

OFFICE OF STUDENT LIFE  
**HUMAN RESOURCES**

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**Student Life Employment Policy Guidebook**

***Environmental Services***

*For Communications Workers of America (CWA) Employees*

CREATING THE EXTRAORDINARY STUDENT EXPERIENCE | [STUDENTLIFE.OSU.EDU](http://STUDENTLIFE.OSU.EDU)

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## **The Office of Student Life**

### **Vision:**

Creating the Extraordinary Student Experience at The Ohio State University.

### **Mission:**

The Office of Student Life fosters student learning and development, enhances the educational experience and prepares students for their chosen professions and to be contributing members of a diverse society.



### **Our Organization Facts and Figures:**

The Office of Student Life contains more than 40 departments that offer a variety of support and services to meet student needs, and help ensure their success at Ohio State.

The Office of Student Life employs more than 6,000 employees making it one of the largest departments at The Ohio State University. Approximately, of those 6,000 employees:

- 6% are bargaining unit members in our housekeeping, food service and maintenance areas
- 10% are Administrative & Professional staff
- 2% are Classified Civil Service staff
- 1% are Graduate Assistants
- 81% are part-time, student employees

[The Student Life Organizational Chart](http://studentlife.osu.edu/about) can be located at [studentlife.osu.edu/about](http://studentlife.osu.edu/about)  
[A list of Student Life Departments](http://studentlife.osu.edu/departments) can be located at [studentlife.osu.edu/departments](http://studentlife.osu.edu/departments)

## **Environmental Services**

### **Our Department Values:**

Student Life Environmental Services provides oversight, technical, training and support functions for all Student Life custodial operations. This includes trash collection services, pest control and snow removal.

### **Our Facts and Figures:**

We provide custodial services in 122 buildings. This consists of 95 Columbus campus buildings, 2 Newark campus buildings, 7 Mansfield campus buildings & 18 Wooster campus buildings. Each year we conduct more than 1200 hours of training, which reaches over 200 employees throughout our facilities.

### **Department Leadership and Contacts:**

Environmental Services		sl-fml@osu.edu	614-292-9334
HR Generalist	Stephanie Baier	baier.19@osu.edu	614-514-5970

#### *Department Leadership*

<i>Name</i>	<i>Position</i>
Molly Ranz Calhoun	Associate Vice President
Larence Washington	Director, Environmental Services



## The Purpose of this Employee Guidebook

This guidebook provides general descriptions and locations of policies, programs and benefits specific to both the University and Student Life. This guidebook also provides guidelines for job performance, expectations and behavior relating to Student Life staff members. It is every employee's responsibility to annually visit their department's website and/or see a direct supervisor to stay up to date on policy and procedure changes. While this is an in-depth collection, it is not all-inclusive. Failure to comply with any and all policies, standards, or guidelines may result in corrective action.

## Non-Discrimination/Equal Employment Opportunity Statement

The Ohio State University is committed to non-discrimination, equal employment opportunity and affirmative action. This commitment is both a matter of law and moral imperative consistent with an intellectual community in which individual differences and diversity are celebrated. Accordingly, discrimination against any individual for reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, disability or veteran status is specifically prohibited. Title I and Title II of the Americans with Disabilities Act (ADA) of 1990 provides equal employment opportunities and reasonable accommodation and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in education programs and activities. Title IX of the Education Amendments of 1972 prohibits sex discrimination. Equal access to employment opportunities, admission, educational programs and all other university activities is extended to all persons.

The Ohio State University is an affirmative action/equal opportunity employer. As a matter of university policy and Equal Employment Opportunity, as amended, and other applicable laws, we are required to request the following information from applicants. The information is kept confidential, and is used to fulfill reporting requirements. This information also serves as a method for veteran self-identification for the purpose of affirmative action.



## **Policies and Standards of Conduct**

*Employment within The Office of Student Life means that you are an employee of the University, the Office of Student Life and of your department. This guidebook will walk through the policies, guidelines and standards related to various sectors of your employment.*

### **University Policies**

Student Life operates under the policies created by the Office of Human Resources. A list of all policies can be found at <https://hr.osu.edu/policy/>. For questions regarding policies or policy interpretation, please consult with your department's Human Resources Generalist.

#### **Frequently Utilized University Policies:**

*Please note that all websites are subject to change without notice. It is therefore recommended to visit the policies homepage, listed below, for policy information.*

**Policies Homepage - <https://hr.osu.edu/policies-forms>**

- Policy 1.15 – Sexual Misconduct - [hr.osu.edu/policy/policy115.pdf](https://hr.osu.edu/policy/policy115.pdf)
- Policy 1.25 – Nepotism - [hr.osu.edu/policy/policy125.pdf](https://hr.osu.edu/policy/policy125.pdf)
- Policy 3.10 – Salary Administration and Classification - [hr.osu.edu/policy/policy310.pdf](https://hr.osu.edu/policy/policy310.pdf)
- Policy 5.10 – Probationary Period - [hr.osu.edu/policy/policy510.pdf](https://hr.osu.edu/policy/policy510.pdf)
- Policy 5.25 – Performance Management - [hr.osu.edu/policy/policy525.pdf](https://hr.osu.edu/policy/policy525.pdf)
- Policy 6.05 – Family and Medical Leave - [hr.osu.edu/policy/policy605.pdf](https://hr.osu.edu/policy/policy605.pdf)
- Policy 6.27 – Paid Leave - [hr.osu.edu/policy/policy627.pdf](https://hr.osu.edu/policy/policy627.pdf)
  - Vacation Leave (Policy 6.27, Section I)
  - Sick Leave (Policy 6.27, Section II)
  - Parental Leave (Policy 6.27, Section III)
  - Donation (Policy 6.27, Section V and VI)
- Policy 6.45 – Unpaid Leave - [hr.osu.edu/policy/policy645.pdf](https://hr.osu.edu/policy/policy645.pdf)
- Policy 7.05 – Workplace Violence - [hr.osu.edu/policy/policy705.pdf](https://hr.osu.edu/policy/policy705.pdf)
- Policy 8.15 – Corrective Action and Involuntary Termination - [hr.osu.edu/policy/policy815.pdf](https://hr.osu.edu/policy/policy815.pdf)
- Policy 7.20 – Tobacco Free - [hr.osu.edu/public/documents/policy/policy720.pdf](https://hr.osu.edu/public/documents/policy/policy720.pdf)
- Policy 6.15 – Weather or Other Short Term Closing - [hr.osu.edu/public/documents/policy/policy615.pdf](https://hr.osu.edu/public/documents/policy/policy615.pdf)
- IT@OSU – [it.osu.edu/policies-and-standards](https://it.osu.edu/policies-and-standards) (e.g. Responsible Use of University Policies Computing and Networking Resources, Institutional Data Policy, Cloud Computing)

## Communication Workers of America Staff:

Individuals in these positions are represented by the Communication Workers of America (CWA), Local 4501. Accordingly, the terms of the collective bargaining agreement, The Ohio State University's classification plan, rules and procedures as well as the law of the State of Ohio regarding the Classified Civil Service govern your employment. More information about the university's human resource policies, including rules for Classified Civil Service employees, is available at [hr.osu.edu/policy](http://hr.osu.edu/policy). The Collective Bargaining Agreement for the Communications Workers of America Local 4501 is available at [hr.osu.edu/services/elr/labor-relations](http://hr.osu.edu/services/elr/labor-relations). A list of union stewards is available at [hr.osu.edu/services/elr/labor-relations](http://hr.osu.edu/services/elr/labor-relations).

## Civility and Respect in the Workplace

As a university and department committed to diversity, inclusion and development, staff members are expected to interact with the entire Ohio State and Student Life community with respect and consideration. Anything less will not be tolerated. It is the responsibility of the manager to address and stop the behavior. Please contact your Human Resources Generalist for consultation on this matter.

## BuckID

All references to cards, electronic cards, ID cards, BuckID(s), ID's or display badges throughout this document apply to both BuckID and display badges. Employees must maintain custody of their card at all times while at work. BuckIDs are non-transferable. In addition to the debit account, many cards also include door access, meal plans and user specific privileges. All lost or stolen BuckIDs must be reported immediately to the employee's manager or the BuckID office. The employee can report this to BuckID by logging on to the BuckID website to have the card deactivated. The ID must be replaced within 1 business day of the employee noticing the ID is lost or stolen. For more information please contact BuckID via [buckid.osu.edu](http://buckid.osu.edu)

## Smoking

The university is tobacco free as it is committed to the general health of all faculty, staff, students and visitors. Smoking and the use of tobacco products are prohibited in or on all university owned, operated or leased property, inside or outside, including vehicles. To see the policy in its entirety, please visit <http://hr.osu.edu/policy/>.

## Buckeye Alert System and Public Safety Notices

Ohio State's Department of Public Safety uses a variety of methods to communicate with the campus community during an emergency. Buckeye Alert is the text messaging system intended to warn those on campus when they need to take immediate action to preserve their own safety. Timely warnings, called "Public Safety Notices," are provided to heighten safety awareness by giving students, faculty and staff notification of crimes that occur on campus property, non-campus property or on public property immediately adjacent to and accessible from campus and are considered by Ohio State to present a serious or continuing threat to students and employees. These methods are supported by the Department of Public Safety website, social media, traditional media and other communication channels.

All staff members are encouraged to go to [www.eprofile.osu.edu](http://www.eprofile.osu.edu) to update their personal information and provide a cell phone number to receive these important text messages. Staff with limited access to the internet or who need assistance based on the impact of a disability should contact their Human Resource Professional for assistance in registering for Buckeye Alert. To learn more, register for or manage your notifications, visit <https://dps.osu.edu/alert-notices>



## **Student Life Policies, Guidelines and Philosophies**

Student Life Human Resources (SLHR) <https://slhr.osu.edu/>

### **Student Life Attendance Policy**

The Student Life Attendance Policy was developed to create consistent and fair attendance expectations across all Student Life departments. Upon hire, all employees should receive a copy of the Attendance Policy as well as a thorough explanation as to how this applies to their position. It is expected that you and your manager have ongoing coaching conversations around attendance and other performance matters. Below is an overview of how attendance is measured. The full policy can be found by visiting <http://slhr.osu.edu/policies/>.

### **Communications Workers of America (bargaining and non-bargaining) Employees**

Absences, tardiness, unapproved absence and early clock outs are measured in the form of “occurrences.” Eight occurrences is the threshold at which corrective action may be issued in accordance with the university progressive discipline process outlined in the collective bargaining agreement with CWA. The counting of attendance occurrences is done on a 12-month rolling calendar.

### **Employee Time**

#### **Clocking In and Clocking Out**

All non-exempt staff members are assigned a timeclock at their work location and/or have assigned use of a webclock. All staff members will adhere to the clock-in/clock-out procedures as outlined in the Student Life Attendance Policy. Employees are expected to begin work immediately following clocking-in at their assigned time.

#### **Overtime**

Full time employees are required to work 40 hours per work week. Overtime must be preapproved by supervisor and will be paid out at time and a half or can be converted to compensatory time. Please see your supervisor for details on overtime and time falsification or go to [hr.osu.edu/public/documents/policy/policy610.pdf](http://hr.osu.edu/public/documents/policy/policy610.pdf).

Communications Workers of America (bargaining and non-bargaining) Employees, please refer to Article 12.4 of the collective bargaining agreement with CWA for details regarding Overtime.





## **Departmental Procedures and Standards**

### **Uniforms and Dress Code**

Staff should present a visual identity that represents our professionalism and contribution to the university. Each employee is expected to present a personal appearance that demonstrates good grooming and neatness, and complies with safety standards; maintaining a professional appearance.

Standard uniforms typically include vendor-issued dress, shorts or long pants; long-sleeve work shirts, short-sleeve work shirts, smocks and/or polo shirts; and identification badges. Shirts are to be tucked in and buttoned from the 2nd button from the top. All pants and skirts must be fitted securely at the waist. Smocks must be worn closed and buttoned. Safety footwear will be provided if management has determined that safety footwear is required for the job and is to be worn only while at work. Any personal footwear worn must be congruent with the work assignment, as determined by the supervisor. Employees who have routine or frequent contact with students, university employees and the general public are required to have their University issued name badge or ID card on their person or displayed at all times.

All employees are responsible for reporting lost, stolen or damaged uniforms to their immediate supervisor within 24 hours of the time the employee knew or reasonably should have known the uniform was missing or damaged. Employees that fail to report lost, stolen or damaged uniforms timely and/or fail to turn in uniforms as requested at the time of uniform exchange may be subject to corrective action. Employees who fail to return department-issued uniforms upon transfer out of Student Life, resignation or termination may be invoiced for the replacement cost.

Some examples of inappropriate attire for employees are listed below. This list is not all-inclusive:

- Shorts (unless vendor-issued through your department, or specifically permitted by management in writing)
- Pajamas, beachwear, gymwear or exercise attire
- Hats (other than professionally worn department-issued or Ohio State-endorsed)
- Clothing with offensive graphics
- Midriffs, halter tops or see-through garments
- Holes in articles of clothing
- Alcohol or cigarette advertising

Potential concerns regarding adherence to uniform and dress code standards will be addressed by your supervisor. If you have questions regarding uniform and dress code standards please consult with your supervisors.

Protective or specialty clothing, safety equipment and training on safety equipment will be provided by the department as deemed necessary to meet operational needs. Department-issued Personal Protective Equipment (PPE) or foul weather gear must be worn in accordance with university, state and federal safety standards when performing job duties requiring protective equipment. Department issued uniform, footwear, PPE and/or foul weather gear will be replaced at management discretion.

CWA members and stewards may wear CWA pins and/or badges, provided they do not cover up the Ohio State logo and they do not exceed 2" x 2".

T-shirts from the Office of Student Life are permitted to be worn during the summer semester. During the academic year, t-shirts are not permitted to be worn during any scheduled shift(s).

Employees working in the residence halls must have their ID badges visibly displayed at all times.



## Keys and Keywatcher Policy

When employees are issued keys to Student Life facilities or use the keys/cards from the Keywatcher system, you share the responsibility for protecting the personal safety of residents, guests, employees, the facilities and property. It is essential in fulfilling this responsibility that you adhere to and follow the policies outlined in the "Responsibilities for Keys, Access Cards and Locks" form. The policies on the form include, but are not limited to:

1. Your duty keys must be returned and stored in the appropriate key box or key watcher daily.  
Duty keys are never to be taken home. Exceptions have been made for private office keys and are issued directly to the employee on their key issuance form.
2. Keep your keys/cards on and do not tamper with the ring and fob provided by Student Life.
  - a. It is your responsibility to inform your supervisor or the access control coordinator of any damaged or broken fobs.
3. Do not remove keys/cards for someone else or lend keys to anyone.
  - a. If someone does not have access to the keys/cards they need to perform their job, have their supervisor put in an ekey request by going to [go.osu.edu/ekey](http://go.osu.edu/ekey).
4. Key rings may be attached to accessories such as key chains, carabiners, lanyards, etc. during a work shift. Once keys are returned to the Key Box or Key Watcher, all accessories must be removed from the key ring(s) in order to prevent any damages to the Key Watcher. Do not use your keys/card to open or unlock doors for unauthorized or unknown individuals.
5. The following situations must be reported immediately to your supervisor and the access control coordinator: a.) Problems observed with any Student Life keys/cards or locks b.) Stolen, lost or misplaced keys/cards c.) Found keys
6. Any found keys, cards or keys specifically issued to employees must be returned to Service2Facilities in Lincoln Tower upon termination of employment or transfer to another department or job title. Never hand off your keys/cards to the next employee to take your
7. Certain positions, whether temporary or permanent, may require employees to follow additional key control policies and procedures due to the nature of the job and their access. It is expected that your manager will review these with you should your position be of this nature.
8. Individuals who lose, misplace or misuse keys or the key watcher system may be subject to corrective action.

### Additional Manager/Supervisor Expectations:

- Explain key policies and procedures related to keys/cards issued to them and those issued via the keywatcher to all current and new employees.
- Report any missing keys/cards immediately (24/7) to the on call SL REM representative via Service2Facilities (292-HELP).
- Request appropriate access for staff determined by their job location and function.
- Request the removal of access for staff when there is a termination of employment.
- Return all found keys and collected key/cards of former staff members to Service2Facilities or
- Make sure all keys/cards are returned to the proper key box or keywatcher on a daily basis. Ensure any alerts you receive concerning your staff are addressed immediately with the employee and your direct supervisor.
- Make sure keys/cards are secured properly in the designated key box or keywatcher.
- Document misuse or abuse of keys by staff for follow up by Human Resources and Key Control.
- Ensure that key control policies and procedures are being enforced for all non-university employees that have been contracted by your area.

Student Life Risk and Emergency Management Key Control establishes all policies and procedures for key and access control for Student Life Facilities. Any changes with respect to policies and procedures for keys and access control must be made in partnership with Student Life Risk and Emergency Management.

Failure to adhere to these guidelines may result in appropriate corrective action.

## Headphones or Non-work Audio Content

Maintaining a safe working environment and approachable customer service atmosphere is very important and is the responsibility of all employees. Depending on factors like an employee's role, shift, location and performance employees may not be permitted to use headphones, wireless/bluetooth earpieces and/or play audio content while working. They prevent staff from hearing alarms and responding to student needs and can contribute to workplace accidents due to loss of focus. Please see your departmental supervisor for more information.

Employees are not permitted to wear earbuds or headphones during their scheduled shift(s), for safety purposes.

## Cell Phones and other Hand-held Communication

Cell phone usage during work hours, unless given explicit permission by direct supervisor for work related purposes or for emergencies, is not permitted.

- Some departments may allow cell phones to be used during work hours. Please see the headphones and non-work audio content section of this guidebook for additional information and ask your direct supervisor for your department's policy regarding cell phone usage during work hours.
- University-issued phones are to be used for business purposes only and we retain the right to monitor employees for excessive or inappropriate use of their cell phones.

Personal phone calls are only permitted during regularly scheduled breaks or lunches unless there is an emergency. If there is an emergency, you are required to inform your supervisor in advance to the extent possible. Employees with department-issued radios must have their radios turned on and ready to use during work hours.

## Calling-Off Procedures

When bargaining unit members are unable to report to work, they shall notify their immediate supervisor, other designated person or designated voicemail system as determined by each department during the four (4) hour period immediately preceding the time they are scheduled to report to work on the first day of absence, except that if a bargaining unit member asserts a hardship which prevented compliance, the University may approve the leave despite the noncompliance.

Submission of a written, signed leave request form specifically setting forth the reasons for the use of leave (on a form provided by the University) is required. Such request forms must be completed in full and submitted to the departmental supervisor no later than the end of the employee's regularly scheduled shift on the day the employee returns to work. Please see your departmental supervisor for more information.

A call-off phone number will be provided by your supervisor. Text will not be an accepted form of call-off.



## Breaks and Rest Periods

There will be two fifteen (15) minute rest periods in each regular shift each work day and one thirty (30) minute break for meals. Breaks will be scheduled by the supervisor and, to the extent practicable, will be scheduled during the middle two hours of each half shift and they may not be scheduled immediately before or after the meal period or at the start or end of a shift. Please see your departmental supervisor for more information.

Regularly scheduled rest periods and breaks should be taken in the building you are assigned to work in. Travel time to a location is included in your break time.

## Vehicle/Driver Information

If your position requires you to operate a university owned motor vehicle, or operate your own motor vehicle on behalf of university business (including personal reimbursement for university business), you must adhere to the following practices:

- Possess a valid United States or Canadian driver's license
- Will complete appropriate driver's registration form(s) via SLHR and Supervisor
- Must pass necessary driver's registration check specific to driving record(s); initiated following completion driver's registration
- Must complete and pass appropriate driver's training

Following completion, all approved drivers must maintain adequate driver information with the SLHR office including self-reporting of traffic violations or license suspensions. Additionally, all approved drivers must provide their supervisor and the SLHR office with their driver's license number and new expiration date upon renewal (\*Please note that a driver's license number is considered restricted institutional data, please do not email or fax a copy of your driver's license).

For additional information regarding self-reporting and the self-reporting form, please refer to Policy 4.17 Self-Disclosure of Criminal Convictions. The full policy can be found by visiting <https://hr.osu.edu/policy/policy417.pdf>

University vehicles may only be used for university business and may not be taken to lunch.

## Assigned Work Area

Employees shall be at their assigned work places at the designated hour ready to work, and remain at work at all times in a work-ready condition until the end of their shift unless excused by their immediate supervisor.

"Ready to work" means dressed per the "Uniforms and Dress Code" section of this guidebook.

## Email Usage

The University offers free and convenient email service to faculty and staff to collaborate, communicate and exchange information. The University utilizes this service as the official form of correspondence with faculty and staff. As an employee of the University it is your responsibility to activate, set up and maintain your email account throughout your employment to ensure that you do not miss important information, updates, changes, or policies.

Additional information regarding activation, set up and managing your Ohio State email account such as password resets, mobile phone access and other user information can be found at [my.osu.edu](http://my.osu.edu).

Should you have concerns regarding accessing a computer to set up and manage your Ohio State email account please inform your Supervisor.

As a public employee, email communication is considered public record and may be requested in accordance with the Ohio Public Records Act. For more information please see the Public Records policy: <https://compliance.osu.edu/PublicRecordsPolicy.pdf>

Personal email may only be accessed during regularly scheduled breaks and lunches.

## Internet Usage

The use of university computing resources, like the use of any other university-provided resource and like any other university-related activity, is subject to the requirements of legal, regulatory and ethical behavior within the university community. Responsible use of a computing resource does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means. As part of this effort, all university employees are now required to complete one hour of information security training annually. The Office of the Chief Information Officer has launched an online course "Security Awareness" which provides security awareness training to all faculty and staff members across campus.

1. Ascertain, understand and comply with applicable laws; this policy, university rules, policies and other governing documents; contracts; and licenses.
2. Ascertain, understand and comply with applicable unit policies.
3. Use only those computing resources you are authorized to use and only in the manner and extent authorized.
4. Respect the privacy of other users and their accounts.
5. Limit use so as not interfere unreasonably with the activities of other users.
6. Refrain from using university resources for personal commercial purposes or for personal financial or other gain.

For a detailed overview, please see the university policy on Responsible Use of University Computing Resources:

<https://ocio.osu.edu/sites/default/files/assets/Policies/Responsible-Use-of-University-Computing-and-Network-Resources-Policy.pdf>

Benefit-related Internet usage may only occur during regularly scheduled breaks and lunches.



## Food and Drink

Student Life bargaining unit members, who are employed outside of Dining Services, are eligible to participate in the Student Life Meal Plan. This program provides a discount off the cash price of meals served in Student Life dining facilities. Please see Article 26 in your Union contract for additional information.

Employees are expected to spend lunch and rest periods in the appropriately designated break areas. While consuming food and drink in the workplace, the following expectations shall be enforced:

- Drinking and eating should occur in appropriate break and established dining areas.
- Food and drink must be disposed of properly at the end of your shift.
- It is the responsibility of the employee to ensure that university property is not damaged.

Employees leaving their work facility during break times are expected to clock out and back in, when returning.

Food and/or drink is not permitted to be consumed in public spaces that have not been designated as appropriate dining or break areas.

## Building Access and After Hours Access to Work

The university will strive to provide a safe and secure work environment for employees. All exterior doors to buildings are able to be secured with an electronic card reader or key lock. Access is provided to employees via key or electronic key card based on job functions in their designated work area. Employees should only use their key card to access facilities during normal working hours, responding to a call in situation, or for university business. Employees should not hand off their key card to other individuals.

Key card access can be tracked via BuckID and is subject to review and audit. Any misuse or abuse of the electronic card access system may result in corrective action. Supervisors in conjunction with Human Resources will be responsible for notifying Key Control and BuckID when an employee vacates their position whether permanent or temporary in order to have their access removed.

Employees may not prop open doors or allow unauthorized persons into the facility at any time. Those responsible for supervising authorized contractors should ensure that all contractors have their badges displayed on their person at all times unless they are being escorted by a university employee through the facility. Visitors are permitted to wait in public lobby/reception areas but should be escorted in all non-public areas of facilities at all times. This includes areas in residence halls outside of lobby areas. Employees should report any unauthorized or suspected unauthorized individuals to the Department of Public Safety via the non-emergency telephone number 614-292-2121.

## Confidentiality

In the course of work for The Ohio State University, employees may be given access to institutional data. This institutional data includes, but is not limited to, information in paper, electronic, audio and visual formats. Each institutional data user must recognize the responsibilities entrusted to them in preserving the security and confidentiality of this information. A violation of this policy may lead to corrective action, consistent with the general personnel policies of the University and the Code of Student Conduct for student employees and/or legal action. For more information please see <https://ocio.osu.edu/policy/policies>

The university is committed to protecting student records. The Family Educational Rights and Privacy Act (FERPA) is a federal law governing access to records maintained by educational institutions and the release of information from those records. All employees must adhere to the university's policies including personnel records ([hr.osu.edu/policy/policy120.pdf](https://hr.osu.edu/policy/policy120.pdf)) and privacy and release of student education records ([https://registrar.osu.edu/policies/privacy\\_release\\_student\\_records.pdf](https://registrar.osu.edu/policies/privacy_release_student_records.pdf)).

## Emergency Designations

The university has issued a policy to aid in preparation for unexpected events such as weather or “short-term closings” or catastrophic events such as a natural or human made disaster. In the event of severe weather conditions, Student Life employees who are designated as “essential” are expected to report to work at their normal starting times. Any exceptions to this must be approved by your immediate supervisor. General radio, television, internet or other announcements about University closing or delays do not apply to Student Life employees and will not be recognized as an excuse for absence from assigned duties. These policies can be found by visiting <http://hr.osu.edu/policy/>.

Once a year, Student Life Human Resources issues designation letters to inform employees of their designation if one of the aforementioned events were to occur. The leader of the department decides on the designations for each position with operational needs in mind. Staff members will be designated as one of the three options for both weather or “short term” closings and disaster preparedness or “long term closings.” Staff members must be notified in writing of their status on an annual basis. **Designations can be changed at any time depending on need. Staff members are to contact supervisor with any questions related to weather designation regardless of what media reports.**

### Designation Definitions

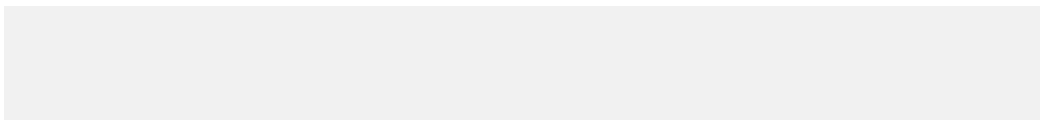
**Essential Employee:** One who has been designated as critical to the operations of the unit, whose presence is required regardless of the existence of an emergency condition, university and/or building(s) closure or campus population and/or facilities. Employees may be designated as essential on a situational basis, e.g., in the event of a snow emergency only or in the event of a public health crisis. Depending on the nature of their work, essential employees may be required to report to work on campus or may be allowed to work from home.

**Alternate Employee:** One who has been designated to serve as a back-up to an essential employee.

**Standby Employee:** Any employee not designated as essential or alternate.

For additional information regarding university closure and disaster designations, please refer to university policies: Weather and Other Short-Term Closing ([hr.osu.edu/policy/policy615.pdf](http://hr.osu.edu/policy/policy615.pdf)) and Disaster Preparedness and University State of Emergency ([hr.osu.edu/policy/policy617.pdf](http://hr.osu.edu/policy/policy617.pdf))

Please refer to your current designation letter for additional information and consult your supervisor with any emergency designation questions you may have.

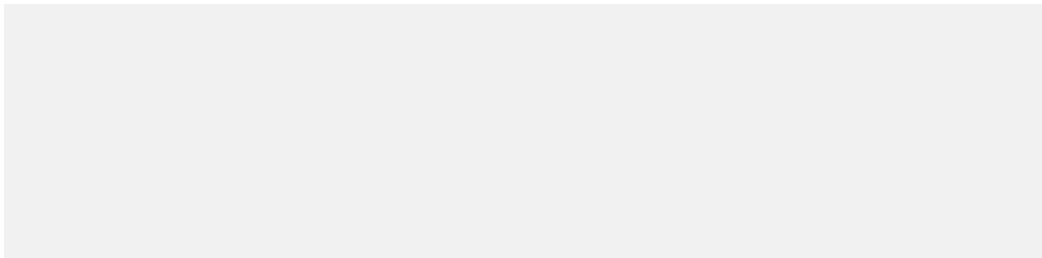
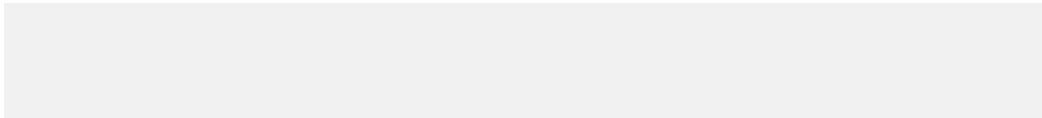




## Emergency Procedures

In the course of work for The Ohio State University, employees may be given access to institutional data. This institutional data includes, but is not limited to, information in paper, electronic, audio and visual formats. Each institutional data user must recognize the responsibilities entrusted to them in preserving the security and confidentiality of this information. A violation of this policy may lead to corrective action, consistent with the general personnel policies of the University and the Code of Student Conduct for student employees and/or legal action. For more information please see <https://ocio.osu.edu/policy/policies>

The university is committed to protecting student records. The Family Educational Rights and Privacy Act (FERPA) is a federal law governing access to records maintained by educational institutions and the release of information from those records. All employees must adhere to the university's policies including personnel records ([hr.osu.edu/policy/policy120.pdf](http://hr.osu.edu/policy/policy120.pdf)) and privacy and release of student education records ([https://registrar.osu.edu/policies/privacy\\_release\\_student\\_records.pdf](https://registrar.osu.edu/policies/privacy_release_student_records.pdf)).



## Accident Reporting

If you have an accident while in your place of work, you must complete the Employee Accident Report and provide it to your supervisor. The report will:

1. Assist employees in obtaining immediate medical treatment
2. Inform supervisor/charge person of accident
3. Be recorded for follow-up and future prevention of accidents

The Employee Accident Report can be provided by your supervisor or can be located at:

<https://hr.osu.edu/wp-content/uploads/form-accident-report.pdf>

For assistance in determining whether medical treatment is necessary or where to seek medical treatment, contact your supervisor or the 24/7 Nurseline anytime at 800-678-6269. **In an emergency, always call 9-1-1 immediately for assistance.** For all employees that have a work-related incident requiring medical attention they can be treated at the following locations:

### The Ohio State University Health Services

McC Campbell Hall, 2nd floor

1581 Dodd Drive

614-293-8146

Hours M-F, 7:30a-4p

(There is no cost for medical treatment of employee accidents or injuries at University Health Services)

### **After Hours Care:**

#### Martha Morehouse

Medical Plaza 2nd floor, Suite 2250

2050 Kenny Road

614-685-3357

Hours M-F 4p-9:30p, Sat and Sun 10 a.m. - 5:50 p.m.

For serious injuries that need emergency medical attention seek treatment at the Ohio State's Wexner Medical Center Emergency Department or University Hospital East Emergency Department.

Employees seeking medical attention for work-related incidents who cannot go to these locations should see a Bureau of Worker's Compensation (BWC) provider.

## Policy Violation, Anonymous Reporting and Employee Relations

Student Life Human Resource Generalists: 614-292-2431

Student Life Employee Relations Managers:

Jim Kane - 614-688-4705

Katryna Martin - 614-292-7013

Office of Human Resources Employee and Labor Relations: 614-292-2800

Office of Human Resources Anonymous Reporting:

[https://secure.ethicspoint.com/domain/en/default\\_reporter.asp](https://secure.ethicspoint.com/domain/en/default_reporter.asp)



## **Employee Acknowledgment:**

All employees will receive an electronic acknowledgment of this guidebook via DocuSign. Employees are to acknowledge receipt of the guidebook and their responsibilities outlined within. It is the employee's responsibility to annually visit their department's website and/or see a direct supervisor to stay up to date on policy and procedure changes.

If an employee requires assistance with the electronic acknowledgment, they should contact their direct supervisor.