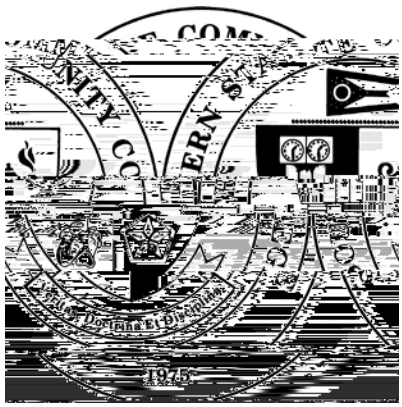
Southern State Community College Policy and Information Manual

2024-2025 Approved by the Board of Trustees on 6/20/2024



4.10 TRAVEL AND BUSINESS EXPENSES 58

4.11 TRAVEL “REWARDS” 59

4.12 TELECOMMUNICATIONS 59

4.13 CELLULAR TELEPHONE 60

4.14 COLLEGE OFFICE EQUIPMENT 61

4.15

6.17 TECHNOLOGY EQUIPMENT DISPOSAL 103

ADMINISTRATOR AND STAFF SUPPLEMENT 108

Section 7: CLASSIFICATION 108

7.1 DEFINITION OF "EXEMPT" POSITION 108

7.2 DEFINITION OF "NON-EXEMPT" POSITION 108

7.3 SPECIALLY FUNDED/SPECIAL PROJECT POSITION 108

7.4 VOLUNTEER WORKERS 109

7.5 STUDENT WORKERS 110

7.6 PART-TIME EMPLOYEES 110

7.7 COLLEGE WORK STUDY 110

7.8 STANDARD WORK WEEK 110

7.9 OVERTIME 110

7.10 POSITION DESCRIPTIONS FOR NON-FACULTY EMPLOYEES 111

Section 8: SELECTION AND HIRING 112

8.1 ADVERTISING AND HIRING REQUISITIONS 112

8.2 INTERVIEWS 112

8.3 SEARCH COMMITTEES 112

8.4 HIRING 112

8.5 ORIENTATION 112

8.6 CREDENTIALING OF FACULTY 113

A. DETERMINATION BY CREDENTIALS 113
B. DETERMINATION BY TESTED EXPERIENCE 114
C. EXCEPTIONS 117

Section 9: CONTRACT EMPLOYMENT STATUS 119

9.1 CONTRACTS 119

9.2 SUPPLEMENTAL CONTRACTS 119

9.3 PROBATIONARY PERIOD 120

9.4 MISUSE OF POSITION 120

9.5 EMPLOYEE CORE VALUES (COMPETENCIES) 120

9.6 ACADEMIC FREEDOM 121

9.7 EMPLOYEE PROBLEM-SOLVING 121

9.8 EVALUATION AND SALARY DETERMINATION 122

9.9 SALARY SCHEDULE 2020-2021* 124

9.10 PART-TIME WAGE RANGES* 125

9.11 PAYMENT OF SALARIES 125

9.12 FURLOUGH POLICY 126

9.13 LAYOFF/REINSTATEMENT 129

9.14 RESIGNATION 130

Section 10: BENEFITS 31

10.1 HOLIDAYS 131

10.2 VACATION 131

10.3 PERSONAL DAYS 132

10.4 SICK LEAVE 132

10.5 PARENTAL LEAVE 134

10.6 FAMILY AND MEDICAL LEAVE 135

10.7 OTHER LEAVES OF ABSENCE 139

10.8 FEE WAIVERS 141

10.9 POSTHUMOUS DEGREE 142

10.10 CONSOLIDATED OMNIBUS BUDGET RECONSILIATION ACT (COBRA) CONTINUATION 142

10.11 HEALTH AND WELFARE PLANS 142

10.12 EMPLOYEE ASSISTANCE PROGRAM 145

10.13 RETIREMENT 145

10.14 TAX DEFERRED ANNUITIES (403b) AND DEFERRED COMPENSATION PLANS (457) 146

10.15 SUPPLEMENTAL QUALIFIED RETIREMENT PLAN (SQRP) AND 415(m) PLAN 146

10.16 LIFE INSURANCE 146

10.17 CHILD CARE 146

10.18 DISABILITY INSURANCE 147

10.19 COLLEGE BOOKSTORE DISCOUNT 147

10.20 FLEXIBLE SPENDING ACCOUNT 147

10.21 TUITION REIMBURSEMENT 147

10.22 EMPLOYEE RECOGNITION 148

Section 1: MISSION AND DISTINCTIVE FEATURES

1.1 THE PURPOSE OF THE COLLEGE

Southern State Community College was established to meet the longstanding needs for educational services of a two-year general and technical college in the region of southwest

1.3 ACCREDITATION

The College is accredited by The Higher Learning Commission. It is also a member of the Ohio Association of Community Colleges. The programs of study at Southern State Community College are approved by the Ohio Department of Higher Education.

Revised: 6/15/2023

1.4 STATEMENT ASSERTING RESPECT FOR HUMAN DIVERSITY

Southern State Community College is a community dedicated to intellectual engagement. Our campuses consist of students, faculty, and staff from a variety of backgrounds and cultures. By living, working, studying, and teaching, we bring our unique viewpoints and life experiences together for the benefit of all. This inclusive learning environment, based upon an atmosphere of mutual respect and positive engagement, invites all campus citizens to explore how they view

Section 2: GOVERNANCE

2.1 BOARD OF TRUSTEES

Southern State Community College is a state-assisted community college that is part of the state system under the Ohio Department of Higher Education. The Board of Trustees which governs the institution is comprised of nine members who serve six-year terms. Board members are selected by the Governor of Ohio and are to act to represent the counties which Southern State Community College serves.

The Board of Trustees is the policys t a

- Instruction
- Academic Leadership
- Service to the College and the community it services
- Dedication to students

Faculty Emeritus Privilege:
A Faculty Emeritus is recognized as a valued contributor to the College. As such, they may be invited to College social functions and may continue to support the mission of the College within their communities.

Faculty Emeritus Procedures:
1. An SSCC faculty member may nominate the faculty member by submitting a letter to the Faculty Senate. The letter will include the reason the faculty member is being nominated.
2. The Faculty Senate must approve the recommendation.
3. The Chairperson of the Faculty Senate will submit the recommendation to the President of the College for presentation to the Board of Trustees for approval.

President Emeritus

The honor of President Emeritus may be granted to a retiring or retired president who has provided outstanding and distinguished service to Southern State Community College, and has served as College president for at least ten years. "Outstanding and distinguished service" is defined as service which extends beyond the normal and expected duties and responsibilities of the appointment, and which has had extraordinary impact on the College and/or broader community. Such service reflects that the individual demonstrated exceptional commitment and contributions to the College, exemplifying the highest standards of personal and professional integrity, civic responsibility, vision and leadership.

The title of President Emeritus may be awarded posthumously.

President Emeritus Privilege:
In addition to the benefits and privileges received by all retired faculty and staff, a College president granted President Emeritus status will also receive
- A resolution naming and honoring the College President as President Emeritus;
- Listing in the College catalog and website; and
- Use of the title "President Emeritus" in community and professional activities.

Revised: 6/15/2023

The current College President may call upon the President Emeritus to provide counsel or to serve in various volunteer roles and/or capacities in support of the College. Presidents Emeriti are not required to continue to serve the College community.

a young child, status as a nursing mother, status as a foster parent, genetic information, or sexual orientation. The Department of Human Resources has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Department of Human Resources.

PROCEDURE

Issuing a Complaint

A student, student group, or faculty member may submit a complaint about an alleged violation of the Policy by an employee of the College. Complaints alleging a faculty member violated this policy should be reported as "academic concern" using the College's online "Incident Report Form" available at www.sscc.edu. Complaints alleging a staff member

immediately after the birth of a child, status as a parent of a young child, status as a nursing mother, status as a foster parent, genetic information, or sexual orientation, that is so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the individual's education program or activity. In no event shall this provision be used to discipline a student for speech protected by the First Amendment of the United States.

Revised: 6/15/2023

2. Sexual Harassment - In the employment context, sexual harassment is unwelcome, sex- or gender-based verbal or physical conduct that unreasonably (from both a subjective, i.e., the complainant's, and an objective, i.e., a reasonable person's, viewpoint) interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

   In the education context, sexual harassment is unwelcome, sex- or gender-based verbal or physical conduct that unreasonably (from both a subjective, i.e., the complainant's, and an objective, i.e., a reasonable person's, viewpoint) interferes with, denies, or limits an individual's ability to participate in or benefit from the College's educational programs and activities.

   Sexual harassment can take two forms: power differentials (quid pro quo) or hostile environment:

   a. Quid pro quo sexual harassment exists when:

      1) There are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature; and
      2) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; or
      3) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions adversely affecting such individual.

   b. Hostile environment in the employment context includes any situation in which there is harassing conduct that is sufficiently severe, persistent, or pervasive that it unreasonably (from both a subjective, i.e., the

1) The degree to which the conduct interfered with the complainant's educational or work performance;
2) The nature, scope, severity, frequency, duration, and location of the incident or incidents;
3) The identity, number, and relationships of persons involved;
4) Whether the conduct was physically threatening;
5) Whether the conduct occurred in the context of other discriminatory conduct.

A single or isolated incident of sexual harassment may be severe enough to create a hostile environment.

3. Sexual Assault - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

   a. Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

   b. Fondling or inappropriate touching of the private body parts – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

   d3:(tdn)4.6 hi24(oes)-i-03 -0d f1 -0.i o o.9.6o3T(i)7.3.462(hi2(o)f2 T h.7.2(5.9(e[3oe5.913l d[(ecl d

   c. Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Note: Domestic Violence is criminalized under Ohio Revised Code 2919.25

6. Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the parties' statements and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition, dating violence includes but is not limited to sexual or physical abuse or threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

   Note: The following are criminalized under the Ohio Revised Code – Felonious Assault (ORC 2903.11); Aggravated Assault (ORC 2903.12); Assault (ORC 2903.13); Negligent Assault (ORC 2903.14); Kidnapping (ORC 2905.01); Abduction (ORC 2905.02); Unlawful Restraint (ORC 2905.03); Disorderly Conduct (ORC 2917.11).

7. Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress.

   a. "Course of conduct" means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

   b. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

   c. "Reasonable person" means one under similar circumstances with similar identities to the victim.

      Note: The following are criminalized under the Ohio Revised Code – Aggravated Menacing (ORC 2903.21); Menacing by Stalking (ORC 2903.211); Menacing (ORC 2903.22); Telecommunications Harassment (ORC 2917.21)

8. Retaliation – Inappropriate action taken against an individual who has sought relief under this policy when such action is motivated in whole or in part by the fact that the individual sought such relief. Examples include academic or employment reprisal against an individual who files a complaint or third-party report, or otherwise participates in the investigative and/or disciplinary process. The prohibition against retaliation extends to any person who opposes prohibited conduct, as defined by this policy, or who testifies, assists, or participates in any manner in investigation, proceeding, or hearing relative to prohibited conduct as defined by this policy.

9. Bullying – Repeated, unreasonable actions of individuals (or a group) directed towards an employee or student (or a group of employees/students), which is intended to intimidate and creates a risk to the health and safety of the

via the College website and/or student publications.

15. Resources. Links to applicable resources:

    http://www.oaesv.org

    https://www.odh.ohio.gov/health/sadv/sadvwhlinks.aspx

    http://www.odvn.org/

    https://www.ohiohealth.com/services/neuroscience/our-programs/behavioral-and-mental-health/sarnco

    https://www.cdc.gov/violenceprevention/intimatepartnerviolence/index.html

Revised: 10/2023

3.7 PUBLIC RECORDS POLICY

It is the policy of Southern State Community College that openness leads to a better-informed citizenry, which leads to better government and better public policy. It is the policy of Southern State Community College to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

Public Records

This office, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

5. Student educational records that are not considered directory information under

Section 1: Policy

It is the policy of Southern State Community College that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying (See Section 4 for the e-mail record policy). Record retention schedules are to be updated regularly and posted prominently.

Section 2: Record Requests

With the exception of student records (see Section 1), each request for public records should be evaluated for a response using the following guidelines:

Section 2.1

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.

Section 2.2

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is this office's general policy that this information is not to be reque2r1hi54oic

- An estimated cost if copies are requested.
- Any items within the request that may be exempt from disclosure.

Section 2.5
Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

Section 3: Costs for Public Records
Those seeking public records will be charged only the actual cost of making copies.

- The charge for paper copies is 2 cents per page.
- The charge for downloaded computer files to a compact disc is $1 per disc.
- There is no charge for documents e-mailed.
- Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies, paper copies and/or disks.

Section 4: E-mail
Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Section 4.1 – Records in private e-mail accounts used to conduct public business are

32.1(s)23.8(a03.8(ubjec.7(dl(c)-5.7(1)3.3(-)-3.7(R)3.8(2)5.1(0)-3.6(()-3.6(1)3.6(2)-3.6(a)-3.6(0)-3.6(j)-3.6(.)-3.6(J)-3.6(e)-3.6(f)-3.6(f)-3.6(e)-3.6(r)-3.6(s)-3.6(o)-3.6(n)-3.6(,)-3.6( )-3.6(E)-3.6(s)-3.6(q)-3.6(.)-3.6( )-3.6(a)-3.6(n)-3.6(d)-3.6( )-3.6(M)-3.6(a)-3.6(r)-3.6(k)-3.6( )-3.6(J)-3.6(.)-3.6( )-3.6(T)-3.6(o)-3.6(d)-3.6(d)-3.6(,)-3.6( )-3.6(a)-3.6(s)-3.6( )-3.6(t)-3.6(h)-3.6(e)-3.6( )-3.6(t)-3.6(r)-3.6(u)-3.6(s)-3.6(t)-3.6(e)-3.6(e)-3.6(s)-3.6( )-3.6(o)-3.6(f)-3.6( )-3.6(t)-3.6(h)-3.6(e)-3.6( )-3.6(S)-3.6(t)-3.6(a)-3.6(r)-3.6(k)-3.6( )-3.6(S)-3.6(t)-3.6(a)-3.6(t)-3.6(e)-3.6( )-3.6(C)-3.6(o)-3.6(m)-3.6(m)-3.6(u)-3.6(n)-3.6(i)-3.6(t)-3.6(y)-3.6( )-3.6(C)-3.6(o)-3.6(l)-3.6(l)-3.6(e)-3.6(g)-3.6(e)-3.6( )-3.6(F)-3.6(o)-3.6(u)-3.6(n)-3.6(d)-3.6(a)-3.6(t)-3.6(i)-3.6(o)-3.6(n)-3.6(,)-3.6( )-3.6(d)-3.6(b)-3.6(a)-3.6( )-3.6(S)-3.6(S)-3.6(C)-3.6(C)-3.6(,)-3.6( )-3.6(a)-3.6(n)-3.6(d)-3.6( )-3.6(t)-3.6(h)-3.6(e)-3.6( )-3.6(S)-3.6(S)-3.6(C)-3.6(C)-3.6( )-3.6(F)-3.6(o)-3.6(u)-3.6(n)-3.6(d)-3.6(a)-3.6(t)-3.6(i)-3.6(o)-3.6(n)-3.6(,)-3.6( )-3.6(d)-3.6(b)-3.6(a)-3.6( )-3.6(S)-3.6(S)-3.6(C)-3.6(C)-3.6( )-3.6(F)-3.6(o)-3.6(u)-3.6(n)-3.6(d)-3.6(a)-3.6(t)-3.6(i)-3.6(o)-3.6(n)-3.6( )-3.6(a)-3.6(n)-3.6(d)-3.6( )-3.6(t)-3.6(h)-3.6(e)-3.6( )-3.6(S)-3.6(S)-3.6(C)-3.6(C)-3.6( )-3.6(F)-3.6(o)-3.6(u)-3.6(n)-3.6(d)-3.6(a)-3.6(t)-3.6(i)-3.6(o)-3.6(n)-3.6( )-3.6(a)-3.6(r)-3.6(e)-3.6( )-3.6(s)-3.6(u)-3.6(b)-3.6(j)-3.6(e)-3.6(c)-3.6(t)-3.6( )-3.6(t)-3.6(o)-3.6( )-3.6(t)-3.6(h)-3.6(e)-3.6( )-3.6(O)-3.6(h)-3.6(i)-3.6(o)-3.6( )-3.6(P)-3.6(u)-3.6(b)-3.6(l)-3.6(i)-3.6(c)-3.6( )-3.6(R)-3.6(e)-3.6(c)-3.6(o)-3.6(r)-3.6(d)-3.6(s)-3.6( )-3.6(L)-3.6(a)-3.6(w)-3.6(,)-3.6( )-3.6(O)-3.6(h)-3.6(i)-3.6(o)-3.6( )-3.6(R)-3.6(e)-3.6(v)-3.6(i)-3.6(s)-3.6(e)-3.6(d)-3.6( )-3.6(C)-3.6(o)-3.6(d)-3.6(e)-3.6(,)-3.6( )-3.6(a)-3.6(n)-3.6(d)-3.6( )-3.6(t)-3.6(h)-3.6(e)-3.6( )-3.6(O)-3.6(h)-3.6(i)-3.6(o)-3.6( )-3.6(P)-3.6(u)-3.6(b)-3.6(l)-3.6(i)-3.6(c)-3.6( )-3.6(R)-3.6(e)-3.6(c)-3.6(o)-3.6(r)-3.6(d)-3.6(s)-3.6( )-3.6(L)-3.6(a)-3.6(w)-3.6( )-3.6(a)-3.6(r)-3.6(e)-3.6( )-3.6(s)-3.6(u)-3.6(b)-3.6(j)-3.6(e)-3.6(c)-3.6(t)-3.6( )-3.6(t)-3.6(o)-3.6( )-3.6(t)-3.6(h)-3.6(e)-3.6( )-3.6(O)-3.6(h)-3.6(i)-3.6(o)-3.6( )-3.6(P)-3.6(u)-3.6(b)-3.6(l)-3.6(i)-3.6(c)-3.6( )-3.6(R)-3.6(e)-3.6(c)-3.6(o)-3.6(r)-3.6(d)-3.6(s)-3.6( )-3.6(L)-3.6(a)-3.6(w

3. The Registrar will make the needed a

and applicants. All employees are expected to rigorously adhere to this policy. Any

3. Employees should contact their immediate supervisor for the specific procedure to follow when seeking medical treatment for a workplace accident or illness.
4. Before leaving the treatment location, employees must obtain a physician's statement regarding the employee's return-to-work status and provide it to their supervisor and a copy to the Department of Human Resources.

B. HEALTH INSURANCE PRIVACY AND PORTABILITY (HIPPA) MEDICAL PRIVACY POLICY

Southern State Community College has adopted a policy that protects the privacy

For questions or consultation on any security matter, please contact the Security and Emergency Response Coordinator at ext. 2673.

D. INCLEMENT WEATHER

- When final exams are cancelled due to inclement weather, the instructor will notify students of a rescheduled exam date.
- Individuals may also call the College. A message will be placed on the recorder, giving details on delays and closings, as soon as a decision has been made.

College Phone Numbers
Toll Free: 1-800-628-7722
Brown County Campus: 937-444-7722
Central Campus: 937-393-3431

NOTE: In the event there is any doubt whether the College is open or closed, and the weather is inclement in a particular location, individuals should use good judgment to ensure their health and safety.

A decision to close the College will be based upon the threat to the health and safety of students and staff. The College is in communication with local districts and go57r(s)-3..7(.6(a p)2.77(o)-0.6(.098 Bi</MCI8 Bi< o)-0(o)-0.646(t50.7(4)0.6((i

3.11 DRUGS AND ALCOHOL

2024

Smoking is defined as the burning of tobacco or any other material in any type of smoking equipment, including, but not restricted to, cigarettes, cigars, or pipes and electronic smoking devices.

Faculty, staff, and students violating this policy are subject to College disciplinary action. Violators may also be subject to prosecution for violation of Ohio's Smoking Ban (Ohio Revised Code, Chapter 3794). Visitors who violate this policy may be denied access to Southern State Community College campuses and may ultimately be subject to arrest for criminal trespass.

Individuals who are smoking outside must remain at least 20 feet away from any building entrance.

3.13 CONFLICTS OF INTEREST AND COMMITMENT

Employees are expected to devote their work activities primarily to functions of the College. They may, however, engage in outside obligations, financial interests, and extramural activities provided that such do not conflict or interfere with this overriding commitment to the College, the performance of their duties and responsibilities to the College. Extramural activities mean any work not performed as a College employee, whether or not compensated. It is expected that such extramural activities will take place outside of the employee's designated work time and shall have prior approval of the President.

Employees shall not engage in any activities or outside employment that may result in a conflict of interest.

A conflict of interest exists, and should be reported, when a person uses or authorizes the use of the authority or influence derived from his/her office or employment with the College to secure anything of value or the promise or offer of anything of value that is of such a character as to manifest an improper influence upon him/her with respect to his/her duties.

Employees shall not use their positions to secure anything of value, financial gain, influence, or personal benefit that would not ordinarily accrue to them in the performance of their official duties. Nor shall they accept any compensation from any other agency or individual for work performed in the ci

There are exceptions to these prohibitions, which are quite detailed. For further assistance, the Ohio Ethics Commission should be contacted.

In order that conflicts of interest may be avoided, circumstances actually or potentially involving such conflict should be promptly and fully disclosed to the College's President. Such consultation should, of course, occur before, not after, the taking of any action that might raise ethical issues. Ohio's Ethics Law recognizes that faculty and staff may be in a position to make or influence decisions that directly affect their personal interests. The guiding principle of the Ohio's Ethics Law is to prevent a public employee, including faculty and staff members, from participating in matters that involve the public employee's own financial interest or those of his family or business associates.

A. OHIO ETHICS LAW

All faculty and staff members are subject to Section 2921.42 (*Having an Unlawful Interest in a Public Contract*) and Section 2921.43 (*Soliciting or Receiving Improper Compensation*) of the Ohio Revised Code. All staff are subject to Ohio Revised Code, Chapter 102 (*Ethics*), and faculty are subject to Section 102.04 (C). A summary of Ohio's Ethics Laws can be found in the pamphlet, *Ethics is Everybody's Business*, published by the Ohio Ethics Commission (www.ethics.ohio.gov). Violations of Ohio's Ethics Law carry criminal penalties.

B. POLITICAL ACTIVITY

College employees have the right to participate in political activity, which is defined as running for elective public office, serving as a political party official, or serving in an official capacity on a campaign committee for a candidate or issue. All employees shall take appropriate action to ensure that such participation in political activities does not disclose a connection with Southern State Community College, or in any way infer that the views expressed are those of or representat Tc 0 TTw 282.6(r)2(3.4(n)c 0 Tw5el 0 TT

activities is strictly prohibited. Nothing in this policy is intended to preclude

Performance Management:
Supervisors and employees are strongly encouraged to discuss goals and job performance on an informal, day-to-day basis. Formal performance evaluation assessments are conducted annually.

G. PERSONAL APPEARANCE

The purpose

Illegal, unethical or otherwise inappropriate behavior in violation of Southern State Community College's policy is not acceptable. This procedure has been developed to provide a process for good-faith reporting of violations of law or regulations, or otherwise inappropriate behavior in violation of Southern State Community College's policies and procedures.

Internal Reporting:
Employees and students are expected to report good-

Refer to Ohio Revised Code 4113.52 for further information.

I. COMMUNICATION REGARDING EMPLOYMENT MATTERS

It is the policy of the College not to comment on individual employment matters.

3.14 AUDITOR OFSTATE'S FRAUD REPORTING SYSTEM

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by an official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, The Auditor of State's website, or through the United States mail.

Auditor of State's fraud contact information:
Telephone: 1-866-FRAUD OH (1-866-372-8364)
US Mail: Ohio Auditor of State's office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, Ohio 43215
Web: www.ohioauditor.gov

Section 4: BUSINESS PRACTICES

4.1 FISCAL YEAR

The fiscal year for Southern State Community College will begin on July 1 of each calendar and end on June 30 of the following year.

4.2 BUDGET

The annual budget will be prepared by the Vice President of Financial Services/CFO and the President and will be submitted to the Board of Trustees for approval. Departmental and administrative budget requests should be filed with the Vice President of Financial Services/CFO no later than the last working day of February each year. The approved and appropriated budget will be effective on the first day of the fiscal year (July 1).

4.3 FEES

College fees are established by the Board of Trustees with the recommendations of the President. Fees shall be subject to change without notice and become effective on the date they are approved.

1. The College will make a statement of fee changes to the College community whenever new fee structures are adopted. Cognizance of fee changes will be the responsibility of the student.
2. The College reserves the right to withhold grades, transcripts, and degrees of students who are delinquent in the payment of and/or all fees. The College reserves the right to refuse a registration if there is a balance of fees from a previous term.
3. College employees shall be expected to pay any library or other fees they incur as part of their responsibility to the College.

4.4 FUNDS RECEIVED

All funds must be deposited with the Vice President of Financial Services/CFO within 24 hours of receipt.

4.5 EMPLOYEES APPLYING FOR GRANTS

This policy assigns the responsibilities for administering College procedures for grant solicitation and development, and for authorizing the submission of grant application proposals to external funders. Grant proposals are developed and submitted to:

- Assist the College in meeting its needs more quickly and fully than can be accomplished through state allocations and procedures.
- Provide opportunities to pilot programs before formal implementation.

The College's mission, vision and stated priorities should serve as the guidelines for determining the suitability of any proposal.

All external funding sources and proposals will also be reviewed initially for:

- Eligibility
- Quality
- Priority
- Compliance
- Appropriateness
- Projected and Future Costs (funded and unfunded)

6w0Z.n9.2(w017(s)1 1.n1y 73er)0..3c)1.:

Service Administration (GSA) of the Federal Government or other non-

also submit an annual report to the President and the Board regarding any known rewards derived from the use of College credit cards.

4.8 EXPENDITURES NEAR END OF BUDGET PERIOD

Since the end of the College's annual budget period falls on June 30th each year, pre-planning to have all major purchases completed well in advance of this date should not pose a major problem. All requisitions, other than small dollar emergencies, should be placed by May 1 of each year or as specified by the Business Office.

4.9 AGENCY ACCOUNTS

All agency accounts will reside in the agency fund. The agency fund consists of resources received by the institution as custodian or fiscal agent for individual student groups or other organizations. The Vice President of Financial Services/CFO shall be responsible for accounting for said funds, making payment and purchases from said funds.

4.10

funds. The funds to be reimbursed will be for those that are reasonable and customary travel, lodging and meal expenses.

Business Mileage:
An employee will be reimbursed at the current Internal Revenue Service (IRS) Standard Mileage Rate for use of a privately owned automobile. Use of privately owned vehicles,

of Student Affairs will notify the following departments or individuals:

- President's Office
- Communications Office
- Business Office
- Registrar
- Admissions
- Financial Aid Office
- Vice President of Academic and Student Affairs
- Library Services
- Information Technology Services Department (IT)
- Instructional Technology Department (iTech)

Upon notification from the Interim Dean of Student Affairs, the offices listed below will be expected to carry out the following specific responsibilities:

President's Office

- The President's Office will notify the College's Board of Trustees.
- The President's Office will send flowers or a memorial when deemed appropriate.

Communications Office

- The Communications Office will notify the local news media when appropriate.

Business Office

- The Business Office will waive all tuition and fees reflected as due on the deceased's account and freeze the account to avoid any future activity.
- Special care must be taken to prevent sending bills to the parents or to the deceased's home address.
- If a refund is due, the Business Office will work with the Registrar to determine if information regarding next of kin is available. Once located, the refund will be sent to the deceased's next of kin.

Registrar

- Upon notification of death, the Registrar will assume responsibility for recording "deceased" and the date of the student's death in the official records and update the College's student information system accordingly.
- If the deceased was a new applicant, the Registrar will advise the Office of Admissions of the death.
- If the deceased was a current student athlete, the Registrar will notify the Athletic Director who will in turn notify the applicable coach.
- In the case of a current student, the Registrar will officially withdraw the deceased student from all classes.

Financial Aid Office

f kin of any loan programs to which the dsee ws(i)-4.6nd06(e)9.898 bae

Vice President of Academic and Student Affairs

- In the case of a current student, notify the applicable faculty members within the deceased's academic department.

Library Services

- Waive any fines or fees that the student may have incurred.
- Special care must be taken to prevent sending bills to the parents or to the deceased's home address.
-

Section 5: BUILDINGS, GROUNDS AND PROPERTY

5.1 SERVICE MARKS, LOGOS, AND SPEAKING ON BEHALF OF THE COLLEGE

Authorization to use the Southern State Community College service marks, logos and the College's name may be granted only by the College's designee. Current administrative control of these items and the visual identity program is the responsibility of the President or his/her designee. The Southern State Community College service mark is a registered entity and as such it is a violation of copyright law, the *Identity Standards Guide* and College Policy to use the mark or its likeness without permission of the Director of Marketing and/or designee.

v18.84 -e1.1(r1)-5(e)3.7(c)-2(t)-2.8(i)-2.7(o)-2.8(n)-2.7(.)-2.6(e)-1.1(1)-1.1(1)-1.1(1

5.4 FUNDRAISING AND SOLICITATION

This policy is designed to ensure that Southern State Community College completely and accurately records all voluntary financial support from all individuals and entities in accordance with accepted standards for crediting, acknowledgement, and stewardship of all such support. The policy is also designed to afford the College the ability to direct its resources and energies toward the institution's most critical priorities. The policy further guards against unnecessary and excessive solicitation of College personnel, students, and guests as well as the College's most generous contributors and prospective donors. Finally, the policy is designed to comply with federal and state regulations, including compliance to maintain the College's 501(c)(3) status with the IRS.

Employees are expreR st

Expressive activities on the College's campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content of expressive activities when enforcing this policy. No policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

This policy does not apply to use of College facilities and grounds for official events sponsored by the College. Expressive activities carried out under this policy shall not be considered to be speech made by, on behalf of or endorsed by the College. This policy supersedes any provisions in any other earlier-adopted College policies that address similar or overlapping issues, such as use of outdoor spaces.

(B) OUTDOOR AREAS OF CAMPUS GENERALLY AVAILABLE FOR USE

1. General Access

Any person or group may use, without prior notification, any publicly accessible outdoor area of the College's campus except parking lots, garages and driveways. Federal, state and local laws will be enforced as applicable. The use of walkways or other common areas may not block the free passage of others or impede the regular operation of the College. Use of the general access areas may include speaking, non-verbal expression, distributing literature, displaying signage and circulating petitions. There is no limit to

Prior notice is necessary to ensure that there is sufficient space for the large group event, that the large group event does not conflict with any other scheduled use of the outdoor space, and that sufficient College resources are available for crowd control and security. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, the person or group shall provide the College with as much advance notice as circumstances reasonably permit.

(C) STUDENT USE

In addition to the general right of access to outdoor areas of campus described above, any student or student organization may seek to reserve the use of specific outdoor areas by contacting the Campus Director. Any request by a student or student organization to reserve such area or space shall be made at least one (1) business day prior to the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate this policy.

A student or student organization that has reserved a specific area or space under this p

- Pets or other well-controlled animals may be brought on campus for educational purposes or special events with the prior, written, approval by the Vice President of Academic and Student Affairs. All such animals must be kept under control. Under no circumstances may an officer of the College give approval to bring any animal on campus that would pose a safety or health risk to students, faculty or staff.

- Visually impaired or other handicapped people may be accompanied by a trained, service animal.

- K9 units may be used by law enforcement or emergency personnel during an emergency. K9 units may be used for Police Academy and similar emergency personnel training.

5.11 SCHEDULING OF SPACE

All regular classroom space is scheduled by the Vice President of Academic and Student Affairs or his/her designee for all hours. Classes may be moved only with his or her permission. Other continued-use of space is assigned by the President.

5.12 OFFICE APPEARANCE

The College recognizes that employees may need to bring certain personal items to work. However, personal property that is not related to the employee's job performance may be disruptive to the workflow or pose a safety risk to other employees. In addition, employees should refrain from receivin9(s)117v. Il (om r ris a sp.975fafesdh14.7(ce,.7(b1.975fr Tw17v))8.7(9Tw17v)z.9

Disposal of computer equipment or other items must follow the Equipment Disposal/Transfer procedure available from the Vice President of Financial Services/CFO. Disposal of paper documents must follow the guidelines listed in the College's *Retention Manual.*

5.13 KEYS

The purpose of this policy is to limit access to College properties to authorized personnel, to maintain a current inventory of keys issued to authorized personnel and to ensure that keys are recovered from those who are no longer authorized to have them. The Dean, Campus Director, or appropriate Vice President will determine the need for access for each person within his or her department. Employees are requested not to give outside keys to students or people not officially affiliated with the College, even for a temporary basis. If an employee loses a key, they need to immediately notify their supervisor.

Duplication

The making or duplication of keys for any building, laboratory, facility or room falls under the control of the President and the Board of Trustees of Southern State Community College or designee, except as ordered by the President or Vice Prdok6 5406.1(h)1.9( )10.5(b)66323-1.2(e)]TJ040668

participating in, or aiding and abetting any of the following actions on any campus of Southern State Community College:

- any act which results in the obstruction or disruption of teaching, research, administration, disciplinary proceedings, or any other College activities, including its public safety or service functions,
- threatening to or engaging in conduct or creating a condition that presents a risk of physical harm to the offenivioS ie B11.6doo the Bop3.5(0.6(p)13.5(o)26(i)1111(e)329(o)56d)11.3(of.(

Visitors to our campuses must check-in at the front desk. Authorization is required from the College to make speeches or presentations, to erect displays, to engage in any commercial activity or to conduct similar activities on College-owned or College-controlled property. The President, an authorized official of the President, or local law enforcement may restrict or deny any person's access to the campus if the person engages in conduct prohibited by this policy. A trespass notice may be

Section 6: INFORMATION TECHNOLOGY SERVICES

6.1 COMPUTING RESOURCES

This policy applies to anyone who utilizes Southern State Community College resources and may apply to specific computers, computer systems, or networks provided or operated by or on behalf of specific units of the College.

As part of the learning environment, the College purchases, installs and maintains technology, computers, computer systems and networks. These computing resources are intended for College–related purposes including direct and indirect support of instruction and communication for faculty, administrative functions, and the free exchange of ideas among the College community and between the College community and the wider local, national and international communities.

All College computing resources should be utilized solely for the purpose related to the instructional and administrative mission of the College. These assets, whether purchased, leased, or internally developed are the sole property of the College unless documented to the contrary. Employees may not damage, deface, alter, or remove any College computing equipment from campus without authorization or deliberately attempt to degrade the performance of College computing or network resources. The College discourages the use of and does not install or support personal software or hardware, including applications, screen savers, and other utilities not sanctioned by the College, and may remove personal software or hardware that interferes with the operation of any computing resource. Copying or installing software that is in violation of any licensing agreement is prohibited.

Use of College computing resources, like the use of any other College-provided resources and any other College-related activity, is subject to the normal requirements of legal and ethical behavior within the College community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. E5.9( )16(r)1houh 2-3.e(o)-0.saio5o( )]TT*T[.9(5)9.e(o)-0.q5oiot(c)7.he(o)-0.(( )]TJ0 Tc 0 Tw (C)Tj0.001 Tc -0.004 Th)93317 0 T

activity of other users. The College may require users to limit or refrain from specific uses in accordance with this principle or for other reasons.

5. Not use those resources for personal financial gain or commercial purposes which is strictly prohibited. Personal, non-commercial use of College computing resources is permitted when it does not consume a significant amount of these resources, does not interfere with the performance of the user's job or other College responsibilities, and is otherwise in compliance with this policy. The College may limit personal use if needed.
6. Use of College technology resources or equipment to solicit money, advocate religious, social, or political causes, or to conduct personal business (e.g., an activity undertaken for profit or gain of any kind) is never permissible.
7. Refrain from stating or implying that they speak on behalf of the College and from using College service marks and logos without authorization to do so. Af.6(b)cil.1l1(t)2(h)65(or)3(i)-29

administrator, he/she has the obligation to maintain complete confidentiality unless disclosure is required by law or College policy. System administrators include but are not limited to system operators, programmers, analysts, telecommunications staff, managers, Web developers, and administrators.

Users wh(o)3.4(r502 s0/4afh08 T3min)19ete(t)6.1(h(o)3.is mp)66(afh08 T3min2(icys0/(m)10.9(a)3.9ys0/(

All electronic mail systems and services, including email messages are the property of the College.

10. E-mails written by or sent to College employees by means of their private email account may become a public record if the content of the emails concerns College business or education records, or if content includes Personally Identifiable Information (PII) about a student. Consequently, employees are prohibited from using private e-mail accounts for any College-related business.
11. Users intending to use e-mail for transmitting confidential information must ensure it is done in compliance with the rules and regulations that apply to such information and is safeguarded with proper encryption. *** *See "6.3 TECHNOLOGY AND DATA SECURITY section of this policy manual for additional information.* ***
12. Users shall not attempt unauthorized access to electronic mail or attempt to breach any security measures on any electronic mail system, or attempt to intercept any electronic mail transmissions without proper authorization.
13. Users are responsible for the security of their passwords.
14. Extreme caution should be exercised to avoid introducing viruses and malicious codes to the network. Users shall refrain from selecting unsolicited web links in email (phishing).
15.

- Don’t leave PII on a printer, scanner or fax machine.
- Refrain from emailing unencrypted PII.
- Double check the address and recipient before mailing information containing PII.
- Refrain, if possible, from storing any unencrypted PII on portable technology (laptops, smartphones, and tablets) or storage devices (thumb or flash drive).
- Never post PII on any public website.
- Keep your desk clean of PII when not in use.
- Shred or destroy PII when finished using it instead of throwing it in the trash can.
- Keep paper copies of PII in locked file cabinets or drawers when not being used.
- Limit access to PII to only those that need to know.
- Minimize any computer software window on your screen when not in use if it displays PII.
- Do not copy or remove any document or electronic data file involving PII for personal use.
- Refrain from discussing PII information within audible proximity of artificial intelligence (AI) equipment, or similar devices including mobile software apps on portable technology devices that continually operate in a state of active monitoring or listening mode to provide intelligent personal assistance.

***

6.4 CLEAN DESK SECURITY

It is important to ensure that all sensitive or confidential materials are removed and locked away when the items are not in use or an employee leaves his/her workstation.

College employees are required to ensure that all sensitive or confidential information in hardcopy or electronic form is secure in their work areas (removed from the desk and locked in a drawer when the desk is unoccupied and at the end of the work day) and when they are expected to be gone for an extended period.

- Computer workstations must be locked before a workspace is unoccupied by pressing Ctrl + Alt + Delete and then selecting “Lock this Computer”.
- File cabinets containing student or employee restricted or sensitive information (PII) must be kept closed and locked when not in use or when not attended.
- Keys used for access to restricted ored.

****See "6.6 PASSWORD SECURITY" section of this policy manual for additional information.****

- Complying with all applicable password policies and procedures.
- Ensuring workstations are used for authorized business purposes only.
- Never installing unauthorized software on workstations or College-owned laptops.
- Ensuring all PII and sensitive information remain on the remote office computer or network being used for VPN access when using College-owned laptops to access resources remotely.
- Securing College-owned laptops that contain sensitiv

- Contain at least one number (for example, 0-9).
- Contain at least one special character (for example, !$%^&*()_+|~-=\`{}[]:";'<>?,/).

providing two or more pieces of evidence (or factors). The three most common kinds of factors are:

format that appears more fitting to a traditional web page without being placed on the external facing College website.

6.9 SOCIAL MEDIA

Thousands of current and future students, faculty, staff, alumni, and citizens of our community use social media such as Facebook, Twitter, LinkedIn, Instagram, YouTube and many others to stay connected. The College believes having a presence on such platforms facilitates its ability to disseminate information and interact with the public.

The College also recognizes its responsibility to ensure adherence to local, state, and federal requirements to protect student and staff data and privacy. Additionally, the College retains its prerogative to protect its image, enhance its brand, safeguard information and data, require appropriate use of College computing resources, and restrict employee activities that do not add value to the College, mission, vision, strategic priorities, general learning goals, or financial well-being.

In order to operate within the social media arena effectively, the College has outlined this policy ensuring any and all such interactions are on behalf of the College's best interests. In addition to popular social media site-0.6(p)2.7((t)12.9(i)-3.6(o)003 f4.6(40 Td[As0.6(9Dien)4.69(so)o4)-3.6(o

- Be discreet, respectful, gracious and as accurate/factual as you can be in any comments or content you post online. Take particular care of spelling, punctuation, and grammar as it does reflect on you professionally, as well as on the College.
- If you have doubts about posting something, then it's an indication you probably should not.

College Use of Social Media Platforms

In the spirit of maintaining a positive environment and College social media reputation,
, 3.(g)2(0.6(10.33.9all)-3.7(o)(g)2(t)3u)-1.3w511.2(003 Twi)7.3(s).5(c)-fr4(l Tc -0.-3.4. *[(s)-4.8(h)-2.3(o)p)

Disclaimers
Official College networking pages will include the following disclaimers:

Site Administrator Content
The comments and postings on this site are those of the site administrator and do not necessarily reflect Southern State Community College opinions, strategies or policies.

User-generated Content and Disclaimer
Southern State Community College accepts no responsibility or liability for any data, text, software, music, sound, photographs, images, video, messages or any other material or content generated by users and publicly posted on this page.

Inappropriate Content
Anyone who believes that this page includes inappropriate content should report it to the Southern State Community College Webmaster.

Disclaimer for content on linked sites
Southern State Community College accepts no liability or responsibility whatsoever for the content of any target site linked from this page.

Terms of Use
By posting content on this page, you represent, warrant and agree that no content submitted, posted, transmitted, or shared by you will infringe upon the rights of any third party, including but not limited to copyright, trademark, privacy; or contain defamatory or discriminatory or otherwise unlawful material.

Southern State Community College reserves the right to alter, delete or remove (without notice) the content at its absolute discretion for any reason whatsoever.

Copyright
The content on this page is subject to copyright laws. Unless you own the rights in the content, you may not reproduce, adapt or communicate without the written permission of the copyright owner nor use the content for commercial purposes.

Classroom activities that involve the use of social media should follow the guidelines established above only when such material is beyond the confines of the virtual classroom.

Employee Personal Use of Social Media Platforms

Employees are encouraged to establish a clear separation between activities and representations on their private social media accounts and their affiliation with the College. Examples of such activities may include:

- Developing separate professional and personal social media accounts for the purpose of interacting with specific contacts related to those functions.

- Not designating specific employment by Southern State Community College on personal social media profiles.

When a technology or software purchase is necessary, the requester will submit a Technology Request Form

fresh and inviting. Further, users with delegated access to manage a department SharePoint site also need to independently review for inaccurate or stale content and maintain accordingly.

The following media display technologies are maintained by the Webmaster:

- Websites, pages, links or files under the www.sscc.edu website
- Indoor or 8(2)6(Ji5.1(i)-8.6 si)119m,7(6(J()05--0.)16.9c1(e).00ry5)9.m

6.15 PORTABLE COMPUTING DEVICES

College Owned

With advances in computer technology, mobile computing has become a useful tool to meet the business and educational needs of the College.

Portable Computing Devices (PCDs) will be issued to College personnel with duties requiring mobility or frequent contact when away from their normal work locations. Effective distribution of the various technological devices must be limited to persons for whom the productivity gained is appropriate in relation to the costs incurred.

PCDs include, but are not limited to: laptop computers, tablets, handheld wireless devices, smartphones and any other existing or future mobile computing or storage device.

Upon being issued a portable computing device, the employee will sign an agreement form outlining proper treatment and security expectatiohmplosion(m t)16.(g)9.3.6(o6(se)3)3.9(v)9(a).5(s)13.9(d)

scanners, typewriters, compact and floppy discs, portable storage de

Email Address
The string used to specify the source or destination of an electronic mail message. A typical College e-mail address format is first letter of the individual's first name followed by their lastname@sscc.edu (Ex: jdoe@sscc.edu

Malicious Code (Malware)
Code is a common term used to describe a set of instructions to a computer, also called program or software. Malicious code in general can be defined as "software which interferes with the normal operation of a computer system." Another general definition might be "software which executes without the express consent of the user." Common types of malicious code include viruses, Trojans, and worms.

Microsoft Outlook
The Microsoft “groupware” information management and communication software used by the College for e-mail communication, group planning and scheduling, and contact/task management.

Personal Distribution Lists
These lists are created by individuals for their own use. Personal distribution list files are stored in the individual's Personal Address Book. Personal Address Books usually reside on the individual's hard drive (or a drive of their choice). These lists are called "Personal" as they should be created for personal (one person) use.

Personally Identifiable Information (PII)
Information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

Public Distribution Lists
These are created by IT staff for use by all SSCC users. The distribution list files are stored on the Exchange Mail server. These lists are called "Public" as they are designed to be available to all users. Use of these lists is for academic and administrative purposes only as misuse wastes system resources and can affect the entire College network.

Server
A computer that provides some service for other computers connected to it via a network. A mail server has a drive that hosts user’s electronic mailbox and receives, stores, and sends e-mail messages via the network.

Spam or Spamming
Electronic junk mail or junk newsgroup postings. Spam is generally e-mail advertising for some product sent to a mailing list or newsgroup. Spamming is sending or transmitting these junk messages. Receipt of Spam is virtually impossible to control; Spamming to or from College e-mail systems is strictly prohibited.

Use of College or other Email Services
To create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print email (with the aid of College email services). A (College) email user is an individual who makes use of (College) email services. Receipt of email prior to actual viewing is excluded from this definition of "use" to the extent that the recipient does not have advance knowledge of the contents of the email record.

Virus

A program or piece of code that generally executes without the user's knowledge and runs against their wishes. Most viruses are malicious in nature and can also replicate themselves. All computer viruses are manmade and vary in degree of danger. Even a simple virus that replicates itself without actually harming system files is dangerous because it quickly uses available memory and other resources. More dangerous types of viruses are those capable of transmitting across networks and mutating to bypass security systems.

ADMINISTRATOR AND STAFF SUPPLEMENT

Section 7: CLASSIFICATION

All full-time, non-faculty positions are classified as exempt or non-exempt. An exempt position

2. Specially funded

3. Volunteers may be subjected to criminal background check depending on the location of the position. Please contact the Department of Human Resources.
4. The President or his designee shall have full authority to appoint, dismiss, or terminate volunteers for their services without cause.

7.5 STUDENT WORKERS

The President may, within budgetary limitations, authorize the employment of students on a part-time basis. Student workers shall perform routine clerical, secretarial or custodial/maintenance duties or assist with the operation of laboratory facilities under the supervision of faculty members or exempt non-faculty employees.

7.6 PART-TIME EMPLOYEES

Part-time employees may only hold one position at the College unless approved by their Vice President.

7.7 COLLEGE WORK STUDY

The Federal Government provides funding for part-time student employment. Eligibility shall be determined by the Financial Aid Office.

7.8 STANDARD WORK WEEK

Forty (40) hours per week constitutes the standard work week for full-time non-exempt employees. Certain positions shall require that the employees holding them work at other than standard hours.

7.9 OVERTIME

In those rare circumstances in which the College determines it necessary for a non-exempt employee to work in excess of forty (40) hours during any calendar week, the employee shall receive extra pay or time off as compensation for the overtime as outlined below:

1. All employees shall have their supervisor's pre-approval and the appropriate Vice President's approval to work overtime. Any employee working overtime without following the approval process may receive disciplinary action up to and including termination. Only authorized overtime shall be compensated on a time and one half basis or through compensatory time off. The decision to receive time off or overtime pay shall be agreed to prior to overtime worked.

2. The employee may, with the approval of his/her supervisor, take time off in lieu of pay for overtime service during the pay period in which time was worked. This compensatory

Section 8: SELECTION AND HIRING

8.1 ADVERTISING AND HIRING REQUISITIONS

After a Department has determined that an additional or replacement position is needed and that adequate funding provisions have been made, a formal request for the position shall be completed.

8.2 INTERVIEWS

Applicants for non-faculty positions shall be interviewed by their potential immediate supervisors, Vice President or Executive Director and other appropriate administrators. Final approval shall be made by the President. *Revised: 6/15/2023*

8.3 SEARCH COMMITTEES

The President may determine that a search committee be established to review and interview applicants for certain positions. The search committee shall comply with all applicable hiring policies.

8.4 HIRING

Employees shall be hired by the President although the actual selection may be delegated to other administrators. The President shall approve the hiring of persons to fill full-time positions that he/she has previously established.

8.5 ORIENTATION

The responsibility for the initial orientation process is shared among the employing department, the new employee, the employee's supervisor, and the Department of Human Resources.

The department and supervisor will provide new employees with an orientation specific to their workplace and on-the-job training needed for new employees to assume their responsibilities. A representative from the Department of Human Resources will provide new employees with timely and relevant benefit information.

8.6 CREDENTIALING OF FACULTY

In order to meet the multi-dimensional academic mission of the College to remediate students, prepare students for the workforce or transfer, and to provide continuing education, it is incumbent on the institution to hire highly qualified faculty in all areas. It is imperative that hiring standards are consistent with the guidelines as provided by the Ohio Department of Higher Education and the Higher Learning Commission. As outlined in the SSEA/SSCC Contract in Section 7.06, it is the position of the College to follow the most rigorous of the two entities. This credential standard applies to all instruction regardless of delivery methodology or content.

Effective September 2017, the Higher Learning Commission updated the guidelines for determining qualified faculty through HLC's criteria for accreditation and assumed practice B.2. These guidelines exceed the rigor of those required by the Ohio Department of Higher Education and subsequently guide all faculty credentialing decisions effective Fall 2017 and beL1 S114.7(s)5-3(.)-5.6(7)]TJ0 Tc 0 T.598054 0 Td( )TT.598076 -1.174 Td( )Tc -0.003 Tw 0 -1.163 TDA8(o)3.4

Occupational/Technical Education: For occupational or technical courses, faculty members must hold a degree at least one level above the degree they are teaching or a terminal degree in the field or where equivalent experience has been established.

Dual Credit or College Credit Plus (CCP) Instruction: Faculty members teaching in dual credit or CCP courses should hold the same minimal qualifications as required by the institution of its own faculty. Recognition is given to faculty who have obtained a Masters of Education when inclusive of graduate-level content in the discipline and methods courses that are specifically for the teaching of that discipline.

Clinical/Practice-Oriented Instruction: Faculty members teaching technically or practice-oriented courses must have practical experience in the field and hold current licenses and/or certifications, as applicable. For programs involving clinical faculty, the credentials and involvement of clinical faculty are described and meet applicable professional standards for the delivery of the educational experiences.

Developmental Education: Faculty members teaching in developmental education should hold a master's degree. Although master's is preferred, a bachelor's degree in the field is permissible for general education faculty who teach developmental coursework.

Workforce and Community Services: The minimum qualification for teaching non-credit workforce and community coursework is dependent on certifications, experiences, and education related to the content of the course. Faculty in this area must have evidence of applicable work experiences, certification, or other educational credentials related to the course content.

B. DETERMINATION BY TESTED EXPERIENCE

The College recognizes that there will be circumstances, albeit infrequent, that may necessitate candidate review by factors beyond the degree earned. This will be referred to as "Tested Experience." Such petitions will be considered by the Vice President of Academic and Student Affairs in conjunction with the Division Coordinator and area Dean and will follow the provisions set forth in this procedure.

In addition to the minimum credential level required, individuals with the necessary breadth and depth of tested experience outside of the classroom in a real world situation, which is relevant to faculty to teach within the discipline(s), and as

General Education

a. A faculty member with a graduate degree and teaching in creative writing, painting, or music may have had his or her expertise, ability, and talent validated through publications or through wide critical and public acclaim.
b. A faculty member with a graduate degree teaching conversational courses in Sign Language or foreign language may demonstrate his or her qualifications through recognition of competence by the deaf community or through a nationally recognized rating of proficiency in foreign language.
c. A faculty member with a graduate degree in religion or religious studies may be qualified to teach courses in philosophy of religion, world religion, or ethics.
d. Faculty with a graduate degree who have experience with public speaking such as trial lawyers, actors, pastors, public news figures, etc., may be qualified to teach introductory speech courses.
e. Faculty with a graduate degree in physics, engineering, and other fields with significant mathematical science courses may be considered qualified to teach undergraduate mathematics courses.
f. Faculty with a graduate degree in the Physical Sciences may be considered qualified to teach undergraduate course in astronomy. Faculty with a graduate degree in medicine (MD, DO, DC, DVM), nursing, or biomedical engineering may be considered qualified to teach undergraduate class

Table A: Guide for Determining Tested Experience in Technical Programs			
Program	Required/Preferred Degree	Minimum Years of Field Experience	Certifications, Alternative Credentials, or Experiences
Accounting	BS/MBA	5 years	CPA
Agriculture	BS	5-7 years	Industry certifications: Ohio Agriculture Vocational Education License
Aviation	BS	5 years	FAA Airframe and

developed in consultation with the Vice President of Academic and Student Affairs and approved by the President. Written request for an exception must be submitted to the Vice President of Academic and Student Affairs thirty days in advance of the commencement of the teaching assignment. A Continued Faculty Education Plan Form will be completed and placed in the faculty personnel file housed in the Department of Human Resources.

Section 9: CONTRACT AND EMPLOYMENT STATUS

9.1 CONTRACTS

All full-time, non-faculty employees shall serve on twelve to twenty-four month, non-tenured contracts unless otherwise specified. By Board of Trustee policy, all contractual awards and agreements are subject to the approval of the President.

A. Conditions/Limitations

All employment contracts and any other agreemend( )TjEMC 3,5.2( )-1.6(c)-8663 -1.163 2end( )T(a2)-2.7( )-0.7

- support academic excellence in our employment and business practices, continuous improvement process, and professional development efforts
-

This position statement reflects the College's commitment to maintain an orderly environment by employing basic conflict resolution strategies such as one-on-one conversations, coaching, facilitation, and mediation. These practices can be initiated at any level for the consideration of employee complaints on matters for which procedure is not otherwise provided.

Note: Faculty members should refer to the collective bargaining agreement found on the College's website.

9.8 EVALUATIONAND SALARY DETERMINATION

Each employee shall be evaluated on an annual basis.

A. Position Review
    1. Salary Levels. It is the objective of Southern State Community College to

C. Education Attainment Supplement

A full-time employee who attains a degree beyond that which is required in the employee's job description is eligible for consideration of a supplement to the employee's base salary with the recommendation of the employee's direct supervisor and the approval of the President. The education should directly contribute to the employee's role at the College and shall be applied for within two years of obtaining the degree.

Supplements:	
Associate	$250
Bachelor's	$500
Master's	$750
Doctorate	$1,000

D. Recognition for Exemplary Service

The President is authorized to develop and implement a program of employee recognition to augment the annual performance evaluation system.

Effective July 1, 2024 eligible full-time staff members successfully performing their responsibilities shall receive a 3% salary increase.

If the College receives a Senate Bill 6 score of 3.0 or above or a Composite Financial Index ("CFI") score of 1.5 or above for the College's fiscal year 2023 and/or 2024, eligible full-time staff members successfully performing their responsibilities will be eligible for a merit adjustment of an additional 1.8%. *Revised: 12/15/2021, 6/15/2023*

E. Employee Transfer

An employee may be subject to

9.10 PART-TIME WAGE RANGES*

Job Title	Pay Range
	$11.00 - $55.00
Accessibility Specialist	
AOC Instructor	
Assessment Team Member	
Clinical Instructor	
Financial Aid	
Information Specialist (Public Relations)	
Information Technology Specialist	
Laboratory Assistant	
Law Enforcement Instructor	
Learning Skills Coach	
Library Services Technician	
Office Associate	
Strategic Project Support Specialist	
Test Proctor	
Truck Driving Instructor	

*Subject to SSCC Board of Trustee approval
** President has the authority to set wages outside of the ranges in exceptional cases.

Revised: 11/5/2020, 6/15/2023

9.11 PAYMENTOF SALARIES

GENERAL

Any newly hired employee must complete the onboarding process before beginning work.

Full-Time Employees

Either an employment contract or pay authorization stating the amount of compensation and duration of the assignment must be approved and submitted to the Payroll Office no less than fifteen (15) days prior to their first pay period.

Part-Time Employees

All time sheets must be approved by the appropriate supervisor three (3) days after the end of each pay period.

Persons with nine (9) to twelve (12) month contracts can receive their annual salaries in twenty-four (24) equal installments. Payment of salaries is made on the 15th and last day of each month. In the event that either of these dates occurs on a Saturday, Sunday or holiday, payment will be made on the preceding work day.

A. Direct Deposit
Direct deposit of wages is required for all new employees. Pay stubs will be available electronically.

B. Deductions
Deductions from salaries are made for federal, state, and city income taxes and contributions to the appropriate state or alternative retirement program.

Additional deductions will be made upon the employee's authorization.

Southern State Community College complies fully with all applicable federal and state laws regarding wages and deductions. If any employee believes that improper deductions have been made from his or her pay, the employee should immediately speak with their supervisor and/or a member of the Payroll Office.

The withholding of tax deductions will be based on the *W-4 Employee's Withholding Allowance Certificate* and *State Tax Form* completed by the employee. A *W-4 Employee's Withholding Allowance Certificate* will be required from each employee at the time of hire and subsequently, any time a change to an employee's withholding status or allowances is requested.

C. Outside Requests for Employee References/Employment Verifications
It is the policy of Southern State Community College to provide only neutral references concerning former employees. All outside requests for employment references must be directed in writing to the Department of Human Resources. Response to such inquiries will confirm dates of employment, the title of the positions held and, with written authorization of the former employee, wage rates. No other information will be disclosed.

9.12 FURLOUGH POLICY

From time to time, the college may need to temporarily reduce the workforce due to numerous foreseen and unforeseen circumstances. The goal of a furlough is to allow the college to effectively manage its resources during adverse and fluctuating circumstances, while retaining valuable human resources. Furloughs are designed to address those temporary circumstances due to but not limited to:

- Lack of funds
- Lack of work
- Seasonal business/work
- Operational need

A furlough is defined as a temporary reduction in force limited to less than one calendar

Furlough Procedures:

- Employees on an intermittent furlough will remain in an active pay status and will accrue a prorated amount of leave during such furlough.
- Furloughed employees are not permitted to use accrued leave during a furlough, except in the case of scheduled hours/days during an intermittent furlough. Any paid leave approved for use by an employee during a furlough is cancelled. However, a furloughed employee is eligible to apply for unemployment compensation.

(b) Holiday Pay During Furlough

If a holiday falls during the furlough period, the furloughed employee will be eligible to receive holiday pay provided they are not receiving unemployment benefits.

(c) Health Benefits (health, dental, vision)

The furlough is designed to minimize the adverse impact to employee benefits. Employee coverage will stay in effect during the furlough period provided the employee remains in active pay status. Employees will be responsible for their normal contributions if there are insufficient earnings to cover the payments. Once an employee is in unpaid status, they will be eligible for COBRA coverage.

(d) Unemployment

Employees are eligible to receive unemployment compensation benefits.

(e) Service Time Accrual

Employees shall continue to accrue service time during a furlough and will be recalled to work at the end of the furlough period.

(f) Internal Employment

Employees shall be eligible to apply for other positions within the College as a candidate while on a furlough.

(g) External Employment

Employees may work for another employer during the furlough provided that such employment does not violate pertinent College policies and procedures.

9.13 LAYOFF/REINSTA

A. Layoff

An employee may be laid off as a result of: (1) lack of appropriate funds; (2) lack of work; position; department

B. Reinstatement

Under all conditions of layoffs, if the employee is reinstated or re-employed within a period of twelve months following the date of separation, he/she shall have his/her accumulated sick leave and length of service credit reinstated as of the date of separation.

When the working force is increased within a period of twelve months following a layoff, employees shall be recalled in inverse order of their layoff provided the employee to be recalled has the qualifications required. Notice of recall shall be sent to the employee at his/her last known address by first class mail.

An employee's eligibility for recall shall terminate if he/she fails to respond to his/her reca

pay at time of retirement, up to a maximum of 43 days. Payment shall be made to an Employee only once during his/her lifetime. *Revised: 6/16/2022*

B. Reporting of Absences

All employees (full-time, part-time and faculty) are expected to report an absence promptly when normal duties cannot be performed and sick leave is being used. A consecutive period of sick leave use includes all days an individual is normally expected to work, whether or not the individual has scheduled responsibilities. If an employee is off of work for three (3) or more days in a row due to their own illness or injury, that employee must contact the Department of Human Resources in order to discuss the Family and Medical Leave Act. Supervisors should notify the Department of Human Resources if an employee is absent for three (3) consecutive days. A doctor's written authorization to return to work must be submitted to the Department of Human Resources.

Use of accrued sick leave days must be reported on a daily basis to the employee's supervisor, and approved by the supervisor via Dayforce.

An employee may use sick leave, with the approval of his/her supervisor, for any of the following reasons:

1. Personal illness, accident, injury, or surgical procedure
2. Pregnancy and/or childbirth and related conditions
3. Maternity/paternity leave
4. Medical, dental, or optical examination or treatment of the employee or a member of the immediate family.
5. Exposure to communicable disease that could infect others
6. Illness, injury, accident, or death of a member of the employee's immediate family

An employee may use an additional five (5) days of sick leave (above and beyond the three (3) paid bereavement days) given the definition below.

Definition:

Immediate Family Member

Includes an employee's spouse (including individuals who are recognized as lawfully married under the law of any state), parents, children, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, mother-in-law, father-in-law, stepmother, stepfather, stepchildren, stepsiblings, or a legal guardian or other person who stands in loco parentis.

Employees may be required to furnish a written, signed statement justifying the use of sick leave. Falsification of such a statement is grounds for disciplinary action, including dismissal.

C. Transfer of Sick Leave

In the event of certain extenuating circumstances which cause a full-time employee to exhaust his/her sick leave, the President of the College upon petition by the employee,

may allow other employees of the College to give sick leave to the petitioner within the following constraints:

All sick leaves given shall be given on a voluntary basis.
The petitioning employee shall have (or shall soon have) exhausted his/her sick leave and all but five (5) days of his/her vacation before any sick leave may be transferred.
A maximum of fifty (50) days of sick leave may be transferred for any employee.
No employee may give more than ten (10) days sick leave to another employee.

In all cases the decision is final.

Note: Acceptance of Accumulated Sick Leave from Public Agencies
Previously accumulated sick leave of a person who has been separated from public service, whether accumulated pursuant to section 124.38 of the Revised Code or pursuant to section 3319.141 of the Revised Code, shall be placed to his credit upon his employment at Southern State Community College provided that such employment takes place within ten years of the date of the last termination from public service. This transfer of accumulated sick leave shall apply to all employees of Southern State Community College who have worked both in the state of Ohio and in any of the other forty-nine states.

Procedures for Transfer of Accumulated Sick Leave:

1. Upon approval of employment by the President, send a letter to the Department of Human Resources requesting the transfer of accumulated sick days to Southern State.
2. List the name and address of the agency of prior employment, the name of the person responsible for the accumulation of sick leave, and the date of when the employee left the service of that agency.
3. Upon receipt of the number of days transferred of accumulated sick leave, the employee shall receive a notice as to how many days were transferred to Southern State. *Revised: 6/16/2022*

10.5 PARENTAL LEAVE

As part of its efforts to foster a workplace in which professional success can be achieved while maintaining a quality personal and family life, the College supports employees and their families with leave opportunities for new parents. Employees and their supervisors should contact the Department of Human Resources for guidance and assistance with the process.

10.6 FAMILY AND MEDICAL LEAVE

In accordance with federal law, employees are eligible for family and medical leave after twelve (12) months of employment and provided the employee has performed at least 1250 hours of work during the previous 12-month period. (Full-time faculty is deemed to meet the 1250-hour requirement.)

All eligible employees are entitled to a total of twelve (12) workweeks of leave during the 12-month period for one or more of the following reasons:

1. the birth of a child and to care for the newborn;
2. the placement of a child with the employee for adoption or foster care;
3. to care for the employee's spouse or domestic partner, parent, child (defined as ƒ „ ‹ ' Ž ' ‰ ‹ … ƒ Ž á ƒ † ' ' – ‡ † ' " ˆ ' • – ‡ " … Š ‹ Ž † á ƒ • – ‡ ' … Š ‹ Ž † á ƒ Ž ‡ person standing in *"loco parentis")*, or the child of the domestic partner with a serious health condition;
4. a serious health condition that makes the employee unable to perform the essential functions of his or her position.

A. Notice and Approval

A minimum of thirty (30) calendar days advance notice before the date the leave is to begin. Employees should contact the Department of Human Resources for more detailed information and to arrange family and medical leave, including parental leave. The Department of Human Resources can assist employees and their supervisors in arranging suitable coverage of the employees' responsibilities while on leave. Employees are required to complete the forms and return them to the Department of Human Resources for approval of leave within a minimum of thirty (30) calendar days advance notice before the date the leave is to begin. However, if the date of the birth, placement of the child, or serious health condition of the employee or family member requires leave to begin in less than thirty (30) days, the employee must provide as much notice as is practicable. Failure to give notice may result in a delay of leave.

Employees must request the family and medical leave in writing and submit the request to the Department of Human Resources. A medical certification form will be provided. Medical certification must be received by the Department of Human Resources to approve of the leave.

B. Substi tution of Paid Leave

The College requires employees to substitute accrued paid leave (e.g., vacation, sick leave, personal leave) for family and medical leaves whenever permitted by law. If the

NOTE: No employee who has been off of work for more than three (3) days due to their own illness/injury can return to work until they have approval to do so from the Department of Human Resources. Employees will be allowed to return to work once they have provided the Department of Human Resources with a full return to work release. Upon receiving the work release, the Department of Human Resources will notify the employee of the denial or approval and under what conditions the employee may return to work.

E. Restoration to Position and Continuation of Benefits

Eligible employees who return from a family and medical leave may be restored to the position held by the employee when leave began or be restored to an equivalent position with equivalent pay and College-provided benefits and other terms and conditions of employment. The College will maintain College-provided benefits for eligible employees on family or medical leave under the same terms and conditions coverage would be provided had the employee continued in employment for the duration of the leave. Retirement contributions will only be made for that portion of the family and medical leave that is paid leave.

F. Failure to Return from Leave

The College may recover from the employee the cost of maintaining College provided benefits during the unpaid period of leave if the employee fails to return from leave. Exceptions are if the failure to return is due to:

1. the continuation, recurrence, or onset of a serious health condition that would otherwise entitle the employee to leave under the family and medical leave policy, or;
2. other circumstances beyond the control of the employee.

G. Other Employment

Employees on family or medical leave are not permitted to perform services for remuneration for other employers (including self-employment), as an independent contractor, partner, sole proprietor, principal in a corporation, or for any other individual or entity, unless approved, in writing, in advance by the appropriate Vice

1. Leave Entitlement
   The changes to FMLA provide for two (2) new instances in which an eligible employee can qualify for FMLA leave:
   a. Because of any "qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation;
   b. If the employee is the spouse, son, daughter, parent, or next of kin of a covered service member, to care for the service member who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or on the temporary disability retired list for a serious injury or illness incurred in the line of duty while on active duty in the Armed Forces that may render the service member medically unfit to perform the duties of the service member's office, grade, rank or rating.

2. Duration of Military Families (FMLA)
   The C[(D)1(u01 TcEle(.)]Te’(ie)3.8(er)1. 7(t)2.1(t)2.18(er)1.(i)-3.7(n)4.7(g)5.9(.)]T4(a54.8(L1)10

2. Personal leave is leave without salary. Except under special circumstances, it is leave without any College-provided benefits except the fee waiver benefit, which continues during the leave.
3. Contributions to the state retirement systems (STRS, PERS, PERS-LE) are made only as allowed by law. The College will not make contributions to the Alternative Retirement Plan during a personal leave.
4. Individuals granted personal leave may continue uninterrupted health care insurance by arranging to make premium payments through the Department of Human Resources. Only the President or Presidentm.9(a)ugh-0.0f(g)5.9(h)-1.3(f)10.5(e-2.5(P)1.8(I

C. Additional Eligibility of Benefits

Part-time employees who are employed with the College and have worked 1040 hours are eligible for tuition fee waiver to attend Southern State Community College. (Student workers and dependents of part-time employees are ineligible.)

Revised: 11/5/2020

10.9 POSTHUMOUS DEGREE

At the request of a parent or spouse, Southern State Community College may award an associate degree posthumously to a student, providing the student was in good academic standing at the time of death and had earned at least 45 semester hours of credit related to the associate degree being awarded.

Procedures:

The family member must make this request to a Campus Director or the Vice President of Academic and Student Affairs. The Campus Director or the Vice President of Academic and Student Affairs must send a memo to the Office of the Registrar requestingsssegr29(ee b)4.6((aw)3.3(a)10.8(r)1.9 d)1.7(ad)1.7((p)2.7(o)10.3(s)-3.8(t)2)-3o0.8uhm

The College shall contribute an additional four hundred dollars ($400) to the HSA of any staff member whose spouse is covered by SSCC's group health insurance plan, if the spouse meets the following requirements and provides acceptable documentation to the College by May 30, each year 2023-2025: (1) the spouse completes biometric screening during the current plan year, (2) the spouse attends an annual wellness visit with the spouse's health care provider during the current plan year, and (3) the spouse is covered by the SSCC group health insurance on the date the HSA contribution is made.

Spouse Biometric Screening: $200
Spouse Wellness Visit: $200 *Revised: 12/15/2021*

In no event shall the College contribute to an Employee's H.S.A./H.R.A. an amount in excess of limits set by federal or state law. H.S.A./H.R.A. contributions for employees who are hired or become eligible for benefits after the start of the contract year (August 1) shall be prorated.

H.S.A./H.R.A. Contribution Conditions: The College's obligation to make an H.S.A. or H.R.A. contribution each year is dependent upon the employee satisfying the conditions:

Effective July 1, 2016, provide documentation of completion of the following activities by May 30 of each contracted year for the College's contribution to the H.S.A. or H.R.A. account:

Activity
Annual wellness visit
Single: $625, Family: $1,250

Biometric screening
Single: $625, Family: $1,250

Health risk assessment
Single: $625, Family: $1,250

Wellness event
Single: $625, Family: $1,250

Tobacco Surcharge: Beginning July 1, 2014, a surcharge of twenty-five dollars ($25.00) will be added to an employee's share of the premium each month if the employee uses tobacco. Employees will periodically be required to complete a certification attesting to their use (or non-use) of tobacco.

Enrollment Management Services (EMS)

Enrollment Management Services works individually with families to help them understand all of their healthcare options. By exploring all available avenues, families can feel confident that they're taking advantage of the opportunities that will best meet their unique needs. An EMS Benefits Specialist is available to provide the following services:

145.58 of the Ohio Revised Code. The Board may consider early retirement programs as outlined by state law.

New employees who meet the necessary requirements may elect to participate in an approved alternative retirement plan.

10.14 TAX DEFERRED ANNUITIES (403b) AND DEFERRED COMPENSATION PLANS (457)

As public employees, College employees may participate within the limits of federal law in these tax deferred plans. Employees wishing to participate in such a plan shall file with the Business Office a written authorization to make the necessary payroll deductions and a written contract between the investment carrier and the employee, signed by both parties. The authorizations are typically provided by the investment company, but sample forms may be obtained from the College website or from the Department of Human Resources.

10.15 SUPPLMENTAL QUALIFIED RETIREMENT PLAN (SQRP) AND 415(m) PLAN

Applicable to designated College employees, the Internal Revenue Code (IRC) of 1986, imposes certain limits on contributions that may be made to various qualified retirement plans, including the State Teachers Retirement System ("STRS"), the Ohio Public Employees Retirement System ("OPERS"), the Alternative Retirement Plan, and 403(b) plans. The 415(m) benefit plan is offered to employees whose contributions to retirement would otherwise be limited by the IRC Section 415. Contact the Department of Human Resources if this applies to you.

10.16 LIFE INSURANCE

All full-time (non-faculty) employees shall receive $50,000 in term life insurance except for employees over the age of 65 based on the standard coverage offered by insurance companies to be paid in full by the College.

10.17 CHILD CARE

Full-time employees shall be eligible for a 50% discount on the standard child care rate for child care provided by the College's partner YMCA

10.22 EMPLOYEE RECOGNITION

Employee Recognition Programs

Southern State recognizes one of our best assets is our people. Our dedicated faculty and staff continually go above and beyond by living the mission and vision of the College. Some faculty and staff work directly with students and others more indirectly, but regardless of position, each person has an opportunity to make an impact.

OTc jE9Bf7Td01 i54(1)0.1(1.37Td01 iw(l)4.a R)0.y(r)16.8(n)-7 iw(l)2f7Td09.1( )12.9Td09.c(O)8.ogdCi4O 1.y

- Hold a department or team retreat.
- Establish a “place” to post memos, recognizing progress toward goals.
- Send a thank you letter to team members at the end of a goal.
- Create a recognition banner or sign and hang it in the department.