office of Campus Safety emergency line (440) 775-8911, 911, or take the student immediately to the Emergency Room of Mercy Allen Hospital.

Non-Emergency Support for Students

College is a time of academic and personal growth for students. Most students will need help at least once during their undergraduate years in sorting out the academic, social or personal challenges that inevitably occur in a highly demanding academic environment. In order to help students with these challenges (and other obstacles which arise in times of personal transition), the College provides a number of support services:

The SHARE Advising System

The Student Help and Resource Exchange (SHARE) promotes student success by providing a forum for faculty, staff, and students to share concerns, supporting a collaborative approach, and providing opportunities for meaningful interactions.

Students can meet with the SHARE advisor of the day by scheduling an [appointment](#) or by going to the [Office of the Dean of Students](#) in Wilder Hall, any time during business hours. The office is open from 9 a.m. to noon and 1-5 p.m. weekdays.

The online SHARE [form](#) also is available to students, faculty, staff, and others who wish to refer a student who maybe struggling emotionally, academically, or is exhibiting other concerning behavior. You can fill out this form anonymously as it does not violate the privacy rights of students.

Center for Student Success

The Center for Student Success offers students a central place to receive a range of academic support services and guidance. The center includes Disability Resources, Health Promotion for Students, and Student Academic Success Programs led by staff who provide targeted programs, services, and events that support and empower students as they work toward successful completion of their academic program.

The Counseling Center

The Counseling Center's primary purpose is to provide psychological support to students as they pursue their academic and personal goals, and to enhance the quality of each student's experience at Oberlin. The Counseling Center is primarily intended for assessment and short-term counseling, with referrals to private counselors in the Oberlin area if necessary. The center itself is funded through tuition and services are free of charge, although students are responsible for the cost of any external services.

Student Health Services

[Student Health Services](#) features a primary care medical facility whose staff is experienced in treating common medical problems seen on college campuses. Our trained staff offers initial diagnosis and treatment for a broad spectrum of illnesses and injuries as well as appropriate follow-up care.

Onsite specialty care includes certain immunization and allergy services, and gynecological health care, including birth control services. We maintain a network of local experts who offer additional specialty care as appropriate. Basic laboratory services suitable to a college community are available; we refer more complex services to outside specialists. The student's insurance provider or the student handles the costs for referrals to specialists, more complex laboratory work, international immunizations, or X-rays.

Multicultural Resource Center

The MRC supports the academic and personal needs of historically underrepresented students, especially students of color, LGBTQQIA, differently-abled, international, first generation, and lower income students. At the same time, the MRC creates opportunities for the entire campus community to engage with interdisciplinary and intersectional discourses on diversity and develop critical thinking skills that are crucial for the educational experience of all students.

Religious Activities

The Office of Religious and Spiritual Life (ORSL) serves a diverse campus community that includes people of a wide array of traditional and progressive religious and secular identities. They encourage religious, spiritual, and ethical exploration and practice as well as multi-faith dialogue, understanding, and action within and beyond our campus community.

ORSL enhances the academic and community life of students, faculty, staff, alumni, families, and friends of the college in relation to religion, spirituality, and ethics. Whether you have a strong religious faith and are involved in a traditional religious community, or you have little or no experience with organized religion, they offer many opportunities for you to deepen your worldview and learn about those of others. ORSL offers communities, programs, services, spaces, and resources to help you develop the role of spirituality and ethics in your life.

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