POLICIES & PROCEDURES
MANUAL

For the Departments of
Utilities & Technical Support,
Facilities Management
&
Business Affairs Office

Reporting to the Vice President for Finance

Revised: July 2013
PREFACE

POLICIES & PROCEDURES MANUAL
UTILITIES & TECHNICAL SUPPORT, FACILITIES MANAGEMENT and BUSINESS AFFAIRS OFFICE

To: Employees of the University of Cincinnati Departments of
Utilities & Technical Support, Facilities Management
and Business Affairs Office:

The information contained in this manual is necessarily brief and is subject to change. It does not and cannot amend or modify any applicable provision of federal or state law or the University Rules, available for your examination at the Office of the Secretary of the Board of Trustees on campus, or on the Board of Trustees website: http://www.uc.edu/trustees/rules.html.

While every attempt has been made to insure that the information in this manual accurately describes the rules and policies of the Utilities, Facilities & Business Affairs (UFBA) departments of the Office of the Vice President for Finance; if there is a discrepancy, the University Rules shall prevail.

UFBA retains the right to modify, amend, or supplement the information in this manual. An online version of this manual is available at the following website: http://www.uc.edu/content/dam/uc/af/facilities/fme/policies2013ufba.pdf and changes or revisions will be posted at the same location.

If you are represented by an exclusive employee organization, the provisions of the collective bargaining agreement applicable to your position will apply when they differ from those described in this manual.

Reviewed and approved by
The Executive Staff of
Utilities & Technical Support,
Facilities Management &
Business Affairs Office

Revised: July 2013
GLOSSARY OF TERMS

<table>
<thead>
<tr>
<th>Term</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABS</td>
<td>Paid Absence</td>
</tr>
<tr>
<td>AFit</td>
<td>Administration &amp; Finance Information Technology Department</td>
</tr>
<tr>
<td>AFSCME</td>
<td>The American Federation of State, County and Municipal Employees</td>
</tr>
<tr>
<td>AWOL-LC</td>
<td>Absent Without Leave - Late Call</td>
</tr>
<tr>
<td>AWOL-NC</td>
<td>Absent Without Leave - No Call</td>
</tr>
<tr>
<td>AWOL-SNOP</td>
<td>Absent Without Leave - Sick No Pay</td>
</tr>
<tr>
<td>AWOL-WC</td>
<td>Absent Without Leave - With Call</td>
</tr>
<tr>
<td>BSCK</td>
<td>Bereavement Long Term Sick</td>
</tr>
<tr>
<td>BWC</td>
<td>Bureau of Worker’s Compensation</td>
</tr>
<tr>
<td>COMP</td>
<td>Compensatory Time</td>
</tr>
<tr>
<td>CTT</td>
<td>Compensatory Time Taken</td>
</tr>
<tr>
<td>DL</td>
<td>Discretionary Leave</td>
</tr>
<tr>
<td>EH&amp;S</td>
<td>Environmental Health &amp; Safety Department</td>
</tr>
<tr>
<td>FMLA</td>
<td>Family and Medical Leave Act</td>
</tr>
<tr>
<td>Form A -128</td>
<td>Request for Approval to Perform Outside Service Form</td>
</tr>
<tr>
<td>Form A -1328</td>
<td>Electronic Time Off From Work Form</td>
</tr>
<tr>
<td>HR</td>
<td>Human Resources Department</td>
</tr>
<tr>
<td>ID</td>
<td>Identification</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>IUOE</td>
<td>The International Union of Operating Engineers</td>
</tr>
<tr>
<td>OAR</td>
<td>Outside Activity Report</td>
</tr>
<tr>
<td>SCK</td>
<td>Long Term Sick</td>
</tr>
<tr>
<td>SEIU</td>
<td>The Service Employees International Union</td>
</tr>
<tr>
<td>SNOP</td>
<td>Sick – No Pay</td>
</tr>
<tr>
<td>STS</td>
<td>Short Term Sick</td>
</tr>
<tr>
<td>UFBA</td>
<td>Utilities, Facilities &amp; Business Affairs</td>
</tr>
<tr>
<td>UC</td>
<td>University of Cincinnati</td>
</tr>
<tr>
<td>UCit</td>
<td>University of Cincinnati Information Technology Department</td>
</tr>
<tr>
<td>UHS</td>
<td>University Health Services Department</td>
</tr>
<tr>
<td>VAC</td>
<td>Vacation</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface</td>
<td>i</td>
</tr>
<tr>
<td>Glossary of Terms</td>
<td>ii</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>iii</td>
</tr>
<tr>
<td>1. Use of Time Clock</td>
<td>1</td>
</tr>
<tr>
<td>2. Attendance</td>
<td>2</td>
</tr>
<tr>
<td>3. Tardiness</td>
<td>4</td>
</tr>
<tr>
<td>4. Call-in by Employee to Report His/Her Absence</td>
<td>5</td>
</tr>
<tr>
<td>5. Late Call</td>
<td>7</td>
</tr>
<tr>
<td>6. Medical Leave of Absence</td>
<td>8</td>
</tr>
<tr>
<td>7. Other Leaves of Absence</td>
<td>11</td>
</tr>
<tr>
<td>8. Family and Medical Leave Act (FMLA)</td>
<td>13</td>
</tr>
<tr>
<td>9. Bereavement</td>
<td>17</td>
</tr>
<tr>
<td>10. Discretionary Leave</td>
<td>18</td>
</tr>
<tr>
<td>11. Performance Evaluation</td>
<td>20</td>
</tr>
<tr>
<td>12. Constructive Discipline</td>
<td>21</td>
</tr>
<tr>
<td>13. Dress Code</td>
<td>22</td>
</tr>
<tr>
<td>14. Uniform Policy</td>
<td>24</td>
</tr>
<tr>
<td>15. Safety Shoes</td>
<td>25</td>
</tr>
<tr>
<td>16. Occupational Safety</td>
<td>26</td>
</tr>
<tr>
<td>17. Health Services – Illness or Injury While on the Job</td>
<td>28</td>
</tr>
<tr>
<td>18. Vehicle Operation Safety Policy</td>
<td>30</td>
</tr>
<tr>
<td>19. Paychecks</td>
<td>33</td>
</tr>
<tr>
<td>20. Closing Policy</td>
<td>35</td>
</tr>
<tr>
<td>21. UFBA Cell Phone Policy</td>
<td>38</td>
</tr>
<tr>
<td>22. Time Away from the Workplace Policy</td>
<td>39</td>
</tr>
<tr>
<td>23. Travel Procedures</td>
<td>40</td>
</tr>
<tr>
<td>24. Collateral Employment</td>
<td>41</td>
</tr>
<tr>
<td>25. University Resources</td>
<td>42</td>
</tr>
<tr>
<td>26. General Policy on the Use of Information Technology</td>
<td>43</td>
</tr>
<tr>
<td>27. Other Resources Regarding Policies &amp; Procedures</td>
<td>44</td>
</tr>
</tbody>
</table>

## Appendices

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. U&amp;F Discipline Schedule</td>
<td>46</td>
</tr>
<tr>
<td>B. EH&amp;S Advisory-Illness &amp; Injury on the Job</td>
<td>51</td>
</tr>
<tr>
<td>C. General Policy on the Use of Information Technology</td>
<td>55</td>
</tr>
</tbody>
</table>
All non-exempt (from overtime), bi-weekly, hourly-paid employees will record on the job attendance using the university timekeeping system (as instructed) at the beginning and end of each work day. If an employee works a split shift or leaves for more than the normal lunch period, the employee must also record his/her in and out times using the university timekeeping system.

A. An employee may not clock in until the time he/she is authorized to work, either by his/her schedule or authorized overtime. The grace period before an employee’s authorized shift is up to six (6) minutes.

B. For payroll purposes only, there is a grace period, up to six (6) minutes following the start of the shift. The employee will not lose pay for any period under six (6) minutes; however, abuse of this grace period may lead to disciplinary action as tardy.

C. Employees may not engage in any work before their starting or after their quitting times unless authorized in advance.

D. Employees must clock in and out for themselves only. Anyone using another employee’s badge or ID, or permitting his/her badge or ID to be used by another employee will be subject to discharge through an administrative hearing where management will recommend discharge.

E. For employees who forget or fail to register their attendance at the beginning of the work day, time worked for pay purposes will not begin until they officially register their presence with their supervisor. However, when a supervisor can verify that an employee actually performed work prior to registering in late, the correct time will be noted on the Exception Report.

F. Actual time worked by employees who forget or fail to register their quitting time at the end of their work day must be verified by their supervisor and noted on the Exception Report.

G. Since time records constitute the basis for payment of wages, they are vitally important to both the employee and the University. Employees that consistently fail to clock in or out, or clock at other than the proper time, will be subject to disciplinary action.

H. Lost or mutilated identification badges must be reported to a supervisor immediately.

I. When an employee works overtime immediately following, or prior to, his/her regular shift, as has been past practice, he/she is not authorized to clock out and back in again.
Attendance evaluation will be the average of two factors: the number of occasions of absence and the length of absence then subtract the tardy factor. Hours absent are based on SCK, STS, AWOL-SNOP, AWOL-NC, AWOL-WC, AWOL-LC (refer to Glossary of Terms). Hours missed during FMLA, ABS, VAC, CTT, and BSCK are not counted for evaluation and Discretionary Leave.

The numbers mean the same as in any other evaluation:
5 = consistently exceeds performance standards;
4 = consistently meets and often exceeds standards;
3 = consistently meets standards;
2 = does not consistently meet standards;
1 = seldom meets standards.

<table>
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<tr>
<th>Annual Attendance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rating</td>
</tr>
<tr>
<td>Occasions</td>
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<tr>
<td>Hours</td>
</tr>
</tbody>
</table>

The impact of tardiness on attendance evaluation is as follows:
| Occasions | 0 | 1 - 3 | 4 - 5 | 6 - 7 | 8+ |
| Subtract | 0 | -.25 | -1 | -2 | -3 |

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<thead>
<tr>
<th>Final Probationary Attendance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rating</td>
</tr>
<tr>
<td>Occasions</td>
</tr>
<tr>
<td>Hours</td>
</tr>
</tbody>
</table>

The impact of tardiness on attendance evaluation is as follows:
| Occasions | 0 | 1 | 2 | 3 | 4+ |
| Subtract | 0 | -.25 | -1 | -2 | -3 |

No employee will be assessed a negative rating. In the event that a negative rating is calculated, it will be counted as a +1. When an average rating is not a whole number, round up if .5 or greater, and round down if .49 or lower. In order for an employee to receive an attendance rating of a 5, (s)he must receive zero (0) hours absent and zero (0) occasions.
As of July 1, 1990, multiple “occasions” of absence in the UFBA attendance standard will be counted as a single occasion when they are the result of follow-up treatment for a procedure that required treatment in a hospital, or an outpatient procedure that formerly required hospital admission. An example is the physical therapy sometimes required after a heart attack or major surgery. This may differ from access to long-term sick bank.

The Director of Business Affairs will oversee this exception process to assure consistency and fairness.

Required Overtime

Essential personnel may be required to report to work outside their scheduled hours. Certain operations within UFBA necessitate overtime from staff in order to maintain campus safety or critical university operations. Management will make every effort to notify each employee. By virtue of this policy, employees are advised that they may be required to serve in this capacity. Failure to comply with this requirement may subject the employee to disciplinary measures.

Bereavement Leave

Bereavement leave is excluded from this calculation, both in hours and in occasions. Eligibility for bereavement leave is based upon UC’s Policy for Use of Sick Leave (30-31-21) or the appropriate collective bargaining agreement that applies to the employee (refer to UFBA Policy 9).
All tardy absences of 31 minutes or more must be documented on the Electronic Time-Off Form (1328). Employees may not work beyond their scheduled shift to make up lost time due to tardiness. In addition, neither accrued compensatory time nor vacation time may be used for purposes of absolving tardiness, with the following exceptions:

A. An employee eligible for Discretionary Leave (see UFBA Policy 10 Discretionary Leave) may be granted the use of vacation or comp time, once per calendar month for one (1) tardy incident of 30 minutes or less. In this instance, no points are assessed. It is the responsibility of the employee to initiate the request to use vacation or compensatory time, via the Electronic Time-Off Form (1328), with the intention to use the Discretionary Leave tardy policy, clearly marked. This form must be submitted on the day that the tardy occurs.

B. Severe weather days only as ruled by the Director of Business Affairs.

C. Other substantiated crises which are to be reviewed on a case-by-case basis by the AVP of Facilities, Utilities, or Director of Business Affairs.

D. Please be aware that occasions of tardiness will result in an assessment of discipline as per the UFBA Discipline Schedule (see Appendix A).
UFBA Policy 4  CALL-IN BY EMPLOYEE TO REPORT HIS/HER ABSENCE

Page 1 of 2  Effective: March 2008, Rev. July 2013

Employees must call in to report his/her absence any time prior to and one-half hour (30 minutes) following the starting time of an assigned shift, on the first day of absence, and each day thereafter, until Business Affairs receives a physician’s note covering the employee absence for a specific period of time. Once the physician’s note expires, the employee must resume calling in each day of his/her absence, within the prescribed time period.

Call-ins will be accepted at the UFBA Call-In Telephone Line at (513) 556-3281; Utilities staff must also call the appropriate Utilities Call-In Line (see Call-In Procedure below).

CALL-IN PROCEDURE:

A. Classified employees who are unable to make it to work are required to call the UFBA call-in line at (513) 556-3281 before his/her shift starts or within the first 30 minutes of his/her shift. Unclassified employees should contact their supervisor within the same prescribed time. Utility Plant Shift Operators and Emergency Maintenance employees must call the call-in line no less than two hours before the start of his/her shift. Failure to call within the prescribed period of time will constitute a late call.

In addition, employees who work in Utilities are to also call the appropriate number below when calling in:

- Central Utility Plant – (513) 556-2567
- East Utility Plant – (513) 558-1796

B. It is important that employees speak clearly and provide all the information requested on the recording.

1. Full name
2. Date
3. Supervisor
4. Reason for calling in:

   a) The following are examples of acceptable reasons for calling in.

   PLEASE NOTE: Employees approved for FMLA must link absences to the approved FMLA.

   - Sickness - Hospitalization - Death in Family
   - Jury duty - Family member sick - Late
   - Discretionary leave (indicate vacation or compensatory time)

   b) The following are unacceptable reasons and will constitute loss of pay for entire shift with occasion and points being charged:

   - Calling off - Calling in - Not coming in

C. Supervisors may also require their employees to call them directly. Please check with your supervisor.
UFBA Policy 4  CALL-IN BY EMPLOYEE TO REPORT HIS/HER ABSENCE

EXCEPTION:
The only exception to this policy will be Emergency Maintenance personnel who are required to:

Call his/her coworker (or call his/her supervisor, if unable to contact a coworker) to cover their shift no less than two hours before the time scheduled to report to work on the first day of absence and each day thereafter (due to the requirement for continuous coverage.) [Refer to Human Resources Policy 21-01, Notification for Use of Sick Leave, Item 2.]

If an employee has any questions about the policy for his/her specific area, he/she should contact his/her supervisor.

Failure to Call Within the Prescribed Time:

Please be aware that failure to call within the prescribed time beginning on the first day of absence and each day thereafter (unless hospitalized, institutionalized, or on an approved medical leave of absence), will result in an assessment of discipline as per the UFBA Discipline Schedule. [Refer to Appendix A.]

A. In cases where institutionalization or hospitalization is required, the employee shall be responsible for calling upon admission and upon discharge, and each day after discharge until/unless department has a physician’s note covering the employee for the period of absence.

B. It is the employee’s responsibility to be certain that Business Affairs has received a physician’s note for the period of absence due to his/her illness or a family medical need that requires his/her presence. The employee should call his/her timekeeper to be sure that the note is in the timekeeper’s possession.

C. When a bi-weekly paid employee exhausts all his/her sick balance and goes into sick no pay (SNOP) status, disciplinary points will be assessed.

D. If an employee is on leave for either vacation or compensatory time (and has an approved A-1328 for the time period), and that employee becomes hospitalized or institutionalized, the employee must provide a note from the physician or hospital/institution in order to change the vacation or compensatory time to sick leave.

E. Employees are required to be seen by University Health Services before returning to work when out for five (5) or more consecutive workdays due to his/her own illness or injury.

F. If an employee calls in “sick” when (s)he had a prescheduled vacation starting at the beginning of the shift, vacation time will be assessed; if a prescheduled vacation is scheduled for the end of the shift, sick time will be assessed.
When an employee does not call into work within the prescribed period of time (see UFBA Policy 4 Call-In by Employee to Report Their Absence), he/she is docked pay for the entire shift. Please be aware that failure to call within the prescribed time will result in an assessment of discipline as per the UFBA Discipline Schedule (see Appendix A).

**Exception:**
Employees who are eligible for Discretionary Leave (see UFBA Policy 10) may have one (1) exception per calendar year to the Late Call Policy.

1. Upon a late call, the Discretionary Leave (DL) eligible employee will be permitted to use vacation or compensatory time (comp time) for the remainder of the shift which follows the late call. This employee will still be docked between his/her normal start time and the call-in time, and will also be assessed three (3) disciplinary points.

2. The employee must initiate the request to use vacation time for a late call exception. This is done via the Electronic Time-Off Form (1328), with the supervisor’s signature. The request for an exception must be clearly noted on the form. It is mandatory that this form be submitted the next working day.
Per Human Resources (HR) Policy 21-21 and the appropriate collective bargaining agreement, any time an employee is away from work for illness or family illness, a doctor’s note is required:

- On the fourth (4th) day of absence for AFSCME and IUOE employees;
- On the fifth (5th) day of absence for SEIU, Unrepresented-Classified, and Unrepresented-Unclassified employees.

In addition:

- AFSCME, IUOE, SEIU and all Unrepresented-Classified employees must follow the UFBA Policy 4, Call-In by Employee to Report Their Absence, daily until a doctor’s note is received in Business Affairs. For verification, employees should call their timekeeper.
- All Unrepresented-Unclassified employees must call their direct supervisor daily until a doctor’s note is received in Business Affairs. For verification, please call Business Affairs.

Once a doctor’s note is received in Business Affairs for the employee, that employee is not required to call in daily until the doctor’s note expires. When the doctor’s note expires, the Classified or Unclassified employee is once again required to call in for each day of absence. Please be aware that failure to call within the prescribed time will result in an assessment of discipline as per the UFBA Discipline Schedule (see Appendix A). Refer to UFBA Policy 4 for further details.

**PLEASE NOTE:** Collateral employment while on sick leave is prohibited. Abusing sick leave will result in discipline up to and including termination.

**Medical Leave of Absence (MLOA) With Pay:**

A. If an employee runs out of long-term sick, he/she may use vacation, compensatory or short-term sick time (if applicable) to remain in pay status (HR Policy 21-12 and appropriate collective bargaining agreement). Business Affairs must receive a written statement from the employee for authorization to use time other than long-term sick, and such note must be received in Business Affairs prior to the expiration of the employee’s paid leave.

B. Paid and unpaid sick time may also be designated by the employee, with certification, and by the employer as Family Medical Leave (FMLA) if the absence meets the eligibility requirements. (Refer to UFBA Policy 8 on FMLA for further details.)
C. If an employee is on sick leave for a period exceeding the employee's accumulated sick leave balance, the employee will be placed on Medical Leave of Absence Without Pay.

Medical Leave of Absence (MLOA) Without Pay:

D. An employee must provide a doctor's note stating an approximate return date.

E. Unpaid sick time may also be designated by the employee, with certification, and by the employer as Family Medical Leave (FMLA) if the absence meets the eligibility requirements. (Refer to UFBA Policy 8 on FMLA for further details.)

F. After six (6) months on MLOA without pay, the employee will be placed on Disability Leave, and his/her position may be filled. (Refer to HR Policy 21-12)

Disability Leave:

G. An employee will be placed on Disability Leave, and his/her position may be filled if any one of the following conditions exists (for further details refer to appropriate collective bargaining agreements):
   a. If the employee cannot furnish a probable date for return to work (thereby becoming ineligible for unpaid medical leave) the employee shall receive Disability Leave, provided the disability continues beyond the employee’s accrued sick leave.
   b. If the employee’s incapacitation exceeds six (6) months, the employee shall receive Disability Leave, provided the disability continues beyond the employee’s accrued sick leave and the Leave of Absence Without Pay.
   c. The doctor’s note states the employee is totally disabled. (Refer to HR Policy 21-04)

Medical Leave of Absence and Family Medical Leave Act:

H. An employee may be placed on MLOA, with or without pay, (provided absence meets eligibility requirements) due to the employee’s illness or to care for an immediate family member when a doctor’s note is provided stating the need for the employee to care for that family member. The approved MLOA may also be designated as Family Medical Leave (FMLA) if the absence meets the eligibility requirements and will run concurrently with a designation of MLOA. (Refer to UFBA Policy 8 on FMLA for further details.)
I. Time off under FMLA, will not count against any attendance rating or discretionary leave.

Returning to Work:

J. An employee who is off work for five (5) or more consecutive work days for his/her own illness will be required to be seen by the University Health Services (UHS) before returning to work. Employees on leave to care for an immediate family member are not required to be seen by UHS. An employee whose illness or medical leave, as indicated on his/her own physician’s statement, was muscular, skeletal, psychiatric or for which there are any restrictions, may not return to work until he/she has been seen and approved by UHS.

K. In order to make an appointment with UHS, Business Affairs must be notified at least two (2) business days prior to the anticipated return. In cases where two (2) business days prior notice is not possible, an exception may be made if an appointment is available. There may be cases where the illness or medical leave was due to child birth (normal, not by c-section), a common cold or sore throat, in which the supervisor is comfortable with the person returning to work without being seen by UHS. In these cases, if an appointment cannot be obtained in time, the person may be permitted to return to work for a day or two prior to being seen by University Health Services. The prior return to work does not preclude the individual from adhering to the policy and being seen by University Health Services.

Decisions regarding returning to work with any restrictions issued by UHS must be made by the employee’s Director, in consultation with the AVP for Facilities Management or Utilities, and the Director of Business Affairs.
A. Military Leave

1. Refer to HR Policy 21-17 and 21-18 and the appropriate collective bargaining agreement for detailed information on compensation, benefits, etc.

2. Per Human Resources (HR) Policy 21-18, permanent UC employees are eligible for up to one (1) month (not exceeding 31 days for SEIU) paid leave in each calendar year if they are performing service as required in the uniformed services.

3. All such employees who are ordered to the uniformed services for longer than one (1) month based on executive order of the President of the United States, an act of Congress or other such duty as ordered by the governor are entitled to the difference between their gross monthly wages as University employees and the sum of their gross uniformed services pay and allowances for the periods beyond the initial month each calendar year.

4. Employees must provide a copy of the military orders.

5. Sick leave and vacation credits will continue to accrue during a military leave.

B. Education Leave

1. Refer to HR Policies 21-12 and 21-14, and the appropriate collective bargaining agreement for more information.

2. Per HR Policy 21-14, leave without pay may be granted for a period of one year for purposes of education, training, or specialized experience which would be of benefit to the university by improving performance at any level.

3. An extension of the leave may be granted for a period not to exceed one additional year.

4. To be eligible, employee must have been working in a full-time capacity for a minimum of one year.

5. Requests for education leave must be made in writing.

6. All rules regarding leave without pay (HR: 21-12) remain in effect during an educational leave without pay, except that the duration of an educational leave without pay for classified and unclassified staff is one year, and it allows for an extension to one additional year.
C. Personal Leave

1. Per HR Policy 21-12, employees may be granted up to six months of leave of absence without pay for personal reasons.

2. Request for leave must be in writing, submitted to the supervisor, and approved by the AVP for Facilities or Utilities in consultation with the Director of Business Affairs.

3. All accrued vacation and compensatory time (if applicable) must be exhausted before a leave of absence without pay can be approved.

4. Refer to HR Policy 21-12, Leave of Absence Without Pay, and the appropriate collective bargaining agreement for more information.
Frequently Asked Questions and Answers

**Q: How much leave am I entitled to under FMLA?**

If you are an "eligible" employee, you are entitled to 12 weeks of leave for certain family and medical reasons during a 12-month period.

**Q: How is the 12-month period calculated under FMLA?**

Employers may select one of four options for determining the 12-month period:

- the calendar year;
- any fixed 12-month "leave year" such as a fiscal year, a year required by state law, or a year starting on the employee’s "anniversary" date;
- the 12-month period measured forward from the date any employee’s first FMLA leave begins; or
- a "rolling" 12-month period measured backward from the date an employee uses FMLA leave.

**Q: Does the law guarantee paid time off?**

No. The FMLA only requires unpaid leave. However, the law permits an employee to elect, or the employer to require the employee to use accrued paid leave pursuant to the employer’s leave provisions, such as vacation or sick leave, for some or all of the FMLA leave period. When paid leave is substituted for unpaid FMLA leave, it may be counted against the 12-week FMLA leave entitlement if the employee is properly notified of the designation when the leave begins.

**Q: Does workers’ compensation leave count against an employee’s FMLA leave entitlement?**

It can. FMLA leave and workers’ compensation leave can run together, provided the reason for the absence is due to a qualifying serious illness or injury and the employer properly notifies the employee in writing that the leave will be counted as FMLA leave.

**Q: Can the employer count leave taken due to pregnancy complications against the 12 weeks of FMLA leave for the birth and care of my child?**

Yes. An eligible employee is entitled to a total of 12 weeks of FMLA leave in a 12-month period. If the employee has to use some of that leave for another reason, including a difficult pregnancy, it may be counted as part of the 12-week FMLA leave entitlement.
Frequently Asked Questions and Answers

**Q: Can the employer count time on maternity leave or pregnancy disability as FMLA leave?**

Yes. Pregnancy disability leave or maternity leave for the birth of a child would be considered qualifying FMLA leave for a serious health condition and may be counted in the 12 weeks of leave so long as the employer properly notifies the employee in writing of the designation.

**Q: If an employer fails to tell employees that the leave is FMLA leave, can the employer count the time they have already been off against the 12 weeks of FMLA leave?**

In most situations, the employer cannot count leave as FMLA leave retroactively. Remember, the employee must be notified in writing that an absence is being designated as FMLA leave. If the employer was not aware of the reason for the leave, leave may be designated as FMLA leave retroactively only while the leave is in progress or within two business days of the employee’s return to work.

**Q: Who is considered an immediate "family member" for purposes of taking FMLA leave?**

An employee’s spouse, children (son or daughter), and parents are immediate family members for purposes of FMLA. The term "parent" does not include a parent "in-law". The terms son or daughter do not include individuals age 18 or over unless they are "incapable of self-care" because of mental or physical disability that limits one or more of the "major life activities" as those terms are defined in regulations issued by the Equal Employment Opportunity Commission (EEOC) under the Americans With Disabilities Act (ADA).

**Q: May I take FMLA leave for visits to a physical therapist, if my doctor prescribes the therapy?**

Yes. FMLA permits you to take leave to receive "continuing treatment by a health care provider," which can include recurring absences for therapy treatments such as those ordered by a doctor for physical therapy after a hospital stay or for treatment of severe arthritis.

**Q: Which employees are eligible to take FMLA leave?**

Employees are eligible to take FMLA leave if they have worked for their employer for at least 12 months, and have worked for at least 1,250 hours over the previous 12 months, and work at a location where at least 50 employees are employed by the employer within 75 miles.
Frequently Asked Questions and Answers

Q: Do the 12 months of service with the employer have to be continuous or consecutive?
No. The 12 months do not have to be continuous or consecutive; all time worked for the employer is counted.

Q: Do the 1,250 hours include paid leave time or other absences from work?
No. The 1,250 hours include only those hours actually worked for the employer. Paid leave and unpaid leave, including FMLA leave, are not included.

Q: How do I determine if I have worked 1,250 hours in a 12-month period?
Your individual record of hours worked would be used to determine whether 1,250 hours had been worked in the 12 months prior to the commencement of FMLA leave. As a rule of thumb, the following may be helpful for estimating whether this test for eligibility has been met;

- 24 hours worked in each of the 52 weeks of the year; or
- over 104 hours worked in each of the 12 months of the year; or
- 40 hours worked per week for more than 31 weeks (over seven months) of the year.

Q: Do I have to give my employer my medical records for leave due to a serious health condition?
No. You do not have to provide medical records. The employer may, however, request that, for any leave taken due to a serious health condition, you provide a medical certification confirming that a serious health condition exists.

Q: Can my employer require me to return to work before I exhaust my leave?
Subject to certain limitations, your employer may deny the continuation of FMLA leave due to a serious health condition if you fail to fulfill any obligations to provide supporting medical certification. The employer may not, however, require you to return to work early by offering you a light duty assignment.

Q: Are there any restrictions on how I spend my time while on leave?
Employers with established policies regarding outside employment while on paid or unpaid leave may uniformly apply those policies to employees on FMLA leave. Otherwise, the employer may not restrict your activities. The protections of FMLA will not, however, cover situations where the reason for leave no longer exists, where the employee has not provided required notices or certifications, or where the employee has misrepresented the reason for leave.
Frequently Asked Questions and Answers

Q: Can my employer make inquiries about my leave during my absence?

Yes, but only to you. Your employer may ask you questions to confirm whether the leave needed or being taken qualifies for FMLA purposes, and may require periodic reports on your status and intent to return to work after leave. Also, if the employer wishes to obtain another opinion, you may be required to obtain additional medical certification at the employer’s expense, or rectification during a period of FMLA leave. The employer may have a health care provider representing the employer contact your health care provider, with your permission, to clarify information in the medical certification or to confirm that it was provided by the health care provider. The inquiry may not seek additional information regarding your health condition or that of a family member. Employees approved for FMLA must link absences to the approved leave.

Q: Under what circumstances is leave designated as FMLA leave and counted against the employee’s total entitlement?

In all circumstances, it is the employer’s responsibility to designate leave taken for an FMLA reason as FMLA leave. The designation must be based upon information furnished by the employee. Leave may not be designated as FMLA leave after the leave has been completed and the employee has returned to work, except if:

- the employer is awaiting receipt of the medical certification to confirm the existence of a serious health condition;
- the employer was unaware that leave was for an FMLA reason, and subsequently acquires information from the employee such as when the employee requests additional or extensions of leave; or,
- the employer was unaware that the leave was for an FMLA reason, and the employee notifies the employer within two days after return to work that the leave was FMLA leave.

Source: http://www.uc.edu/hr/benefits/leaves_of_absence.html
AFSCME and IUOE employees are eligible to use a maximum of five (5) days long-term sick days upon death of an immediate family member, as outlined in the appropriate collective bargaining agreement. All other employees are eligible to use a maximum of 5 days sick. Use of sick time must be for family members as described in the University Policy 21-01, Use of Sick Leave, Section 2B and 4 and as noted in the appropriate collective bargaining agreement.

Absences beyond five (5) days must be pre-approved by the supervisor. If eligible for discretionary leave, employees may use vacation or compensatory time. Employees not eligible for discretionary leave must request approval at least 24 hours in advance to use vacation or compensatory time, or they may request time off without pay.

While on probation, employees will be authorized to be absent without pay or he/she may elect to use compensatory time if available.

Upon returning to work, employee must complete the Electronic Time-Off Form (1328) and provide a funeral note or newspaper clipping that identifies the employer as an immediate family member.

Bereavement will not count against any attendance rating, or discretionary leave.
Our Department policy requires that employees give 24-hours notice before taking vacation or compensatory time. This requirement is waived if the employee is eligible for Discretionary Leave. In addition to the 24-hours notice waiver, the Discretionary Leave eligibility offers the following benefits:

- One exception per calendar month to the Tardiness policy (see UFBA Policy 3).
- One exception per year to the Late Call policy (see UFBA Policy 5).

Please refer to each of these policies for complete details.

For Utility Personnel only, Discretionary Leave may only be used once per quarter. Shift operators must call in 2 hours before the start of their shift when on second or third shift, and also any shift on weekends. First shift operators (weekdays only) and maintenance personnel must call in 30 minutes before the start of their shift. Discretionary Leave will not be approved if the engineer who will have to cover the shift has already worked overtime that day. In addition, Discretionary Leave may not be used on a university holiday, the day before a holiday or any holiday that falls on the weekend.

When an eligible employee wants to use Discretionary Leave, the employee must comply with all five (5) steps below:

1. **Follow his/her department policy** regarding obtaining his/her supervisor’s approval to take Discretionary Leave.

2. **Call in to the UFBA Call-In Telephone Line at (513) 556-3281** to report using Discretionary Leave any time prior to, or up to one half-hour (30 minutes) following the starting time of the employee’s assigned shift.

3. **State on the Call-In Message** that he/she will be **taking discretionary comp or discretionary vacation for the entire day or for a portion of the day** (be specific, such as indicating that you anticipate being late.)

4. **Submit an Electronic Time-Off Form (1328)** to his/her supervisor for approval on the day the employee returns to work.

5. **Mark “Discretionary Leave”** on the employee’s Form 1328.
Applies To Classified Employees Only

To be Eligible for Discretionary Leave:

- The employee must have successfully completed his/her probationary period. After completing probation, new hires may be considered for Discretionary Leave eligibility.

- The employee must obtain at least a satisfactory rating of (3) for attendance, based on the UFBA department-wide attendance standards from January 1988, & amended in July 1990. The standard averages the number of occasions of absence and the number of hours absent to calculate the eligibility.

- The employee must have a satisfactory (3) overall rating on his/her performance evaluation for the past year. SEIU employees must meet at least 80% of their goals and standards.

- The employee cannot be in a disciplinary mode as indicated in #2 of the UFBA Discipline Schedule (see Appendix A).

Employees who are not eligible for Discretionary Leave must give at least 24-hours notice in order to use vacation or compensatory time.
Please refer to HR Policy 18-0. All University classified employees will be given performance evaluations twice during the probationary period and once on their anniversary date each year thereafter. The purpose of the evaluation is to provide feedback, assist the employee in improving performance, give credit for work well done and act as a guide for personal development. In the event of a layoff, performance evaluations may determine efficiency points, depending on classification.

Unclassified personnel receive performance evaluations annually based on A&F’s evaluation process which includes goals and objectives. Merit increases (if applicable) will be based on the attainment of goals and overall performance.
The University promotes the philosophy of progressive corrective discipline which provides the employee the opportunity to understand a problem and take corrective action in order to strengthen job performance and achieve success. [See HR Policy #15-03] The department will follow the guidelines of the UFBA Discipline Schedule (see Appendix A) with each manager responsible for ensuring the consistency of disciplinary actions within their department.

For more details, refer to the appropriate collective bargaining agreement or UFBA Discipline Schedule. The Director of Business Affairs will oversee disciplinary actions and work in consultation with managers to assure consistency throughout UFBA. The Director of Business Affairs, in conjunction with Labor Relations, is available for contract and policy interpretations, as well as providing guidance in appropriate steps to be taken in dealing with employee conduct.
Employees are expected to dress in formal business, business-casual or professional attire to maintain and promote a proper and professional appearance. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction. Discipline is applicable to dress code violations. If uncertain about appropriateness of attire, employees should ask their supervisor for assistance.

A. All employees supplied with uniforms will be in full uniform and maintain a clean, neat appearance when working on campus. Shirt tails will be fully tucked in.

B. Shoes should be appropriate to the work being performed. Safety-toe shoes are required by management based on specific job duties. (Refer to UFBA Policy 15)

C. All outer garments are to be clean and in good repair.

D. Sweatshirts, sweatpants or jogging suits, tank tops, crop tops, and other such informal-wear worn as outer garments are not permitted. Jeans, t-shirts, shorts and tennis shoes may be acceptable as part of uniform attire in some departments. Please check with your supervisor.

E. Business-casual attire must be professional in appearance and suitable for office wear.

General guidelines include:

1. Shorts and tee shirts, with or without logos, are unacceptable.

2. Clothing that is revealing or inappropriate in the workplace is unacceptable.

3. Good grooming and neatness is required at all times.

4. Traditional business attire may be required when meeting with non-University of Cincinnati visitors, or when best suited for the employee’s position and/or life style.

F. Clothing, buttons and pins that include visible statements advertising commercial products or obscenities are inappropriate.

G. Hair, mustaches, beards and sideburns are to be clean, neatly groomed and kept in such a way as not to interfere with employee duties or safety.

H. Personal hygiene practices are to be sufficient to ensure cleanliness.
BUSINESS-CASUAL SUMMER POLICY

- Each year, during the period beginning the Monday after Spring Commencement and ending the day after Labor Day, UFBA implements an optional Business-Casual Summer Policy.

- This policy applies to all UFBA employees of the University of Cincinnati who are not required to wear uniforms or other attire for safety and/or identification reasons (refer to UFBA Policy 14 for specifics).

- Employees of certain areas may wear UC-logo tee shirts and shorts at the discretion of the supervisor.

- Formal business attire is always acceptable. Business-casual attire guidelines are listed in Item E above.
Where required by contract, each employee will be issued a certain number of sets of appropriate uniforms (refer to your collective bargaining agreement.) UC will provide laundering service, if the employee so chooses.

- Some employees may be required to wear specific personal protective uniforms with specific conditions for care.
- Uniforms may not be worn other than during work time.
- When new uniforms are issued, the old uniforms must be turned in.
- Uniforms will be returned to the department upon termination of employment or transfer to another department.
- Uniforms will be replaced due to age only after a minimum of four (4) years unless a supervisor or a laundering vendor for fire-resistant uniforms deems it necessary sooner.
- A Uniform Replacement form must be completed and attached to a Purchasing Worksheet, which must be signed by the appropriate Director or designee.
UFBA Policy 15
SAFETY SHOES
Page 1 of 1
Effective: March 2008

As it applies, and where their use is required by management, the University shall pay an amount as indicated by the appropriate collective bargaining agreement, towards the purchase of a pair of safety shoes. The employee will be responsible for any amount that exceeds the amount the University is obligated to pay for this purchase (per the appropriate collective bargaining agreement).

- Safety shoes are replaced on an *as needed* basis as deemed by management.

- Safety shoes must meet ANSI I-75/C-75 safety standards; electricians must wear composite toe shoes.

- Safety shoes must be purchased through the UFBA Purchasing Office.
Supervisors must see that all safety rules and good working methods are used by all employees. The supervisor must correct unsafe conditions promptly. It is the duty of all employees to use the safety equipment provided by their supervisor and to follow all the safety rules and safe working methods recommended for their safety. Employees must exercise the utmost caution to prevent injury to themselves and others. The following are general worksite guidelines. A comprehensive Safety Manual is available for reference. Please contact your supervisor for more information.

For a full set of University health and safety policies, please refer to the Department of Public Safety and Environmental Health and Safety Department’s website at http://ehs.uc.edu/advisories.asp. Should the employee have any questions, Environmental Health & Safety may be reached at 556-4968.

1. All employees are responsible for exercising safe working procedures. If unfamiliar with safe working procedures, they should contact their supervisor.

2. Unsafe conditions should be reported to the supervisor at once.

3. Employees should ask for safety instructions on unfamiliar jobs. Safety is the responsibility of every employee.

4. Employees should assist new employees, call their attention to unsafe or dangerous practices, and instruct them in safe work methods known to them.

5. Tools and equipment should be examined before each use. Any defective tool or piece of equipment shall be removed from service and reported to the supervisor.

6. Do not leave tools, equipment, or materials where they block aisle ways, stairs, or where they may roll, slide or fall.

7. Safety guards and devices are not to be defeated, removed or otherwise modified and must be used when performing related duties. In the situation where a guard must be removed for service maintenance, the device must be replaced prior to operation.

8. Air, water, steam and other pressure lines are not to be pointed or aimed at any person.
9. All personal injuries occurring on campus must be reported and first aid treatment sought immediately. Whenever possible, the employee should notify his/her foreman or supervisor before reporting to the University Health Services for treatment.

10. All employees must be trained on the proper use of equipment; such as, power tools, scissors/articulating lifts, scaffold and ladders.

11. Employees must follow the safety guidelines prior to entering a confined space, which includes the notification procedures and initiation of an entry permit.

12. All employees must follow the lockout/tag out procedure(s) prior to the de-energization of live electric or equipment.

13. Prior to any ground penetration, a dig permit must be obtained by the employee responsible for executing the work. All University and Ohio Utilities Protection Services (OUPS) contacts must be made prior to the commencement of digging (for further information refer to the Underground Concealed Utilities Identification Procedures and form at: http://www.uc.edu/architect/documents/forms/table.asp.)

14. Per University Rule 10-17-06, smoking shall be prohibited inside buildings, athletic facilities, and vehicles owned, operated or leased by the University of Cincinnati. Smoking shall also be prohibited within twenty-five feet of all university building entrances, exits, air intakes and operable windows. Smoking shall not be permitted on any bridge, overpass or enclosed walkway. In addition, a tobacco- and smoke-free environment shall be provided within the premises of the Academic Health Campus (East Campus/Medical Center). Please refer to the rule at: http://www.uc.edu/content/dam/uc/trustees/docs/rules_10/10-17-06.pdf.

15. Use caution in the use of chemicals. Read and follow directions on all labeled containers. If unsure, the employee should check with his/her supervisor.
Employee Illness/Injury

An employee who is off work for five (5) or more consecutive work days for his/her own illness will be required to be seen by the University Health Services (UHS) before returning to work.

Occupational/Work-Related Injury or Illness

Employees may receive emergency care for illness or injury occurring while on the job. Should illness or injury occur while on duty, whenever possible, the employee should immediately report to his/her supervisor who, if necessary, will direct them to the appropriate health service or to the emergency room at University Hospital. Employees are not required to use sick time for these visits, but care should be taken that this service is not abused.

1. Sick time used while off for a work-related injury will not count against any attendance rating or Discretionary Leave eligibility (see UFBA Policy 10).

2. If the employee misses more than one full day of work due to a work-related injury or illness, the employee may not return to work without a release from his/her physician and University Health Services. The employee shall schedule a return-to-work evaluation at University Health Services (East Campus, 584-4457; West Campus, 556-2564).

3. AFSCME/IUOE employees injured on the job are entitled to use long-term sick immediately to cover their absence.

4. Per Environmental Health and Safety Advisory 12.2, an employee who has an occupational/work-related injury or illness must report the incident to his or her supervisor as soon as possible, but not later than 24 hours after the occurrence.

5. The employee and the supervisor must complete the University of Cincinnati Initial Report on Work-related Injury or Illness [Form #A-1352(a)] regardless of the extent of injury or illness. The supervisor should process this form according to the instructions printed on the form. Forms can be obtained from:
   a. The Departmental Business Office
   b. Central Stores, stock number 30-2400
   c. Environmental Health and Safety Web Page (www.ehs.uc.edu)
   d. Environmental Health and Safety (556-4968)
6. The employee’s supervisor must notify Benefits and Compensation at 556-OUCH (556-6824) whenever a work-related injury or illness occurs.

7. The employee’s supervisor must contact his/her Director whenever a workplace injury occurs.

**Worker’s Compensation Claims**

If an employee plans to file a Worker’s Compensation Claim, he/she needs to be aware of the following:

1. If the employee chooses to use sick time for the absence, the Bureau of Worker’s Compensation (BWC) will not reimburse the employee for the sick time used. An employee cannot use sick leave and receive compensation from the BWC for the same days of absence (see Appendix B – EH&S Advisory 12.2, Page 3, Item 4).

2. If the employee chooses to use vacation, compensatory time, or leave without pay for the absence, the employee may be compensated through the BWC if the employee meets BWC eligibility requirements.

3. Sick, vacation, and/or compensatory time used for a work-related injury or illness will not be restored to the employee’s leave bank.
A. Each employee driving a University vehicle must possess a valid driver’s license and will be held responsible for its safe and legal operation on and off campus. No driver shall transport either people or material in his/her vehicle until he/she sees that the following conditions are met:

1. All material is properly secured so it will not roll, slide or fall while in transit;
2. Passengers are not permitted to ride in truck beds on public roads.
3. There are no more than three persons, including the driver in the cab of the truck;
4. Materials extending beyond the end or sides of the vehicle are properly identified with warning flags;
5. Riders are not permitted to get on or off a moving vehicle, nor to ride with arms, feet or legs extending over the sides or ends of the vehicle;
6. Employees must use seat belts where provided.

B. Specific areas of campus where vehicular traffic is prohibited include: MainStreet; Sigma Sigma Commons; pedestrian areas; and Glenn Sample Way paved area. Access to these areas is limited based upon assigned duties within those areas.

C. Employees may not ride in or drive a University vehicle unless authorized to do so.

D. Non-University employees are not permitted to ride in or drive a University vehicle unless authorized by Management. Contractors, consultants, etc., may be authorized by Management to ride in a University vehicle.

E. University vehicles shall be used exclusively for University business purposes.

F. University vehicles shall not be used for personal benefit or any other improper, illegal or unethical purpose.

G. Vehicles are not to be used on private lots (except for University business) or to be used to run to the bank, go home, or run personal errands. For more specific policies within an area, refer to that area’s Director.
H. In case of an accident please refer to the letter from the Department of Transportation Services in the glove compartment. The driver is responsible for reporting the accident to both the appropriate police agency and to Transportation Services. If towing is necessary during operating hours contact the Department of Transportation Services; at other times, the supervisor has the authority to contact a towing company.

I. The use of Walkman radios, Discman, or other stereo earpiece devices, while operating a University vehicle, is prohibited.

J. Any abuses of this policy will cause disciplinary action to be taken against individual(s) involved.

K. University vehicles made available to multiple users must be signed out before each use. A sign-in sheet should be made available for that purpose at the key drop-off/pick up area for each car or in the car itself if more convenient. The business reason for the use of the car must be indicated on the sign-out sheet.

L. Individuals with personally assigned cars – permanently or daily - will return all keys – cars & building keys to their Foreman/Supervisors at the end of their shift.

M. Foremen are responsible and accountable for making sure that cars are returned at the end of the day and keys locked up in the lock box.

N. A backhoe, articulating lifts, and any other large piece of equipment must have a walking escort when traveling in pedestrian areas on campus.

O. University vehicles are permitted to park in white stalls only. Do not park in blue handicapped stalls or in yellow fire lanes. Violations received for parking illegally are the responsibility of the employee.

P. Drivers will be held responsible for parking and traffic violations or fines while operating a University vehicle.

Q. All vehicles and tool bins will be locked; vehicles will be parked in their designated stalls or areas.
R. The designated driver shall be responsible for having the following checked:

1. crankcase oil level
2. power steering fluid
3. belts
4. radiator coolant level
5. automatic transmission fluid
6. battery water
7. tire pressure
8. lights and reflectors

All low fluid levels and/or broken belts shall be reported and repaired as soon as possible.

S. All repairs, adjustments, or modifications of any vehicle must be approved by the supervisor, and repairs, adjustments requested by a departmental designated driver. A "Driver’s Request for Repairs" must be completed with supervisor approval. These forms are available in the shop areas and in the glove compartments.

T. When notified by Transportation Services that a vehicle to be taken to the garage for routine general maintenance, the designated driver must comply. If another vehicle is needed for operations during this period, arrangements must be made through the supervisor.

U. When picking up a vehicle after repairs, the driver shall check the vehicle, obtain key, and sign the release on the repair order. Recurring problems shall be brought to the attention of the Manager of Transportation Services.

V. Keys: Each authorized driver will be issued keys to the assigned vehicle. Duplicate keys will be stored at Transportation Services and in the appropriate departmental area.
UFBA Policy 19
PAYCHECKS
Page 1 of 2
Effective: March 2008, Rev. December 2009

Payday:
Bi-weekly paid employee paychecks are issued on a bi-weekly basis, every other Tuesday. Monthly-paid employee paychecks are issued on the last working day of the month.

Delivery:
All paper paychecks, both regular and off-cycle, will be mailed on payday to the employee’s home address of record. Depending on US Postal Service delivery, employees may experience a delay in receiving their paychecks and are therefore encouraged to use Direct Deposit.

Direct Deposit:
Employees may sign up for Direct Deposit by using the Employee Self Service (ESS) module in UCFlex. For those employees who do not already have a bank account, virtually all major banks offer free checking with payroll Direct Deposit. UC has arranged with CINCO Credit Union to set up accounts for all interested UC employees. At a minimum, employees will be able to open a savings account and withdraw the funds on payday, as long as there is a $5 minimum balance remaining in the account.

Advices for Direct Deposit:
In order to view Direct Deposit paycheck advices, employees must use the Employee Self Service (ESS) module of UCFlex. UC no longer distributes paper advices for Direct Deposits now that all employees, including student employees, have access to ESS.

Errors in Pay:
If the employee feels that an error has been made on his/her check, he/she must bring it to the attention of his/her supervisor for follow-up and/or correction immediately. The employee must provide the supervisor with a copy of the employee’s check advice and the supervisor will forward it to the appropriate timekeeper. The timekeeper will work with Payroll to rectify the employee’s problem.

Request for Off-Cycle Check:
A request for an off-cycle check requires the employee’s signature to signify his/her request for this check to be issued and must be for one of the following reasons (per Payroll and Employee Information Systems Policy):
1. Non-student employee received less than 75% of gross pay (excludes ADL, extra compensation, automobile allowance, moving, overload and other Special Pay.)
2. Missing student pay is $25 gross or higher.
3. Request for payment relates to a settlement agreement.
4. Underpayment occurred due to University error.

Request for Vacation Advance:
As of 9/30/2006, UC no longer issues vacation advance checks.

Employee’s Final Paycheck:
Please be aware that all employees leaving the employ of the University of Cincinnati must complete an exit interview. When employees leave the university without completing the exit process, it will affect the employee’s final paycheck.

The employee’s last paycheck is released on the next scheduled payroll date following the processing of the separation; ordinarily, any vacation and sick payouts the employee is entitled to will be paid in the following pay period. However, if the exit interview is not completed by the last day of work, the vacation and sick payouts will be deferred until the 2nd payroll following the final paycheck, in order to assure that we are able to retrieve any University property the employee may still have. This means that the employee may wait up to two (2) additional pay periods to receive vacation/sick payouts.

Please note that, at the time of termination or separation, an employee’s access to the Employee Self-Service (ESS) component of UC Flex is discontinued. Employees who require online pay advices from ESS are encouraged to print hard copies in advance of their separation date. Final payroll advices will be mailed to the employee’s address of record. Employees may contact Payroll Operations if final paycheck and/or paycheck advice are not received thirty days after separation.

For general questions about payroll, please refer to the Payroll Frequently Asked Questions on the website at: http://www.uc.edu/af/controller/payroll/faq.html.
The University of Cincinnati is always officially open. During periods of severe inclement weather, public emergency, or other crisis, the President or a designated cabinet officer of the University of Cincinnati may issue an announcement of campus status as appropriate to the situation on the University electronic mail system and through local mass media outlets. In general, such a campus status announcement will inform the general public, as well as University of Cincinnati students and employees, that the University of Cincinnati campus, or a specific designated portion of the campus, is closed for a specific time period.

1. Such announcement may specify that University of Cincinnati classes, with the exception of the College of Medicine, are canceled until or after a specified time, or for an entire day.
2. Such announcements may specify that all events or programs, including both University events and non-University events held in University facilities, are canceled.
3. Such announcements may specify that certain University offices and facilities are closed, except for essential offices that never close under any circumstances.

The following UFBA positions are designated Essential and must report to work during inclement weather:

- All Unclassified Employees (unless designated non-essential by AVP or area Director)
- Directors
- Assistant Directors
- Associate Directors
- AQT I - Incinerator Operator
- AQT II - (HVAC/AM)
- BMS I, II, III (HVAC/AM/Electrical)
- Coordinators
- Custodial Group Leaders
- Electrician I and II
- Emergency Maintenance (includes Housing)
- Facility Automation System Engineers - All
- Grounds, Moving and Transportation Employees
- Housekeeping Managers
- Housekeeping Supervisors
- Plumbers (including Building Trades Leaders)
- Utility Plant Personnel
- Work Control - All Full-Time Staff (includes Public Inquiries Assistant)
The following positions are designated Non-Essential:

- Assistant Electricians
- Central Receiving Staff
- Locksmith positions
- Laborer/Housekeeping
- Mail Services Staff
- Painters (including BMS 3, Building Trades Leaders)
- Carpenters (including Building Trades Leaders)
- Custodial Worker Supervisor
- Labor Crew Leaders
- Custodial Workers
- Office Staff
- Maintenance Repair Worker 1 & 2

A. All Exempt/Salaried employees designated as essential are required to report or remain at work and will be compensated at their regular rate.

B. All Hourly Classified employees who are designated essential will be compensated at the rate of two (2) times the regular hourly rate for all hours worked during the closing period. The purpose is to pay all UFBA essential employees based on current union agreements. Should any of the agreements change, this policy will be updated.

C. All employees designated as essential, who do not report to work, must use Vacation/Comp. time or time off without pay.

D. Non-essential employees who report to work will not be allowed to work, UNLESS deemed essential by a manager, based on needs, with the approval of the AVP for Facilities, Utilities, or the Director of the area.

E. Should UC close during the day for inclement weather, employees who are required to remain at work will be compensated at the "Emergency Closing Rate" during the period of the emergency closing starting when the University officially closes.

F. Non-essential employees will receive their regular pay for the period of the emergency closing starting when the University officially closes.

G. Any employee living in an area designated as a Level 3 Snow Emergency, because of inclement weather conditions as classified by the Sheriff/Local Authorities of said area, will receive regular pay for that period, including employees designated as essential. It is the responsibility of the employee to provide documentation to this effect.
H. Employees reporting late to their designated shop will be allowed to use vacation/comp time to cover lost time regardless of eligibility for discretionary leave.

I. Employees calling in sick must use sick time from their sick leave pool, so long as a balance remains in their pool. If no balance remains in their pool, they will not be paid.

J. Any manager may designate an employee as essential, based on needs, and with the approval of the AVP for Facilities, Utilities, or Director of the area.

K. Should UC close early or for an entire day, the re-open time for UFBA Personnel, will be as specified in the closing announcement, or if not indicated in the closing announcement, it will be 8:00am the following day.

During major emergencies or a natural disaster, personnel will be directed according to their emergency response responsibilities as indicated in the Emergency Operations Plan.
The University may provide a wireless communication stipend to an employee who has a documented official university business need for a cell phone and meets eligibility requirements as outlined in the UC policy, which can be found at http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/wirestipend_pol.pdf. If you believe you have a university business need for a cell phone, please contact your supervisor for approval.

**Procedure to Request Cell Phone Stipend**

Prior to requesting a stipend, all employees must watch a 45 minute Wireless Communication Policy Video that can be found at:

http://eh.uc.edu/streaming%5Fmedia/training/admin%2Dwireless%2D09%2D01%2D08/

**To Request a Stipend**, the employee must complete the Stipend Request Form provided by UFBA Business Affairs Office and send it to the employee's director for approval, along with a copy of the employee’s cell phone bill. Once the request has been approved by the director, both the request and the cell phone bill should be forwarded to the Director of UFBA, ML 0080 for processing.

Once the Business Affairs Office has processed the request, the employee will be sent an email asking them to agree to the Terms of the Stipend and Payroll Deduction Agreement (if applicable). **The Stipend and Payroll Deduction requests will not be processed through payroll until the employee has accepted the Terms.**

All stipends are deactivated at the end of the fiscal year on June 30th. In order to retain the stipend, the employee must provide documentation of plan coverage and business use at the annual renewal time. We usually begin to process annual renewals in May or June.

**Responsibilities of Employees Receiving Stipend**

When a wireless communication stipend has been approved and provided to an employee to conduct official business, the employee must comply with the guidelines listed in the UC wireless communication stipend policy at: http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/wirestipend_pol.pdf.

Misuse or fraudulent receipt of a wireless communication stipend may result in progressive disciplinary action up to and including termination of employment and criminal prosecution.
Whenever UFBA employees wish to participate in non-work functions during work hours, they must receive prior approval from management. It is the employee’s responsibility to obtain this approval before leaving the workstation while on the clock (including breaks). Failure to obtain such approval may lead to loss of pay and disciplinary action. This is necessary in order that the manager may provide coverage for the work area during the employee’s absence. (Refer to HR Policy 21-03 and the appropriate collective bargaining agreement.)

These are examples of meetings and events for which employees must receive prior approval:

- University-wide, divisional, or departmental recognition functions.
- Divisional or departmental meetings, such as committee meetings
- Training sessions and seminars.
- Union meetings, grievances, hearings, etc.
- Breaks outside the workplace
- University-wide services such as employee assistance program appointments, job testing, interviews, and benefits updates.

Generally, only employees with attendance ratings of at least “3” (consistently meets standards) will be considered for participation in voluntary functions during work hours. Exceptions to this standard could be made for the last category - employee assistance program appointments, job testing, etc.; and for training absolutely required for performance of duties.

**Note:** Union Stewards must use the official forms provided for time off for University-related Union business.
Refer to Financial Policy 2.1.6 on Travel Expenses, effective 3/11/11.

Authority for Travel:

All University overnight business travel, including those expenses paid by Purchasing Card, must be pre-approved by:

1. Employee’s Supervisor, who will review and then forward to the...
2. Employee’s Director

through the submission of a Travel Authorization Form; a separate form must be completed for each employee.

Travel within Cincinnati or other same day travel does not require pre-approval.

Reimbursement for Travel:

Within 30 calendar days of following the conclusion of travel, the Traveler must complete a Travel Expense Report for all expenses, including those paid by a Purchasing Card, and insert original reimbursable receipts into envelope, and the approved Travel Authorization if on overnight travel.

Submit the Travel Expense Report and related documentation to:

1. Employee’s Supervisor, who will review and forward to the...
2. Employee’s Director, who will review and forward to the...
3. Director of Business Affairs

After approval, the Director of Business Affairs will forward the Travel Expense Report to Accounts Payable for reimbursement to traveler.

Documentation:

Retain copies of all documentation for your records, including the Travel Authorization Form, Travel Expense Report and expense receipts. Original receipts should be kept with Purchasing Card statements but the amounts must be noted on the Travel Expense Report as a pre-paid expense to prevent double-reimbursement.
Utilities, Facilities and Business Affairs employees may engage in collateral employment only during the time the employee is not scheduled for work at the university and provided that the appropriate vice president or the vice president’s designee approves such collateral employment and agrees that the collateral employment:

A. Does not interfere with nor is inconsistent with the performance of the individual’s university duties; and
B. Does not raise questions of conflict of interest in connection with other interests or work with which the individual, or the university is involved.

The university has established the outside activity report (OAR) for disclosure, review, approval and management of collateral employment as well as outside activities, relationships or interests in other entities that may involve conflicts of interest or commitment. All full time university employees, and such part time employees as the president or the president’s designee shall direct, shall complete an OAR not less than annually and whenever there is an addition or change in reportable outside activities.

Reference:

- Outside Activity Reports (OAR) of Collateral Employment and Conflicts of Interest Login (Submit on-line)
- Outside Activity Report Instructions
- Outside Activity Report (OAR) User Manual Training
No materials, either new or used, shall be sold or given to employees for personal use. In a like manner, no scrap materials, or old furniture, etc. shall be given or sold to employees of the University or any other interested parties by any personnel, unless purchased through the Office of Asset Management.

The disposition of this material shall be handled as outlined in University Policies as mandated by the State of Ohio. The control and implementation of these policies shall be governed by the Office of Asset Management.

The practice of allowing University employees to borrow University tools and/or equipment overnight or on the weekends for personal use shall not be allowed. Any exception to this rule will require written authorization from the Associate Vice President for Facilities or Assistant Vice President of Utilities. In addition, no employee is to use University facilities, shops, equipment, etc. for personal use/benefit at any time.
As an institution of higher learning, the University both uses information technology and supplies it to the members of the university community. The UFBA Departments adhere to the full university policy titled “General Policy on the Use of Information Technology” which can be found in Appendix C of this document and is also located at: http://www.uc.edu/ucit/policies/infotechuse.html.

This policy applies to all members of the University community, including guests who have been given accounts on the University’s information technology systems for specific purposes. It also applies whether access is from the physical campus or from remote locations.

All members of the University community must obey:

- All relevant federal, state, and local laws. These include laws of general application such as libel, copyright, trademark, privacy, obscenity and child pornography laws as well as laws that are specific to computers and communication systems, such as the Computer Fraud and Abuse Act and the Electronic Communications Privacy Act.
- All relevant University rules and regulations. These include the Rules of the University, the Student Code of Conduct, the various collective bargaining agreements between the University and its employees, and all other University policies including the policy against sexual and racial harassment.
- All contracts and licenses applicable to the resources made available to users of information technology.
- This policy as well as other policies issued for specific systems.
For updates or changes to the current policies, please refer to the appropriate informational material.

<table>
<thead>
<tr>
<th>Document</th>
<th>Web Site</th>
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</thead>
<tbody>
<tr>
<td>Americans With Disabilities Act (ADA)</td>
<td><a href="http://www.uc.edu/hr/equal_opportunity/ada.html">http://www.uc.edu/hr/equal_opportunity/ada.html</a></td>
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<td>Branding Standards</td>
<td><a href="http://www.uc.edu/ucomm/branding.html">http://www.uc.edu/ucomm/branding.html</a></td>
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<td>Collective Bargaining Agreements</td>
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<td>Diversity</td>
<td><a href="http://www.uc.edu/hr/equal_opportunity/diversity.html">http://www.uc.edu/hr/equal_opportunity/diversity.html</a></td>
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<tr>
<td>Employee Assistance Plan (EAP)</td>
<td><a href="http://www.uc.edu/hr/benefits/choice_benefits/eap.html#impact">http://www.uc.edu/hr/benefits/choice_benefits/eap.html#impact</a></td>
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<td>Environmental Health &amp; Safety Advisories</td>
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<td>Family Medical Leave Act (FMLA)</td>
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</tr>
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<td>Financial Policies</td>
<td><a href="http://www.uc.edu/af/policies.html">http://www.uc.edu/af/policies.html</a></td>
</tr>
<tr>
<td>Human Resources Policies And Procedures</td>
<td><a href="http://www.uc.edu/hr/lrpd/policy_manual.html">http://www.uc.edu/hr/lrpd/policy_manual.html</a></td>
</tr>
<tr>
<td>Information Technology (IT) Policies</td>
<td><a href="http://www.uc.edu/ucit/policies.html">http://www.uc.edu/ucit/policies.html</a></td>
</tr>
<tr>
<td>Internal Mass Communications Policy</td>
<td><a href="http://www.uc.edu/content/dam/uc/ucit/docs/itpolicies/it_internal_mass_communications.pdf">http://www.uc.edu/content/dam/uc/ucit/docs/itpolicies/it_internal_mass_communications.pdf</a></td>
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<td>Manager’s Toolkit</td>
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<td>Outside Activity Reports (OAR)</td>
<td><a href="https://webcentral.uc.edu/oar/index.cfm">https://webcentral.uc.edu/oar/index.cfm</a></td>
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<tr>
<td>Policies, Procedures and Manuals</td>
<td><a href="http://www.uc.edu/about/policies.html">http://www.uc.edu/about/policies.html</a></td>
</tr>
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<td>Right To Know Policy</td>
<td><a href="http://www.uc.edu/content/dam/common/docs/ucrighttoknow.pdf">http://www.uc.edu/content/dam/common/docs/ucrighttoknow.pdf</a></td>
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<td>Sexual Harassment</td>
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<tr>
<td>Smoking Policy</td>
<td><a href="http://www.uc.edu/content/dam/uc/trustees/docs/rules_10/10-17-06.pdf">http://www.uc.edu/content/dam/uc/trustees/docs/rules_10/10-17-06.pdf</a></td>
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<td>Student Code Of Conduct</td>
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2. **For all employees,** an accumulation of seven (7) points over a rolling three (3) month period mandates disciplinary action.

3. **AFSCME**-Conference reports and reprimands stay on record for one (1) year and suspensions and demotions for two (2) years. **IUOE**-Conference reports are not corrective actions. Reprimands stay on record for one (1) year; suspensions and demotions stay on record for 24 months. **SEIU**-Verbal, conference reports and written reprimands stay on record for one (1) year; suspensions and demotions stay on record for two (2) years.

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5. **Attendance problems can be grouped for discipline,** e.g., all AWOLs, tardies, etc.

6. **NOTE:** Verbal counseling must be documented.

7. **Counseling Phase:** Verbal Counseling is only imposed once, after that, if in counseling phase, move to First position. Once in Progressive Discipline phase, employee never goes below first phase of progressive discipline no matter how much time has elapsed.

### UFBA Schedule of Disciplinary Actions

<table>
<thead>
<tr>
<th>Offense or Deficiency On The Job: ATTENDANCE</th>
<th>NOTE: For all attendance categories, each time an employee accumulates seven (7) points within a three-month period, the disciplinary process moves to the next level.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A.1</strong> AWOL/WITH CALL OR LATE CALL (1 incident = 3 points)</td>
<td>Verbal Counseling</td>
</tr>
<tr>
<td><strong>A.2</strong> AWOL/NO CALL (1 incident = 6 points)</td>
<td>Go to Next Step</td>
</tr>
<tr>
<td><strong>A.3</strong> AWOL/NO CALL (2 consecutive days)</td>
<td>Go to Next Step</td>
</tr>
<tr>
<td><strong>A.4</strong> AWOL/NO CALL (3 or more consecutive days)</td>
<td>A hearing is not necessary for termination in the case of job abandonment. If a hearing is requested, this infraction will result in termination.</td>
</tr>
<tr>
<td><strong>A.5</strong> AWOL FROM DUTY STATION (late return from break) Up to 14 minutes = 2 points</td>
<td>Verbal Counseling</td>
</tr>
<tr>
<td><strong>A.6</strong> AWOL FROM DUTY STATION (15 - 30 minutes) Note: 31 minutes or more is viewed as THEFT OF TIME.</td>
<td>Verbal Counseling</td>
</tr>
<tr>
<td><strong>A.7</strong> TARDINESS Minor = 1 points (6 - 30 minutes late for work; or, 6 - 15 minutes late from a meal break) Major = 2 points (31 minutes - 1 hour, 59 minutes late for work; or, 15 minutes or more late from a meal break.)</td>
<td>Consistent abuse of grace period, (less than six (6) minutes late), can lead to disciplinary action.</td>
</tr>
<tr>
<td><strong>A.8</strong> UNAUTHORIZED OVERTIME (in minutes per day) 6-15 minutes = 1 point; 16-30 minutes = 2 points; Over 30 minutes = 7 points.</td>
<td>Clocking in six (6) minutes or more before starting time, or clocking out six (6) minutes or more after quitting time. Minutes are totaled for each day.</td>
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<tr>
<th>IUOE</th>
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UFBA SCHEDULE OF DISCIPLINARY ACTIONS

APPENDIX A

Revised: July 19, 2013

Page 2 of 5

1. MUST HAVE UNION REPRESENTATION OR A SIGNED UNION REPRESENTATION WAIVER FOR ALL ACTIONS TAKEN ACCORDING TO THIS SCHEDULE.

2. For all employees, an accumulation of seven (7) points over a rolling three (3) month period mandates disciplinary action.

3. AFSCME- Conference reports and reprimands stay on record for one (1) year and suspensions and demotions for two (2) years. IUOE- Conference reports are not corrective actions. Reprimands stay on record for one (1) year; suspensions and demotions stay on record for 24 months. SEIU- Verbal, conference reports and written reprimands stay on record for one (1) year; suspensions and demotions stay on record for two (2) years.

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6. NOTE: Verbal counseling must be documented.

7. Counseling Phase: Verbal Counseling is only imposed once, after that, if in counseling phase, move to First position. Once in Progressive Discipline phase, employee never goes below first phase of progressive discipline no matter how much time has elapsed.

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</table>

### Offense Or Deficiency On The Job: ATTENDANCE

#### A.9 Failure To Clock In Or Out (Unexcused)
Each occurrence = 1 point (if three no clocks in a rolling four-week period)

- Verbal Counseling
- Written Conference
- Written Reprimand
- Hearing

If use of paid leave follows a pattern (3 incidents) such as occurring on the day before or after off-days or holidays, on scheduled weekends or holidays, on the first day after payday, during unpreferred assignments or shifts, during peak workload days, or when a personal leave day is denied, contact HR Director before following the schedule below:

#### A.10 Pattern Abuse Of Sick Leave

- Verbal Counseling
- Written Conference
- Written Reprimand
- Hearing

#### A.11 Sick, No Pay 1 incident = 3 points

- Verbal Counseling
- Written Conference
- Written Reprimand
- Hearing

### Offense Or Deficiency On The Job: SUBSTANCE ABUSE

#### SA.1 Alcohol Problems
(coming to work inebriated or drinking on the job.)

- Go to Next Step
- Hearing (Under most circumstances, this infraction will result in termination.)

#### SA.2 Drug Problems
(coming to work under the influence of drugs or using illegal drugs on the job.)

- Go to Next Step
- Hearing (Under most circumstances, this infraction will result in termination.)

#### SA.3 Selling Or Providing Drugs

- Go to Next Step
- Hearing (Under most circumstances, this infraction will result in termination.)
1. MUST HAVE UNION REPRESENTATION OR A SIGNED UNION REPRESENTATION WAIVER FOR ALL ACTIONS TAKEN ACCORDING TO THIS SCHEDULE.

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<thead>
<tr>
<th>Offense Or Deficiency On The Job: INSUBORDINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I.1</strong> FAILURE TO FOLLOW ORDERS (Can be neglect of duty/insubordination)</td>
</tr>
<tr>
<td><strong>I.2</strong> THREATS directed towards supervisors, co-workers &amp; customers</td>
</tr>
<tr>
<td><strong>I.3</strong> VERBAL REFUSAL TO FOLLOW ORDERS</td>
</tr>
<tr>
<td><strong>I.4</strong> VERBAL ABUSE OR PROFANE LANGUAGE directed towards supervisor &amp; customers</td>
</tr>
<tr>
<td><strong>I.5</strong> VERBAL ABUSE, OR PROFANE LANGUAGE (unwelcomed) directed towards co-workers</td>
</tr>
<tr>
<td><strong>I.6</strong> ACTIVITY UNRELATED TO WORK ASSIGNMENTS DURING WORK HOURS (loafing)</td>
</tr>
<tr>
<td><strong>I.7</strong> NOT IN PROPER UNIFORM</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Offense Or Deficiency On The Job: MISCONDUCT</th>
</tr>
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<tbody>
<tr>
<td><strong>M.1</strong> FALSIFICATION OF TIME, LEAVE, OR WORK RECORD (Registering time of another's/false reporting of time documents, repeatedly failing to clock in/out, etc.)</td>
</tr>
</tbody>
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### Offense Or Deficiency On The Job: MISCONDUCT

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<tr>
<th>Offense Or Deficiency On The Job</th>
<th>Counseling Phase</th>
<th>Progressive Discipline Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.2 FIGHTING: physical assault or battery of co-workers, customers, or any other person while on UC premises &amp;/or paid time</td>
<td>Go to Next Step</td>
<td>Hearing (Under most circumstances, this infraction will lead to termination.)</td>
</tr>
<tr>
<td>M.3 FRAUDULENT USE OF SICK LEAVE</td>
<td>Go to Next Step</td>
<td>Hearing (Under most circumstances, this infraction will lead to termination.)</td>
</tr>
<tr>
<td>M.4 GAMBLING IN ANY FORM</td>
<td>Go to Next Step</td>
<td>Written Conference</td>
</tr>
<tr>
<td>M.5 HORSEPLAY OF ANY KIND</td>
<td>Go to Next Step</td>
<td>Written Conference</td>
</tr>
<tr>
<td>M.6 POSSESSION OR USE OF WEAPONS/FIREARMS ON THE JOB</td>
<td>Go to Next Step</td>
<td>Hearing (Under most circumstances, this infraction will result in termination.)</td>
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<tr>
<td>M.7 SEXUAL HARASSMENT</td>
<td>CONTACT HR DIRECTOR</td>
<td>Hearing (Under most circumstances, this infraction will result in termination.)</td>
</tr>
<tr>
<td>M.8 SEXUAL MISCONDUCT</td>
<td>Go to Next Step</td>
<td>Hearing</td>
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<tr>
<td>M.9 SLEEPING ON THE JOB</td>
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<td>Written Reprimand</td>
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<tr>
<td>M.10 SUBSTANDARD QUALITY OF WORK</td>
<td>Verbal Counseling</td>
<td>Written Conference</td>
</tr>
<tr>
<td>M.11 SUPERVISORS NOT FOLLOWING DEPARTMENTAL POLICY</td>
<td>Verbal Counseling</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>M.12 THEFT OF UC PROPERTY OR TIME</td>
<td>Go to Next Step</td>
<td>Hearing (Under most circumstances, this infraction will result in termination.)</td>
</tr>
</tbody>
</table>
1. MUST HAVE UNION REPRESENTATION OR A SIGNED UNION REPRESENTATION WAIVER FOR ALL ACTIONS TAKEN ACCORDING TO THIS SCHEDULE.

2. For all employees, an accumulation of seven (7) points over a rolling three (3) month period mandates disciplinary action.

3. AFSCME- Conference reports and reprimands stay on record for one (1) year and suspensions and demotions for two (2) years. IUOE- Conference reports are not corrective actions. Reprimands stay on record for one (1) year; suspensions and demotions stay on record for 24 months. SEIU- Verbal, conference reports and written reprimands stay on record for one (1) year; suspensions and demotions stay on record for two (2) years.

4. MERGER AND BAR: An employee who is disciplined may not be disciplined later for an incident occurring before the most recent written discipline.

5. Attendance problems can be grouped for discipline, e.g., all AWOLs, tardies, etc.

6. NOTE: Verbal counseling must be documented.

7. Counseling Phase: Verbal Counseling is only imposed once, after that, if in counseling phase, move to First position. Once in Progressive Discipline phase, employee never goes below first phase of progressive discipline no matter how much time has elapsed.

### Offense Or Deficiency On The Job: MISCONDUCT

<table>
<thead>
<tr>
<th>M.13</th>
<th>UNAUTHORIZED DISTRIBUTION OF WRITTEN MATERIAL OF ANY DESCRIPTION (dependent upon context)</th>
<th>Verbal Counseling</th>
<th>Written Conference</th>
<th>Written Reprimand</th>
<th>Hearing</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.14</td>
<td>UNAUTHORIZED SOLICITATION OR SALES ON UC PROPERTY (may be violation of other rules, i.e., AWOL duty station)</td>
<td>Verbal Counseling</td>
<td>Written Conference</td>
<td>Written Reprimand</td>
<td>Hearing</td>
</tr>
<tr>
<td>M.15</td>
<td>UNAUTHORIZED USE OF UC EQUIPMENT OR PROPERTY</td>
<td>Go to Next Step</td>
<td>Hearing (Under most circumstances, this infraction will result in termination.)</td>
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<td></td>
</tr>
<tr>
<td>M.16</td>
<td>WILLFUL DESTRUCTION OR MISUSE OF UC EQUIPMENT OR PROPERTY</td>
<td>Go to Next Step</td>
<td>Hearing (Under most circumstances, this infraction will result in termination.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.17</td>
<td>ABUSE OF SICK LEAVE (i.e., engaging in collateral employment while on sick leave; calling in for FMLA for non-approved leave.)</td>
<td>Go to Next Step</td>
<td>Hearing (Under most circumstances, this infraction will result in termination.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Schedule of Disciplinary Actions

<table>
<thead>
<tr>
<th>IUOE</th>
<th>COUNSELING PHASE</th>
<th>PROGRESSIVE DISCIPLINE PHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRELIMINARY</td>
<td>FIRST</td>
<td>FIRST</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AFSCME</th>
<th>COUNSELING PHASE</th>
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<tbody>
<tr>
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<td>FIRST</td>
<td>SECOND</td>
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</table>

<table>
<thead>
<tr>
<th>SEIU</th>
<th>PROGRESSIVE DISCIPLINE PHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST</td>
<td>SECOND</td>
</tr>
</tbody>
</table>
APPENDIX B

UNIVERSITY OF CINCINNATI
University Health Services 556-4968
Environmental Health and Safety

ADVISORY 12.2: WORK-RELATED INJURIES AND ILLNESSES

POLICY
This policy covers all University employees, and other individuals as defined by Ohio Law. This procedure outlines the steps to:

a. Receive prompt medical treatment of work-related injuries and illnesses.
b. Report incidences of work-related injuries and illnesses.
c. Report time off from work due to work-related injuries and illnesses, and to promote the efficient return to work.
d. File Workers' Compensation claims.
e. Provide a means for identifying the corrective measures that will prevent future occurrences.

PROCEDURES
A. Medical Treatment

1. If medical treatment is necessary for work-related injuries or illnesses, the employee should obtain treatment at the following locations:

   **Weekdays 8:30 a.m. - 4 p.m.**
   - University Health Services (UHS) University Health Services (UHS)
   - East Campus Site West Campus Site
   - Holmes Hospital, 1st floor Lindner Athletic Center, 3rd floor
   - Phone: 584-4457 Phone: 556-2564

   **All Other Times and Holidays**
   - University Hospital, Inc.
   - Center for Emergency Care
   - 234 Goodman Avenue
   - Phone: 584-5700

2. If timely medical treatment cannot be obtained at the sites listed above due to work location, the employee should contact the nearest medical facility or his/her private physician's office. Examples where this procedure might apply include employees working at Clermont College, Georgetown, Raymond Walters College, or those traveling outside the Cincinnati area.

3. To ensure proper processing of Workers' Compensation claims, an employee must tell the attending physician or medical facility that the medical treatment is for an occupational injury or illness.

4. Before obtaining further medical services, the employee must coordinate follow-up treatment with the University Human Resources by calling 556-6381.
APPENDIX B

B. Incident Reporting

1. An employee who has an occupational/work-related injury or illness must report the incident to his or her supervisor as soon as possible, but not later than 24 hours after the occurrence.

2. The employee’s supervisor must notify University Human Resources at 556-6381 whenever a work-related injury or illness occurs.

3. The employee and the supervisor must complete the University of Cincinnati Initial Report on Work-related Injury or Illness [Form # A-1352(a)] regardless of the extent of injury or illness. The supervisor should process this form according to the instructions printed on the form.

Forms can be obtained from:
   a. the Departmental Business Office
   b. Environmental Health and Safety Web Page (www.ehs.uc.edu)
   c. Environmental Health and Safety (556-4968)

C. Reporting Time Off From Work and Returning to Work

1. The employee must call his or her supervisor on each day of absence until a physician’s certification of time off from work due to the work-related injury or illness is received by the supervisor.

2. If the employee misses more than one full day of work due to a work-related injury or illness, the following steps must be completed before the employee resumes normal or altered job duties:
   a. The employee must contact the supervisor at least one full working day before the scheduled return to work date.
   b. The supervisor or departmental designee upon receipt of notification shall then schedule a return-to-work evaluation at University Health Services (East Campus 584-4457; West Campus 556-2564). This evaluation will be scheduled for the day the employee is to return to work.
   c. The employee must present a return-to-work certification prepared by his or her treating physician at the time the employee receives the return to work evaluation at University Health Services.
   d. Following the return-to-work evaluation, the employee must submit to the supervisor documentation provided by his/her physician and University Health Services. NOTE: The employee cannot return to work without a release from his/her physician and UHS.

D. Filing Workers’ Compensation Claims

1. The employee must coordinate both medical and lost-time compensation for work-related injuries and illnesses through the University Benefits Department. It is the responsibility of the employee to contact University Human Resources at 556-6381 to file a claim, to request claim forms (if needed), or to obtain additional assistance. To avoid delay in receiving services and processing of the claim, the University of Cincinnati Initial Report on Work-related Injury or Illness must be submitted to University Benefits by the next work day following the injury.

2. To apply for medical care and/or lost-time compensation, the employee must have the
treated physician complete a BWC First Report of an Injury, Occupational Disease or Death (FROI-1) form, and submit that form to University Benefits (ML 0099) for processing. The Bureau of Workers’ Compensation (BWC) determines whether the employee is eligible for compensation and payment for medical care and lost-time wages.

3. Until and/or unless the BWC and the University’s Managed Care Organization (MCO) authorize treatment, the employee may be responsible for medical charges.

4. For authorized claims, there is a waiting period of seven work days before the BWC will consider compensation for lost wages. Various options for continuing income for lost time due to a workers’ compensation claim are available. Contact University Human Resources (556-6381) for details.
   a. If the employee chooses to use sick time for the absence, the BWC will not reimburse the employee for the sick time used. An employee cannot use sick leave and receive compensation from the BWC for the same days of absence.
   b. If the employee chooses to use vacation, compensatory time, or leave without pay for the absence, the employee may be compensated through the BWC if the employee meets the eligibility requirements.
   c. Sick time, vacation time, and/or compensatory time used for an occupational(work-related injury or illness will not be restored to the University leave bank at a later date.

**ACCIDENT ASSESSMENT**

1. All work-related injuries and illnesses will be investigated to verify the occurrence, to identify corrective actions, and to determine whether the injuries and illnesses are recordable under Occupational Safety and Health Administration (OSHA) recordkeeping criteria.

2. Investigations may include site visits, interviewing witnesses to the incident, questioning supervisors, and interviewing providers of emergency medical treatment.

3. Logs of work-related injuries and illnesses will be maintained by Environmental Health and Safety according to OSHA guidelines. OSHA recordable injuries and illnesses include:
   a. All occupational deaths.
   b. All occupational illnesses.
   c. Occupational injuries that involve one or more of the following: loss of consciousness, restrictions of work or motion, transfer to another job, or medical treatment (other than first aid).
General Policy on the Use of Information Technology

http://www.uc.edu/ucit/policies/infotechuse.html

Effective September 2000

Introduction

As an institution of higher learning, the University both uses information technology and supplies it to the members of the university community. This policy sets forth the general rights and responsibilities common to all uses of information technology, from the simple stand-alone PC to the complex systems that create virtual classrooms, workplaces and recreational facilities in the University.

This policy applies to all members of the University community, including guests who have been given accounts on the University's information technology systems for specific purposes. It also applies whether access is from the physical campus or from remote locations. In addition, there may be specific policies issued for individual systems, departments, colleges and the like. While these policies must be consistent with this general policy, they provide more detailed guidance about what is allowed and what is prohibited on each system. All members of the University community are responsible for familiarizing themselves with any applicable policy prior to use.

Guiding Principles

The primary guiding principle is that the rules are the same for information technology as for other aspects of university life. The rights and responsibilities governing the behavior of members of the University community are the same on both the virtual and physical campuses, and the same disciplinary procedures will be followed when the rules are violated. There is nothing special about the virtual campus that makes it distinctly different.

The University has a strong commitment to the principles of free speech, open access to knowledge, and respect for a diversity of opinions. The rights as well as the restrictions governing these principles on the physical campus apply fully to the virtual campus.

Specific Areas

1) Applicable Laws and Regulations

All members of the University community must obey:

- all relevant federal, state, and local laws. These include laws of general application such as libel, copyright, trademark, privacy, obscenity and child pornography laws as well as laws that are specific to computers and communication systems, such as the Computer Fraud and Abuse Act and the Electronic Communications Privacy Act.
APPENDIX C

- all relevant University rules and regulations. These include the Rules of the University, the Student Code of Conduct, the various collective bargaining agreements between the University and its employees, and all other University policies including the policy against sexual and racial harassment.
- all contracts and licenses applicable to the resources made available to users of information technology.
- this policy as well as other policies issued for specific systems.

2) Resource Limits

Information technology resources are often limited; what is used by one person is no longer available to others. Many systems have specific limits on several kinds of resources, such as storage space or connect time. All users must comply with these limits and not attempt to circumvent them. Moreover, users are expected not to be wasteful of resources whether or not there are specific limits placed on them. Unreasonable use of resources may be curtailed.

3) Privacy

Members of the University community shall not attempt to access the private files of others. The ability to access a file does not, by itself, constitute authorization to do so.

The University does not routinely monitor or inspect individual accounts, files, or communications. There are situations, however, in which the University has a legitimate need to do so: (1) system managers may access user accounts, files, or communications when there is reason to believe that the user is interfering with the performance of a system; (2) authorized investigators may access accounts, files, or communications to obtain relevant information when there is a reasonable suspicion that the user has violated either laws or University policies; (3) co-workers and supervisors may need to access accounts, files, or communications used for university business when an employee becomes unavailable; and (4) when required by law. All monitoring and inspection shall be subject to authorization, notification and other requirements specified in the IT Management Policy.

Though the University will attempt to prevent unauthorized access to private files, it cannot make any guarantees. Because the University is a public entity, information in an electronic form may be subject to disclosure under the Ohio Public Records Act just as paper records are. Information also can be revealed by malfunctions of computer systems, by malicious actions of hackers, and by deliberate publication by individuals with legitimate access to the information. Users are urged to use caution in the storage of any sensitive information.

4) Access

Some portions of the virtual campus, such as public web pages, are open to everyone. Other portions are restricted in access to specific groups of people. No one is permitted to enter restricted areas without authorization or to allow others to access areas for which they are not authorized. The ability to access a restricted area does not, by itself, constitute authorization to do so.

Individual accounts are for the use of the individual only; no one may share individual accounts with anyone else, including members of the account holder’s family. Joint access to resources
when needed, should be provided from separate accounts.

5) Security

All members of the University community must assist in maintaining the security of information technology resources. This includes physical security, protecting information and preventing and detecting security breaches. Passwords are the keys to the virtual campus and all users are responsible for the security of their passwords. Users must report all attempts to breach the security of computer systems or networks to an appropriate official.

6) Plagiarism and Copyright

Intellectual honesty is of vital importance in an academic community. You must not represent the work of others as your own. You must respect the intellectual rights of others and not violate their copyright or trademark rights. It is especially important that you obey the restrictions on using software or library resources for which the University has obtained restricted licenses to make them available to members of the University community.

7) Enforcement

Anyone who becomes aware of a possible violation of this policy or the more specific regulations of the systems that comprise the virtual campus should notify the relevant department head or system administrator. The administrator will investigate the incident and determine whether further action is warranted. The administrator may resolve minor issues by obtaining the agreement that the inappropriate action will not be repeated. In those cases that warrant disciplinary action, the system administrator will refer the matter to the appropriate authorities. These include Public Safety for violations of criminal law, the Office of Student Affairs for violations by students, the appropriate Provost for violations by faculty, and the Office of Human Resources for violations by staff members.

System administrators can act to block access and disable accounts when necessary to protect the system or prevent prohibited activities, but such actions cannot be used as punishments. Users must be notified promptly of the action and the restrictions must be removed unless the case is referred for disciplinary action.

Approved by the UC President’s Cabinet, September 2000

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Phone: 513-556-HELP(4357); Fax 513-556-1006