

# Oberlin College Administrative and Professional (A&PS) Staff Handbook

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*Updated by the A&PS Handbook Committee in consultation with The Human Resources Department; Approved by A&PS Council, February 2017*

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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 is provided separately by the Department of Human Resources to individual A&PS members upon their arrival.

## 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, there are other employee groups at Oberlin College, including:

- 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, dining services and custodial staff

- Safety and Security 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 and in the Bylaws of the Administrative Assembly of Oberlin College.

## **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.

### **Business Conduct Policy**

Oberlin College operates by means of a decentralized organizational structure through which responsibility is delegated for a variety of business and accounting functions. This

delegation is managed through the issuance of policies and procedures prescribing the manner in which business transactions are to be administered, and through the setting of specific limitations and internal control procedures. A Business Conduct Policy Manual has been developed to provide further guidance on a variety of general business and ethical issues. While it is not possible to address every conceivable situation that may arise, this handbook should provide a framework for staff to draw upon in their evaluation of specific circumstances. The full policy is available in the Policies and Procedures section of the Human Resources Website.

### **Smoking Policy**

Oberlin College is a tobacco-free campus. Complete policy information and cessation resources are available online from the Oberlin College Office of Wellness.

### **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 Benefit Program section of this Handbook.

For all employees, consumption of alcoholic beverages during the normal workday is prohibited.

### **Sexual Misconduct**

The General Faculty adopted Oberlin College's Sexual Misconduct Policy on May 12, 2014. In effect, 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.

The complete Oberlin College Sexual Misconduct Policy, containing 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.

*Responsible 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 University programs. It also includes student employees or student volunteers who have the responsibility for the welfare of other students.

*All other 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. Sexual relations between persons occupying asymmetrical positions of power, even when both consent, raise suspicions that the person in authority has violated standards of professional conduct and potentially subject the person in authority to charges of sexual harassment based on changes in the perspective of the individuals as to the consensual nature of the relationship. 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.

#### **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,  
The Pregnancy Discrimination Act of 1978, and all other applicable Federal, State, and Local legislation and regulations.

### **Safety and Security**

The Oberlin College Office of Safety and Security 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 Safety and Security is located at 159 Lorain St. 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 Safety and Security Communications Officer, coded location of the call origin, and immediate dispatch of a Safety and Security 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, e-mails, 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 e-mail addresses on file with human resources, student phone numbers on file with Residential Education, and college e-mail addresses are entered into the database.

Up to six phone numbers and two e-mail addresses may be customized by the individual employee or student by using the individual's T-number and e-mail address through the Human Resources Department (for employees) or through the Office of the Registrar (for students). By visiting the Safety and Security 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 Safety and Security (on-campus x58444) or using any of

the distinctively marked (blue) campus emergency phones. Both student assistants and Safety and Security 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 Safety and Security.

## **Parking**

The Office of Safety and Security 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 Safety and Security

### **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 Safety and Security.

### **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 of up to \$200.00, 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.

## Time Off

### Holidays

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

New Years Day

Martin Luther King Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

The College observes an annual “winter shutdown,” whereby most of the College is closed beginning December 24th through January 1st.

### 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 pro-rated and rounded up to the next full day.

### 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 Benefits Administrator in the Department of Human Resources office to obtain the necessary leave request form and for detailed and complete information.

## 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, less the amount received for such jury duty service or witness appearance. Prior to receiving such pay from the College, the employee shall furnish to the Employer evidence from the court of such jury duty or witness appearance and the amount paid to the employee by the court.

## 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.

### **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 more information regarding the documentation required for approval of FMLA leave, contact the Benefits Administrator.

### **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 Benefits Administrator 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 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 the Benefits Administrator 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.

See Human Resources Standard Operating Procedure number 1120-001 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.

## **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 Payroll department 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 Office of Payroll and Benefits 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 Office of Compensation and Benefits for how to enroll.

### **Employee Information Online**

Gross and net pay, as well as withholding and other employee information may be viewed online via Presto, by entering the employee User ID and PIN. The User ID is the employee’s T-number that appears on the payroll check and within the SCT Banner system. Should you forget your PIN, please contact the Department of Human Resources.

## **Benefit Programs**

Consult the Department of Human Resources website for more information and updates to the programs listed here. 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 following benefit programs. In the descriptions below “elected upon initial hire” refers to a 31-day initial enrollment period. 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. In all instances where referenced, “domestic partner” refers to a person of the same gender who qualifies as a domestic partner as defined on the Human Resources website.

### **Group Health Insurance**

New employees are eligible to participate in one of two plans: Open Access Plus Plan A or Consumer Driven Health Plan (CDHP) with Health Savings Account (HSA). Coverage may be elected upon initial hire or during the annual benefits open enrollment period. Consult the Human Resources website for detailed explanations of what each plan offers and the difference in cost to employees.

### **Dental Insurance**

Coverage under the Oberlin College Voluntary Dental Plan may be elected upon initial hire or during the annual benefits open enrollment period. Covered services, deductibles, co-payments, and other limitations may differ based on plan selection. Participating employees, via monthly payroll deduction on a pre-tax basis, pay the full cost for this coverage.

### **Vision Insurance**

Coverage under the Oberlin College Voluntary Vision Plan may be elected upon initial hire or during the annual benefits open enrollment period. The plan covers an annual examination and allowances for glasses or contact lenses, with payment of a small deductible at the time of service. Participating employees pay the full cost for this coverage via monthly payroll deduction on a pre-tax basis.

### **Flexible Spending Accounts (FSA)**

The Oberlin College Flexible Benefits Plan allows employees to elect to set aside a portion of their salaries on a pre-tax basis to cover certain out-of-pocket expenses. The FSA can be established for non-covered health care expenses such as co-payments, deductibles, and certain vision, hearing, dental, and other expenses not covered by health benefit plans. This FSA can only be used with the Open Access Group Health Insurance Plan. An FSA may also be established for dependent care costs. The dependent care FSA can be used in conjunction with the CDHP.

Employees participating in the Medical Expense Reimbursement Account and/or the Dependent Care Spending Account direct a specified amount to be deducted from each monthly salary to pay for one or more of these types of expenses. Each participant is issued a debit card to be used as qualifying expenses are incurred to reduce their annual allocation. Alternately, employees may submit a paper claim for reimbursement from the plan administrator. In accordance with Internal Revenue Service regulations, unused balances of employee contributions are forfeited at the expiration of the grace period following the end of the plan year.

## **Term Life and Accident Insurance**

Oberlin College provides each employee with basic life and accidental death and dismemberment (AD&D) coverage equal to one time annual salary, rounded to the next higher multiple of \$1,000 to a maximum of \$200,000. Coverage amounts and ages are determined as of July 1 each year. New employees are eligible for coverage on the first day of the month coincident with or following the date of employment. Coverage amounts are automatically reduced at ages 70 and 75. Upon retirement, AD&D coverage ends, and the life insurance benefit is reduced to \$5,000.

A&PS employees may elect optional life and accidental death and dismemberment coverage for the employee, spouse/domestic partner, and children upon initial hire or during the annual benefits open enrollment period. Coverage amounts are automatically reduced at the employee's attained age of 70 and again at age 75. Participating employees pay the full cost for optional coverage via monthly payroll deduction.

## **Disability Insurance**

In order to qualify for disability insurance, the employee's medical condition must meet the serious health definition under the Family Medical Leave Act. Based on medical verification, the College provides 100 percent salary continuation for the first six months of disability. For income continuance after six months of certified disability, employees must apply and be approved for Long-Term Disability, which will provide pay at 60 percent of salary. Employees with limited term appointments are not eligible.

## **Long Term Care Insurance**

Coverage under the Oberlin College Long Term Care Plan for Faculty and Staff may be elected upon initial hire or during the annual benefits open enrollment period. Coverage may be elected for different benefit levels for in-home, assisted living, and nursing home care for the employee, spouse/domestic partner, employee's or spouse's/domestic partner's parents and grandparents, siblings, and children. Participating employees, via monthly payroll deduction, pay the full cost for this coverage.

## **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**

Under the Oberlin College Defined Contribution Plan, employees from date of hire may open a retirement annuity account to make personal tax deferred contributions from their monthly salary. After one year of service and at age 26, an employee is eligible to receive College retirement plan contributions, provided the employee has enrolled in a regular retirement annuity.

Employees may also elect to open supplemental retirement annuity accounts to save for retirement on a tax-deferred basis. These plans may be somewhat more flexible with regard to access to funds, but may have lesser returns. These annuity accounts are NOT eligible to receive College retirement plan contributions, so employees must be certain to open regular retirement annuity accounts to receive basic and optional matching contributions.

## **Tuition Assistance**

### **Staff Tuition**

Employees may take one Oberlin College course, up to five credit hours per semester, without tuition charge, with the approval of their department head and the Dean of the College or Conservatory, as appropriate. Half-time employees may take one course, up to five credit hours per year. Private reading and Conservatory applied studies courses are excluded.

### **Spousal Tuition**

Spouses/domestic partners of employees are eligible to take one course per semester. Private reading and Conservatory applied studies courses are excluded.

### **Tuition Support for Children**

The College provides tuition remission for an employee's natural or legally adopted dependent children who are admitted to Oberlin College or a GLCA-member institution. For children attending another accredited institution, the College provides a tuition benefit of up to 50 percent of the Oberlin tuition or the full tuition of the accredited institution attended, whichever is less, subject to a vesting period.

This program is subject to provisions and limitations expressed in the Tuition Scholarship Plan for Children of Faculty Members and Administrators adopted by the Oberlin College Board of Trustees.

## **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 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

Oberlin College does not currently have a standardized performance review process.

## 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 Controller's Office for current procedures and policies regarding travel reimbursement.

## 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 turn in all assigned keys, turn in their Oberlin College ID Card, return all assigned equipment, and resolve all outstanding accounts with the College. Staff members should be aware that all computer accounts would be disabled no later than thirty (30) days after departure and in some circumstances, immediately.

## 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 pension plan in accordance with federal law until the employee retires.

## Resignation

Employees are normally expected to give thirty (30) calendar days advanced 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 for 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, he or she is encouraged to discuss the situation with the Manager of Employee Relations 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, absent any agreements to the contrary.

## 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.
- 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. For more information, visit the Office of Student Wellness website.

- 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 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.

Winter Term procedures and deadlines, and a listing of Winter Term Group Projects can be found online ([www.oberlin.edu/winterterm/](http://www.oberlin.edu/winterterm/)).

## 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 distributed 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 Safety and Security (440-775-8444).

In the case of an actual suicide attempt or homicidal threat, immediately call the Office of Safety and Security 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:

#### *Class Deans*

The Office of the Dean of Students administers the class dean system. The class dean is the point person who can offer holistic support services for students and their families in a variety of situations, helping them navigate Oberlin's administrative systems, solve personal problems, find appropriate resources on campus, and facilitate communication, as appropriate, with professors and administrative offices. Class deans remain assigned to one class for four years, so they move with the members of their class throughout the students' undergraduate careers at Oberlin. A class dean is assigned to each incoming first-year class, and remains the dean of that class for four years.

If you are uncertain about which class dean is the correct class dean, please call the Office of the Dean of Students at 440-775-8462.

### ***Student Academic Services***

Student Academic Services at Oberlin College provides comprehensive support through Learning Assistance Programs and Guidance Services. Services are available to all students enrolled in the College of Arts and Sciences and in the Conservatory of Music. Focused services are provided for low-income students, first-generation students, students with disabilities, and other students typically underrepresented in higher education.

### ***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.

### ***The Wellness Center***

The Office of Student Wellness provides programs and services to foster balance and well being. Through integrative health promotion programming, they support and educate the individual and work to create a healthy campus community.

Conscious of diverse student lifestyles, the center provides both passive and active wellness and health promotion programs to best fit the needs of students. The center's innovative, progressive programming is student-designed and intended to encourage personal leadership in peer health promotion.

### ***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, LGBTQIA, 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.

### ***Office of Disability Services***

Oberlin College provides accommodations for students with disabilities but does not provide personal services such as transportation, AD(H)D coaching, time management training, or learning disability tutoring. However, Oberlin College has many resources for all students. The mission of the Office of Disability Services is to facilitate access to all

programs, services, and activities that are provided at Oberlin College while encouraging and helping students to develop student self-advocacy.

### ***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. We encourage religious, spiritual, and ethical exploration and practice as well as multifaith 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, we 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.