

## University Rules Recent Rule Changes

### June 26, 2012 BoT Meeting

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**Title:** Payroll: definition of academic year.  
**Number:** 20-43-11  
**Action Taken:** Adopted  
**Description of Change:** Rule rewritten in its entirety. The new version defines the academic year with respect to the semester calendar, eliminating references to quarters. Furthermore, the rule outlines provisions for twelve-month employment as well as for two-semester employment.  
**Effective Date:** August 15, 2012

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**Title:** Human resources organization: senior associate vice president for human resources.  
**Number:** 30-05-01  
**Action Taken:** Amended  
**Description of Change:** Rule amended to grant authority for Human Resources policies, procedures and practices to the Senior Associate Vice President of Human Resources. Rule amended to establish archiving standards for human resource policies.  
**Effective Date:** July 15, 2012

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**Title:** Benefits: tuition remission.  
**Number:** 30-13-07  
**Action Taken:** Amended  
**Description of Change:** Rule amended to remove references to quarter credit hours and replace with equivalent number of semester hours. This change is a result of semester conversion, and applies the previous rule's spirit and intent to the institution's semester calendar.  
**Effective Date:** July 15, 2012

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**Title:** Benefits: tuition remission for cooperating teachers.  
**Number:** 30-13-10  
**Action Taken:** Rescinded  
**Description of Change:** The practice of compensating cooperating teachers for working with student teachers has recently been declared by the Ohio Ethics Commission to violate Ethics prohibitions on the receipt of additional compensation from an outside source.  
**Effective Date:** July 15, 2012

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**Title:** Compensation: additional for administrators and staff officers.  
**Number:** 30-17-02  
**Action Taken:** Amended  
**Description of Change:** Rule amended to eliminate reference to evening college.  
**Effective Date:** July 15, 2012

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**Title:** Employment: post-offer physical examinations.  
**Number:** 30-21-06  
**Action Taken:** Amended  
**Description of Change:** Rule amended to allow employing departments rather than the Human Resources Department to schedule examinations. Rule amended to state that it applies to "all employees except those employees covered by a collective bargaining agreement addressing this topic."  
**Effective Date:** July 15, 2012

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**Title:** Grievance: policy for unrepresented classified and unclassified employees.  
**Number:** 30-23-01  
**Action Taken:** Amended

**Description of Change:** Rule amended to combine grievance procedures for unrepresented classified and unrepresented unclassified employees. Rule amended to change the "Personnel Policies and Procedures Manual" to Human Resources policies and procedures.

**Effective Date:** July 15, 2012

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**Title:** Grievance: grievance policy for unclassified employees (excluding faculty and librarians).

**Number:** 30-23-05

**Action Taken:** Rescinded

**Description of Change:** Rule to be repealed in its entirety. Provisions for this employee group are covered by amended Rule 30-23-01.

**Effective Date:** July 15, 2012

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**Title:** Performance evaluation and probation: policy on probationary periods for unrepresented classified employees.

**Number:** 30-25-01

**Action Taken:** Amended

**Description of Change:** Rule amended to delete the sentence "University law enforcement officers, security officers and dispatchers shall serve a one year probationary period." That group of employees are no longer unrepresented, and their probationary periods are addressed in their collective bargaining agreements. Rule amended to provide that any leave of absence, paid or unpaid, will result in an extension of the probationary period except as required by law.

**Effective Date:** July 15, 2012

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**Title:** Time off from work: policy for absence without authorized leave for all employees (excluding faculty and librarians).

**Number:** 30-31-01  
**Action Taken:** Rescinded  
**Description of Change:** Rule to be repealed in its entirety. Provisions for disciplinary actions are covered in Rule 30-19-01 and in Human Resources Policy 15.02.  
**Effective Date:** July 15, 2012

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**Title:** Time off from work: policy for educational leave.  
**Number:** 30-31-04  
**Action Taken:** Amended  
**Description of Change:** Rule amended to state that it applies to “all employees except those employees covered by a collective bargaining agreement addressing this topic.” Rule amended to state the university will contribute its share of benefits cost for up to twelve months while an employee is on unpaid educational leave as long as the employee makes his/her contributions.  
**Effective Date:** July 15, 2012

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**Title:** Time off work: policy for educational leave for unclassified exempt employees (excluding faculty and librarians).  
**Number:** 30-31-05  
**Action Taken:** Rescinded  
**Description of Change:** Rule to be repealed in its entirety. Provisions for this employee group are covered by amended Rule 30-31-04.  
**Effective Date:** July 15, 2012

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**Title:** Time off from work: policy for enrollment in classes during working hours for all employees.”  
**Number:** 30-31-06  
**Action Taken:** Amended  
**Description of Change:** Rule amended to state that it applies to “all employees except those employees covered by a collective bargaining agreement addressing this topic.” Rule

amended to delete reference to "civil service" since it is redundant with the term "classified."

**Effective Date:** July 15, 2012

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**Title:** Time off from work: holiday policy.

**Number:** 30-31-07

**Action Taken:** Amended

**Description of Change:** Rule amended to state that it applies to "all employees except those employees covered by a collective bargaining agreement addressing this topic." Language added to indicate this rule supersedes Ohio Revised Code provisions related to this topic.

**Effective Date:** July 15, 2012

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**Title:** Time off from work: policy for jury duty, subpoena to court and return of fee for all employees."

**Number:** 30-31-08

**Action Taken:** Amended

**Description of Change:** Rule amended to state that it applies to "all employees except those employees covered by a collective bargaining agreement addressing this topic."

**Effective Date:** July 15, 2012

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**Title:** Time off from work: policy regarding leave for adoption and childrearing.

**Number:** 30-31-09

**Action Taken:** Amended

**Description of Change:** Rule amended to state that it applies to "all employees except those employees covered by a collective bargaining agreement addressing this topic." Rule amended to include childrearing (previously covered in rescinded Rule 30-31-10). Rule amended to allow leave duration of up to 12 months. Rule amended to require approval by the employee's supervisor/manager/director. Language added regarding continuation of benefits and retirement contributions. Language added to indicate this rule

supersedes Ohio Revised Code provisions related to this topic.

**Effective Date:** July 15, 2012

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**Title:** Time off from work: policy for leave for childbirth, child rearing, or other related purposes.

**Number:** 30-31-10

**Action Taken:** Rescinded

**Description of Change:** Rule to be repealed in its entirety. Provisions are covered in Rule 30-31-13 and amended Rule 30-31-09.

**Effective Date:** July 15, 2012

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**Title:** Time off from work: policy for leave of absence without pay for classified and unclassified non-exempt employees.

**Number:** 30-31-11

**Action Taken:** Rescinded

**Description of Change:** Rule to be repealed in its entirety. Provisions for this employee group are covered by amended Rule 30-31-12.

**Effective Date:** July 15, 2012

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**Title:** Time off from work: policy for personal leave of absence without pay for employees.

**Number:** 30-31-12

**Action Taken:** Amended

**Description of Change:** Rule amended to designate the type of leave as "personal." Rule amended to state that it applies to "all employees except those employees covered by a collective bargaining agreement addressing this topic." References to medical leaves removed as they are addressed in other rules. Language added to clarify that all accrued vacation time must be used prior to eligibility for a personal leave. Language added to clarify that the university will not pay for applicable benefits during a personal leave. Specific retirement

language replaced by a single statement indicating retirement contributions will be pursuant to the applicable pension system or plan. Language added to clarify an employee's return to position following a personal leave. Language added to indicate this rule supersedes Ohio Revised Code provisions related to this topic.

**Effective Date:** July 15, 2012

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**Title:** Time off from work: policy for military leave.

**Number:** 30-31-15

**Action Taken:** Amended

**Description of Change:** Rule amended to remove specifics and grant the Human Resources Department authority to issue policies establishing the practices and procedures associated with a military leave and to comply with applicable laws.

**Effective Date:** July 15, 2012

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**Title:** Time off from work: policy for accrual of sick time for unclassified exempt employees.

**Number:** 30-31-19

**Action Taken:** Amended

**Description of Change:** Rule amended to state that it applies to "all employees except those employees covered by a collective bargaining agreement addressing this topic." Language added to indicate this rule supersedes Ohio Revised Code provisions related to this topic.

**Effective Date:** July 15, 2012

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**Title:** Time off from work: requirements for medical certification for use of sick time.

**Number:** 30-31-23

**Action Taken:** Amended

**Description of Change:** Rule amended to state that it applies to "all employees except those employees covered by a collective

bargaining agreement addressing this topic.” Rule amended to grant the Human Resources Department authority to issue policies establishing the practices and procedures associated with the circumstances under which all employees are required to provide medical certification for the use of sick time. Language added to indicate this rule supersedes Ohio Revised Code provisions related to this topic.

**Effective Date:** July 15, 2012

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**Title:** Time off from work: medical examination.

**Number:** 30-31-26

**Action Taken:** Amended

**Description of Change:** Rule amended to state that it applies to “all employees except those employees covered by a collective bargaining agreement addressing this topic.” Rule amended to remove specifics and grants the Human Resources Department authority to issue policies establishing the practices and procedures associated with requirements for employee medical examination.

**Effective Date:** July 15, 2012

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**Title:** Time off from work: policy regarding tardiness by all employees.

**Number:** 30-31-27

**Action Taken:** Rescinded

**Description of Change:** Rule to be repealed in its entirety. Provisions for disciplinary actions are covered in Rule 30-19-01 and in Human Resources Policy 15.02.

**Effective Date:** July 15, 2012

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**Title:** Time off work: bereavement.

**Number:** 30-31-29

**Action Taken:** Added

**Description of Change:** Rule applies to “all employees except those employees covered by a collective bargaining agreement addressing this topic.” Rule includes

definitions for clarity. Rule clarifies use of sick time.  
Language added to indicate this rule supersedes Ohio  
Revised Code provisions related to this topic.

**Effective Date:** July 15, 2012

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**Title:** Work hours: policy for flexible work hours.

**Number:** 30-35-01

**Action Taken:** Amended

**Description of Change:** Rule amended to state that it applies to “all employees except those employees covered by a collective bargaining agreement addressing this topic.” Rule amended to delete the specific provisions of the policy, and instead require the Human Resources department to develop one or more policies related to this topic.

**Effective Date:** July 15, 2012

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**Title:** Conduct, rights and responsibilities: student code of conduct policies.

**Number:** 40-5-05

**Action Taken:** Amended

**Description of Change:** As part of an annual review, this rule has been amended to update language and be in compliance with changed standards.

**Effective Date:** July 15, 2012

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**Title:** Identification: identification card policies.

**Number:** 40-27-01

**Action Taken:** Amended

**Description of Change:** Language in rule describing identification card has been updated to reflect current practice, and usage of identification cards as the Bearcat Campus Card. References to quarters have been removed. The rule now identifies the Public Safety Badge and Key Office, no longer referred to as the identification office.

**Effective Date:** July 15, 2012

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**Title:** Colleges and divisions: undergraduate academic standing policy.  
**Number:** 50-1-06  
**Action Taken:** Amended  
**Description of Change:** Rule amended to add language to prevent academically suspended students from enrolling in university classes as non-matriculated students.  
**Effective Date:** July 15, 2012

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**Title:** University faculty: four quarter operation.  
**Number:** 50-3-11  
**Action Taken:** Rescinded  
**Description of Change:** Rule to be rescinded in its entirety. Provisions for summer compensation are covered in collective bargaining. Provisions for the academic year are covered in Rule 20-43-11.  
**Effective Date:** July 15, 2012

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## **University Rules Recent Rule Changes**

### **May 22, 2012 BoT Meeting**

**Title:** Board of trustees bylaws: meetings.  
**Number:** 10-1-04  
**Action Taken:** Amended  
**Description of Change:** The amended language reflects the alignment of the board meeting months with semester conversion, updates some of the notification procedures, as well as updates the board office fax number.  
**Effective Date:** June 15, 2012

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**Title:** Organization: senior vice president for administration and finance.

**Number:** 10-5-04

**Action Taken:** Amended

**Description of Change:** The amended language reflects the addition of campus master planning to the organization of the senior vice president, as well as other program name changes not reflected in previous updates.

**Effective Date:** June 15, 2012

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**Title:** Organization: vice president for finance.

**Number:** 10-5-07

**Action Taken:** Amended

**Description of Change:** The amended language reflects recent changes to the organization of the Vice President for Finance as well omissions in the organization from past updates.

**Effective Date:** June 15, 2012

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**Title:** Organization: treasurer.

**Number:** 10-5-14

**Action Taken:** Amended

**Description of Change:** Rule amended to ensure appropriate segregation of duties and provide checks and balances; to improve investment oversight of the temporary investment pool; increase efficiency of governance, investment, and operations management; and to improve compliance oversight, reporting and measurement capabilities.

**Effective Date:** June 15, 2012

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**Title:** Conduct and ethics: policy on conflicts of interest in the conduct of research at the university of Cincinnati.

**Number:** 10-17-08

**Action Taken:** Amended

**Description of Change:** The rule has been greatly simplified and now deals

solely with the university conflicts of interest committee, the body charged with examining potential conflicts of interest in research and developing conflict management plans when conflicts are identified. The former version of the rule contained overly detailed and unnecessary substantive descriptions of proscribed conflicts taken from various sources of state and federal laws. These laws are subject to change which would have required further amendment to the university rule.

**Effective Date:** June 15, 2012

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**Title:** Fees: residency.

**Number:** 20-31-03

**Action Taken:** Rescinded

**Description of Change:** Rule is unnecessary since Ohio residency determination criteria are defined by Ohio Administrative Rule 3333-1-10 and cannot be established by UC. Additionally, this rule's text borrowed heavily from a now-obsolete iteration of OAR 3333-1-10.

**Effective Date:** June 15, 2012

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**Title:** Fees: registration.

**Number:** 20-31-06

**Action Taken:** Rescinded

**Description of Change:** Rule to be rescinded because it predominantly contained a collection of Registrar's Office registration procedural information rather than defining Registrar's Office or University policy. Additionally, information contained in rule is out of date, and as it is procedural in nature, always is subject to change for a given academic year.

**Effective Date:** June 15, 2012

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**Title:** Fees: delinquent obligations and prerequisites not met.

**Number:** 20-31-06

**Action Taken:** Adopted

**Description of Change:** Rule rewritten in its entirety to remove unnecessary references to specific operational details, to add stipulation that students can be administratively dropped from classes for which the student lacks the required pre-requisite, and includes provision for a 100% refund in such cases. Re-titled rule better reflects updated content.

**Effective Date:** June 15, 2012

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**Title:** Financial aid: short term loans.

**Number:** 40-13-01

**Action Taken:** Amended

**Description of Change:** Rule amended to replace word "quarter" with "semester" due to calendar conversion. Rule amended to replace word "should" with "shall" to state policy more clearly and definitively.

**Effective Date:** June 15, 2012

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**Title:** Financial aid: expense money.

**Number:** 40-13-14

**Action Taken:** Amended

**Description of Change:** The financial aid expense money Board rule has been amended to reflect the transition from quarters to semesters. The rule has also been updated to provide the Vice President for Finance not only the flexibility to adjust the maximum initial disbursement amount as it relates to semester conversion but the ability to address future changes in federal student financial aid mandates along with other business requirements.

**Effective Date:** June 15, 2012

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**Title:** Registration: schedule/bill payment.

**Number:** 40-33-11

**Action Taken:** Rescinded

**Description of Change:** Rule to be rescinded because it predominantly contained a collection of Registrar's Office registration procedural information rather than defining Registrar's

Office or University policy. Additionally, information contained in rule is out of date, and as it is procedural in nature, always is subject to change for a given academic year.

**Effective Date:** June 15, 2012

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**Title:** Registration: consortium cross-registration.

**Number:** 40-33-12

**Action Taken:** Rescinded

**Description of Change:** Rule to be rescinded because it predominantly contained a collection of Registrar's Office registration procedural information rather than defining Registrar's Office or University policy. Additionally, information contained in rule is out of date, and as it is procedural in nature, always is subject to change for a given academic year.

**Effective Date:** June 15, 2012

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**Title:** Registration: changes in class schedule.

**Number:** 40-33-13

**Action Taken:** Rescinded

**Description of Change:** Rule to be rescinded because it predominantly contained a collection of Registrar's Office registration procedural information rather than defining Registrar's Office or University policy. Additionally, information contained in rule is out of date, and as it is procedural in nature, always is subject to change for a given academic year.

**Effective Date:** June 15, 2012

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**Title:** Registration: pass fail.

**Number:** 40-33-14

**Action Taken:** Rescinded

**Description of Change:** Rule to be rescinded because it predominantly contained a collection of Registrar's Office registration procedural information rather than defining Registrar's Office or University policy. Additionally, information

contained in rule is out of date, and as it is procedural in nature, always is subject to change for a given academic year.

**Effective Date:** June 15, 2012

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**Title:** Registration audit.

**Number:** 40-33-17

**Action Taken:** Rescinded

**Description of Change:** Rule to be rescinded because it predominantly contained a collection of Registrar's Office registration procedural information rather than defining Registrar's Office or University policy. Additionally, information contained in rule is out of date, and as it is procedural in nature, always is subject to change for a given academic year.

**Effective Date:** June 15, 2012

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**Title:** Military service: students called to active duty or who enlist.

**Number:** 40-40-01

**Action Taken:** Amended

**Description of Change:** Rule is amended to update reference to satisfactory grade of "S" with passing grade of "P", to extend definition of enrolled to include any or all course(s), and to require appropriate documentation.

**Effective Date:** June 15, 2012

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**Title:** Colleges and divisions: faculties of colleges and divisions and their powers.

**Number:** 50-1-03

**Action Taken:** Amended

**Description of Change:** Rule amended to state that provost office, under which enrollment management is housed, will determine admissibility. Rule amended to state that colleges now file their degree requirements centrally with the provost office, which is currently done using the eCurriculum system, making current degree requirements publicly accessible in a shared format.

**Effective Date:** June 15, 2012

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**Title:** Colleges and divisions: undergraduate academic standing policy.  
**Number:** 50-1-06  
**Action Taken:** Enacted  
**Description of Change:** Rule being created in order to establish a minimum standard across all colleges at the university for good academic standing and continued enrollment. Rule ensures that each college can maintain its own particular standards for continued enrollment within particular programs, which might have greater competition and more demanding requirements than the university minimum.

**Effective Date:** June 15, 2012

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**Title:** Degrees and certificates: general university policy.  
**Number:** 50-27-01  
**Action Taken:** Amended  
**Description of Change:** Rule amended to replace references to quarters with semesters, to add provision for the awarding of academic minors and certificates, and to add provision for awarding posthumous degrees.

**Effective Date:** June 15, 2012

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**Title:** Parking administration.  
**Number:** 70-5-02  
**Action Taken:** Amended  
**Description of Change:** Amendments reflect recent naming changes for the regional and the Victory Parkway campuses and the integration of the College of Applied Sciences into the College of Engineering and Applied Sciences.

**Effective Date:** June 15, 2012

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**Title:** Parking: decals, permits and key cards.  
**Number:** 70-5-04

**Action Taken:** Amended  
**Description of Change:** Amendments reflect recent naming changes for the regional and the Victory Parkway campuses and the integration of the College of Applied Sciences into the College of Engineering and Applied Sciences.  
**Effective Date:** June 15, 2012

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**Title:** Parking: decal eligibility.  
**Number:** 70-5-05  
**Action Taken:** Amended  
**Description of Change:** Amendments reflect recent naming changes for the regional and the Victory Parkway campuses and the integration of the College of Applied Sciences into the College of Engineering and Applied Sciences.  
**Effective Date:** June 15, 2012

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**Title:** Parking: variances.  
**Number:** 70-5-07  
**Action Taken:** Amended  
**Description of Change:** Amendments reflect recent naming changes for the regional and the Victory Parkway campuses and the integration of the College of Applied Sciences into the College of Engineering and Applied Sciences.  
**Effective Date:** June 15, 2012

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**Title:** Residence halls: general university policies.  
**Number:** 70-7-11  
**Action Taken:** Amended  
**Description of Change:** Rule amended to update wording, replacing references to quarters with semesters, and replacing references to central campus with Uptown campus. Rule amended to identify section that refers specifically to full-time students, as opposed to students in general.  
**Effective Date:** June 15, 2012

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## University Rules Recent Rule Changes (continued)

**March 27, 2012**

**Title:** Employment: reporting of outside activities and interests.

**Number:** 30-21-01

**Action Taken:** Adopt

**Description of Change:** New rule codifies the current university policy that requires employees to report all outside activities that may give rise to conflicts of interest using the Outside Activity Report (OAR) and requires that employees complete an OAR not less than annually.

**Effective Date:** April 13, 2012

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**Title:** Employment: policy on collateral employment for faculty members and librarians.

**Number:** 30-21-02

**Action Taken:** Amend

**Description of Change:** Rule amended to codify the current practice of securing approval for collateral employment by submitting an OAR.

**Effective Date:** April 13, 2012

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**Title:** Employment: collateral employment policy for all employees (excluding faculty and librarians).

**Number:** 30-21-03

**Action Taken:** Amend

**Description of Change:** Rule amended to codify the current practice of securing approval for collateral employment by submitting an OAR.

**Effective Date:** April 13, 2012

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**Title:** Employment: nepotism.

**Number:** 30-21-05

**Action Taken:** Amend

**Description of Change:** Rule amended regarding nepotism in employment.

The amendments harmonize university prohibitions on nepotism with similar restrictions in Ohio Ethics Laws.

**Effective Date:** April 13, 2012

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## **University Rules Recent Rule Changes (continued)**

### **June 21, 2011 BoT Meeting**

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**Title:** Organization: HIPAA administration and compliance.  
**Number:** 10-5-20  
**Action Taken:** New  
**Description of Change:** This rule was created to expand the operational components covered by HIPAA (The Health Insurance Portability and Accountability Act) and expands HIPAA coverage which in the past has only included Hoxworth Blood Center, University Health Services and Employee Benefit Plans to include entities that while not engaged in covered activities as defined by HIPAA are likely to come in contact with protected health information as party of their duties. This new rule calls for a single privacy official appointed by the Provost who will craft and implement uniform policies, training and programs for HIPAA compliance. For university components not formally subject to HIPAA, this rule requires that they take steps to ensure the privacy of personal health information.

**Effective Date:** July 15, 2011

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**Title:** University faculty: bylaws.  
**Number:** 50-3-02  
**Action Taken:** Amendment  
**Description of Change:** The rule was amended to align with semester conversion and associated time frames. It also increases the flexibility for scheduling of meetings and elections to allow the chairperson of the faculty to plan considering the current calendar and other scheduled activities at the university.

**Effective Date:** July 15, 2011

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## University Rules Recent Rule Changes (continued)

### January 25, 2011 BoT Meeting

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<b>Title:</b>	Financial aid: standards of satisfactory academic progress (including M.D. majors in the college of medicine).
<b>Number:</b>	40-13-15
<b>Action Taken:</b>	Amendment
<b>Description of Change:</b>	State and federal regulations require that the university establish and maintain a satisfactory academic progress policy; however, they do not require that such a policy be included in the rules of the board as is the current situations. Changes in the federal and state regulations that underlie this policy are fairly frequent. This amendment to the board rule allows the UC Student Financial Aid Office to establish, maintain and monitor this policy.
<b>Effective Date:</b>	February 11, 2011

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