



EDISON STATE COMMUNITY COLLEGE

Employee Resource Manual

“The Human Resources Department at Edison State Community College is committed to partnering with the College’s strategic master plan and cultivating an environment of growth, accountability and empowerment.”



www.edisonohio.edu 937.778.8600

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HISTORY

Edison State Community College was chartered in 1973 under provisions of the Ohio Revised Code as the first general and technical college in Ohio. The College thus emerged without special local taxation as a two-year, public, co-educational, state-supported institution of higher learning. Under its charter, Edison State was authorized to offer studies in the arts and sciences, technical education, and continuing education.

The College's main campus, which has grown in stages, is located across I-75 from the historic city of Piqua, Ohio, sits on a 131-acre rural plain among agricultural fields and neighboring educational institutions. The latest construction of the Robinson Student Career Center added 5,200 square feet to the West Hall entrance and serves as a catalyst for students by helping to bridge the gap in the employment process.

A second campus location was opened in Greenville, Ohio, shortly after the college's inception in 1979, and in early 2019, a third campus was opened in Eaton, Ohio. A fourth campus located in Troy, Ohio, opened in the fall of 2019 featuring allied health studies and general education classes.

Each campus location presents the opportunity for credit and non-credit programs, including College Credit Plus coursework, continuing coursework designed to result in the awarding of degrees or certificates, university transfer opportunities to both in- and out-of-state four-year institutions, expanded articulation agreements, and support to regional businesses with response to workforce training and apprenticeship opportunities.

Enrollment and offerings at Edison State have continued to increase over a relatively short history, from 309 student enrolled in 30 courses in 1973 to almost 4,000 students enrolled today in over 40 technical fields, a broad range of baccalaureate transfer programs, developmental course work, and continuing education offerings.

Today, the College Credit Plus program for high school students continues to thrive at Edison State with twenty-nine area high schools hosting collegiate level courses and students from thirty-nine high schools attending classes on campus.

Now in its fifth decade of providing high-quality, affordable education, Edison State Community College is committed today and, in the future, to being a valuable resource, responding to the needs of students and broader communities served.

ABOUT EDISON STATE

Mission Statement

Edison State Community College provides the learning opportunities support services, and commitment that enable students to complete their educational goals and realize their dreams.

Vision Statement

Edison State Community College will be the region's premier resource for higher education by employing our core values, commitment to student success, strategic initiatives, and community collaboration.

Student Learning Core Values

The core values are a set of principles that guide Edison State Community College in creating its educational programs and environment. They will be reflected in every aspect of the College. Students' educational experiences will incorporate the core values at all levels, so that a student who completes a degree program at Edison State Community College will not only have been introduced to each value, but will have had them reinforced and refined at every opportunity.

Communication: Communication, a skill basic to all college students, involves listening, speaking and writing for the purpose of understanding and of being understood. A lifetime process, communication also involves the ability to use appropriate and reasonable language and dialects, acknowledging that audiences are diverse.

Ethics: The ethics core value is defined in terms of decision making. A distinction is made between values and ethics. Values are either "good" or "bad." Ethics either exist or don't exist. They are decisions and behaviors that are based on values. Thus, the faculty will endeavor to present material across the curriculum in a manner that will cause students to consider the decision-making process in terms of ethics.

Critical Thinking: Critical thinking is the ability to apply internalized standards of thought: clarity, relevance, analysis, organization, recognition, evaluation, accuracy, depth and breadth. Critical thinking requires detachment, the ability to examine critically one's own ideas and thoughts, as well as examining the ideas and thoughts of others.

Possessing the fundamentals of critical thinking enables an individual to reason across a variety of disciplines and domains and to critique one's own thinking from many perspectives. The development and use of critical thinking is a lifelong activity which enables us to continually improve our thought and the consequent products of our thought in our lives and society.

Human Diversity: Diversity describes the coexistence of many cultures in society. By making the broadest range of human differences acceptable to the largest number of people, multiculturalism, as a function of cultural diversity, seeks to overcome racism, sexism and other forms of discrimination. Historically marginalized groups within society include but are not limited to, Native Americans, African Americans, Asian Americans, Hispanic Americans, Appalachian Americans, physically/mentally challenged, women and people with alternative life-styles.

Inquiry | Respect for Learning: Inquiry is the information gathering process through which the learner formulates essential questions, locates appropriate resources and evaluates the applicability of the data for a particular situation. Students at Edison State will learn how to apply these learning processes in each field of study.

Interpersonal Skills | Teamwork: Interpersonal skills promote personal effectiveness when interacting with others, whether the interaction is one-on-one, in a small group, in an organization or with an audience. To be skilled interpersonally, a person must first assess

any situation to determine the expectations of others involved, and then adapt to those expectations.

Brand Promise

"A personal experience, a rewarding education."

What can our students expect? This question is the core of the "brand promise"—our definition of what our students expect to receive in their time with us.

Edison State's brand promise has two parts. The first, "a personal experience", acknowledges that each student is a unique individual, and the faculty and staff will endeavor to create a college experience that is memorable and personal for each student.

The second part of the brand promise, "a rewarding education", encompasses the broad spectrum of reasons why students attend college. "Rewards" of higher education may range from a self-image to financial security and Edison State's brand promise ensures that we all strive to empower each individual to reach his or her personal and educational life goals.

Employee Core Value Statements

- We are accountable to ourselves and to each other to strive for excellence.
- I will maintain integrity to promote trust and cooperation.
- My interactions will express respect for equality and diversity of all.
- I will be adaptable and responsive in an ever-changing world.
- My actions will promote a positive environment.
- We will be responsible stewards of our resources.

STRATEGIC DIRECTION FOR 2019-2022

Academic & Co-Curricular Programming

Moving **FROM** limited options in co-curricular programming **TO** embedded experiences for all students.

College Credit Plus

Moving **FROM** a course by course CCP approach **TO** applying the Guided Pathways success model to all CCP students.

Faculty

Moving **FROM** a large variation in instructional quality **TO** a consistently high quality experience.

Marketing

Moving **FROM** a phase of building the department **TO** a plan for long term, sustained initiatives.

Partnerships

Moving **FROM** dispersed learning partnerships **TO** integrated implementation and assessment of partnerships

Edison State's Strategic Plan document can be found at:

[2023-2026 Strategic Plan](#)

BOARD OF TRUSTEES

Darke County: Dr. Philip E. Dubbs, Mrs. Tyeis Baker Baumann, and Mr. Darryl D. Mehaffie

Miami County: Mrs. Tami Baird Ganley, Mrs. Elizabeth Simms Gutmann, and Mr. James C. Oda

Shelby County: Mr. Douglas Fortkamp, Mr. Gary V. Heitmeyer, and Mr. Thomas P. Milligan

<https://www.edisonohio.edu/BOT/>

THE EDISON FOUNDATION

It is the mission of The Edison Foundation to assist Edison State Community College in meeting its educational and community service goals. The Foundation shall accomplish this through the identification, cultivation and solicitation of corporate, foundation and individual donors, and by communicating the goals and needs of the College to communities of Darke, Miami and Shelby counties.

<https://www.edisonohio.edu/Edison-Foundation/>

PRESIDENT'S CABINET

Chris Spradlin, President

Chad Beanblossom, Vice President of College Operations/COO

Rick Hanes, Vice President of Advancement, Strategic Planning and Partnerships/Executive Director of the Edison Foundation, (Chief Strategy Officer – CSO)

Heather Lanham, Senior Executive Assistant to the President and Chief Governance Relations Officer

James Lehmkuhl, Vice President of Finance and Institutional Effectiveness/Chief Financial Officer (CFO)

Bruce McKenzie, Chief Marketing Officer and Director of Communications

Kara Myers, Director of Human Resources

Melissa Wertz, Provost

COLLEGE GOVERNANCE

Academic Senate
Edison State Education Association (ESEA)
President's Council
Staff Senate
Student Government

ACCREDITATION

Edison State is accredited by the Higher Learning Commission. The Statement of Affiliation Status, Organizational Profile, and program accreditation affiliations may be reviewed at <https://www.edisonohio.edu/Accreditation/>.

LOCATIONS

Piqua: 1973 Edison Drive, Piqua, OH 45356, 937-778-8600

Monday – Thursday: 7:00 AM – 10:00 PM
Friday: 7:00 AM – 4:00 PM
Saturday: 7:00 AM – 5:00 PM (Summer: Closed)
Sunday: Closed

Greenville: 601 Wagner Avenue, Greenville, OH 45331, 937-548-5546

Monday – Thursday: 8:00 AM – 9:00 PM (Summer: 8:00 AM – 6:00 PM)
Friday: 8:00 AM – 12:00 PM (Summer: Closed)
Saturday and Sunday: Closed

Eaton: 450 Washington Jackson Road, Suite E, Eaton, OH 45320, 937-683-8169

Monday – Thursday: 9:00 AM – 6:00 PM
Friday – Sunday: Closed

Troy: 859 W. Market Street, Troy, OH 45373, 937-381-1525

Monday – Thursday: 8:00 AM – 6:00 PM
Friday: 8:00 AM – 4:00 PM
Saturday and Sunday: Closed

Campus Map/Parking Lot Map/Disc Golf Course Map: <https://www.edisonohio.edu/Contact-Us/>

FOOD SERVICES

The Cafeteria – Market C and Vending Machines are located in Room 070 at the Piqua Campus

Self Service Market – take the item to the kiosk and scan it. If you do not want the item after you scan it, just hit cancel.

You can purchase the Market C cards at the kiosk.

You can also use credit/debit card at the kiosk if you choose. If you decide to use cash at the kiosk, then the money you put in will be put on a Market C card and then that card will be able to make your purchases. **Remember no change will be given at the kiosk**, if you put in \$100 bill, then you will have \$100 Market C card.

CAMPUS NURSE/HEALTH AND WELLNESS SERVICES

The Campus Nurse is located in Room 060 at the Piqua Campus and can be contact at 937-778-7840 or ext. 7840.

Office Hours:

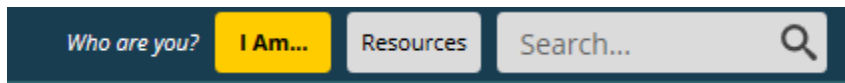
Monday – Thursday: 10:00 AM – 3:00 PM

Friday, Saturday, and Sunday: Closed

INFORMATION TECHNOLOGY (IT)

Most information or locations for information can be located on the Edison State Community College website.

From www.edisonohio.edu homepage



Resources will open tools options i.e.

Blackboard, MyESCC, Office 365, IT Helpdesk

I Am... will allow you to choose Faculty/Staff

This area allows you access to SharePoint, Colleague, Maintenance and Marketing. These along with many of the policies and procedures are there for your convenience.

Rave/Edison State Alerts

Rave/Edison State Alerts is a free emergency and college information text messaging service. In the event an emergency or severe weather conditions affect the campus or classes, a text message will be sent to the mobile number and/or your e-mail address that you specify. Sign up for Edison State Alerts at: <https://www.getrave.com/login/edisonohio>.

Electronic Credentials/Account logins

username password (IT is given your start date and it's created automatically) Password: last four of your Edison State ID and first four letters of your last name with the first letter capitalized. (ex. 4567Smit)

Changing password using SSRPM

This can be done from any computer that has internet capabilities even from home:

Resources/IT Helpdesk/Password Reset (SSRPM) answer all the questions.

On campus computer systems you can change your password the following way:

Hold down (Ctrl, Alt & Delete)

Note: Passwords must be at least 6 characters – must be alpha numeric

Email: Internal outlook

Start  > Programs>Microsoft Office> Microsoft Office Outlook

This can be done on every computer you log in to on campus.

Email: External outlook or Outlook Web Access

Outlook Web Access (OWA) – light version of outlook

Can be accessed by www.edisonohio.edu > resources> >office365

What to do to set up email on Android

Open your phone's email application.

Select your Menu function to add a new account.

You may be asked the following information:

Mail server address

mail.edisonohio.edu

Domain name

edisonohio.edu



Select to **Microsoft Exchange Server**

Select to use **Secure Encryption (SSL) or Corporate account**

Input your information (Edison username and Password)

What to do add email on iPhone or iPad

Go to **Settings**

On the settings screen, tap **Mail, Contacts, calendars**

Tap **Add Account**

Tap **Microsoft Exchange**

Tap **Add Mail Account**

Enter your **Name, Edison email address, Password** and a short description

Tap **Next**

You will also need to fill in the following:

Mail server address:

mail.edisonohio.edu

Domain name:

edisonohio.edu



Please make sure to use Secure Encryption (SSL)

Accessing Network off campus

Instructions can be located at www.edisonohio.edu > I am> Faculty or Staff>Remote Connection: <https://www.edisonohio.edu/Faculty-or-Staff-Member/>.

You will use eccgateway2.edisonohio.edu. You will not be connected to your direct desktop but you will have access to our network and network drive/z: drive.

Network Drive__(often referred to as the NAS6000, z: drive or shared folder)

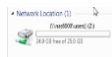
Use network drive to store all files.*This drive is backed up to prevent data loss.



Access Network Drive Click on Start

Click on computer

Then Click z: drive



Employee Resources

www.edisonohio.edu > Resources

MyESCC

Pay advices, leave records, and W-2 statements are found at Log in with your username and password then click on employee.

<https://myescc.edisonohio.edu/Student/Account/Login?ReturnUrl=%2fStudent%2f>

Datatel/Ellucian/Colleague

Normal username and password within a few days of starting. (Must be on Edison network, off campus see terminal server/remote access first.)

SharePoint

Edison uses SharePoint in many areas of the campus to share files etc. SharePoint can only be accessed on campus/network at <https://www.edisonohio.edu/Faculty-or-Staff-Member/>.

The files are permissions based and you will receive more access to areas slowly as those permissions are granted.

Blackboard Online courses and web enhanced

Log in with your same credentials as computer login.

Questions contact helpdesk and training will be arranged.

Technology in Classroom/Reserving A/V equipment Faculty

Demonstrated by appointment...please contact Helpdesk at support@edisonohio.edu (full-time and adjunct only no student workers).

Telephone features

Your phone is directly connected to Edison's Exchange server. This means if you receive a voice mail, your email box will also have a message that you can listen to.

If you are away from the office you can check your voice mail from your inbox.

Normal password the first time is 12345 or your ext. #

Press the messages button and follow prompts to set up voice mail.

Many features can be handled directly from the screen on the phone such as redial, call forward etc.

To access your voice mail remotely

Dial your phone number, when it goes to the greeting.

Press *

It will ask for your ID (extension number is ID), enter ID.

It will ask for your password, enter password.

Retrieve voicemail as usual.

Maintenance Request

Click on I am/Faculty/Staff Located on left side (yellow button) found at <https://www.edisonohio.edu/Faculty-or-Staff-Member/>

1. The easiest access to the work order entry system is via your Internet Explorer on the Edison Employee Web page.
2. Along the left of the Edison Employee Web page, down about three quarters of the way, you will find a link to “Maintenance Request”. Click on this link.
3. You will now be asked for your e-mail address. As a first time user, you will then be asked for your last name. Type in your last name and submit. Then, fill in the remaining requested information.
4. You will now be in the work order requester page. Please note, in the welcome statement below, that in case of an urgent request, you are asked to call the operator. Otherwise, please follow the easy steps below:
5. To complete you will need to enter password EDISON.

IT Helpdesk

All IT issues should be submitted to helpdesk via one of the methods below: (Please do not email or call anyone directly.)

- a. Call 711 from any campus phone.
- b. Email support@edisonohio.edu.
- c. Stop by helpdesk located in the Hub.
- d. Reset your password or look up basic questions at https://helpdesk.edisonohio.edu/sims/helpcenter/common/layout/SelfHelpHome.seam?int_name=edisonohio.

All work orders will be logged and assigned for best service.

How to Spot an Email Phishing Scam

In some cases, work email can give a false sense of security. After all, if it comes from someone at work it should be safe, right?! Wrong. Your Edison email account can be the target of spam and phishing scams just as easily as your personal.

To put this in simple terms, all users need to pay attention to the emails that they receive on a daily basis. It takes just one spam email to cause numerous problems for your organization. A great way to reduce this risk is to ensure all users are aware of what emails they should look out for so that your network stays safe.

In an effort to distinguish spam-emails, emails that originate from outside of Edison State, will include the word EXTERNAL in the subject line. That does not mean that you delete all external emails, it just identifies them for you. If you receive an email from an internal employee but the subject line begins with EXTERNAL, that means it is most likely spam.

WARNING SIGNS that an email may not be safe:

1. **A sense of Immediacy**

- Phishing emails often contain a sense of immediacy, telling you that a negative action will occur unless immediate action is taken to prevent it.

2. Hyperlink Text

- Phishing emails will often hide the URL of the site they wish you to visit by hyperlinking it with text such as “Click Here”.

3. Locked Attachments

- Edison will likely never send you a locked PDF or other file attachments which require your username and password.

4. Unknown Sender

- Phishing emails will try to trick you by assuming the identity of someone else’s account. If you suspect this is the case, you can always email that person directly in a separate email verifying the email you received.

5. Spelling/Grammar

- While we at Edison are not perfect, we try our best to ensure that emails sent from us do not have spelling and grammar mistakes. If an email contains many spelling mistakes or reads awkwardly, it is probably not legit.

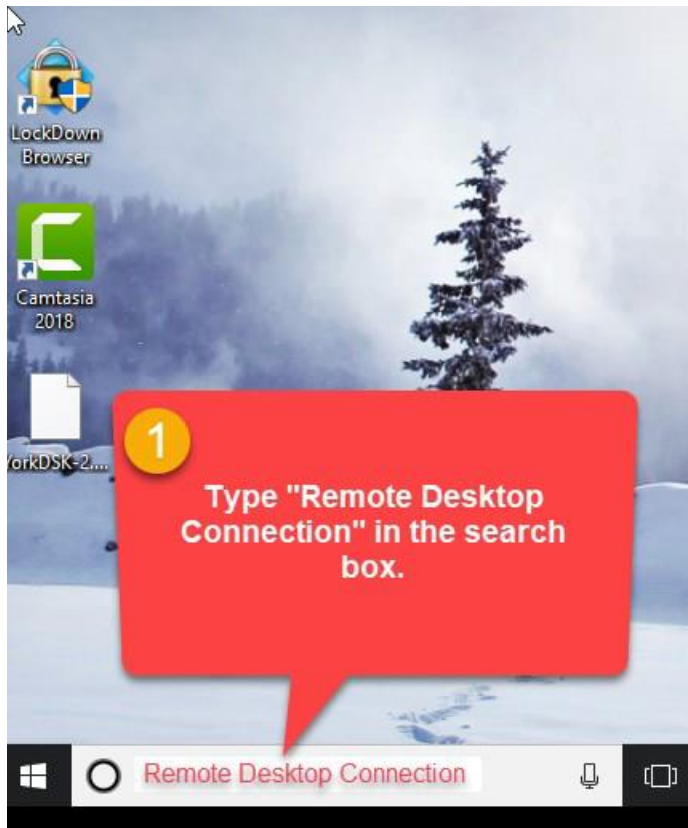
TAKE AWAY: Don’t click a link in an email unless you are 100% certain that it is safe to do so. If there is even the slightest doubt, delete it immediately.

You can also watch this quick video to help understand the dangers of Phishing.

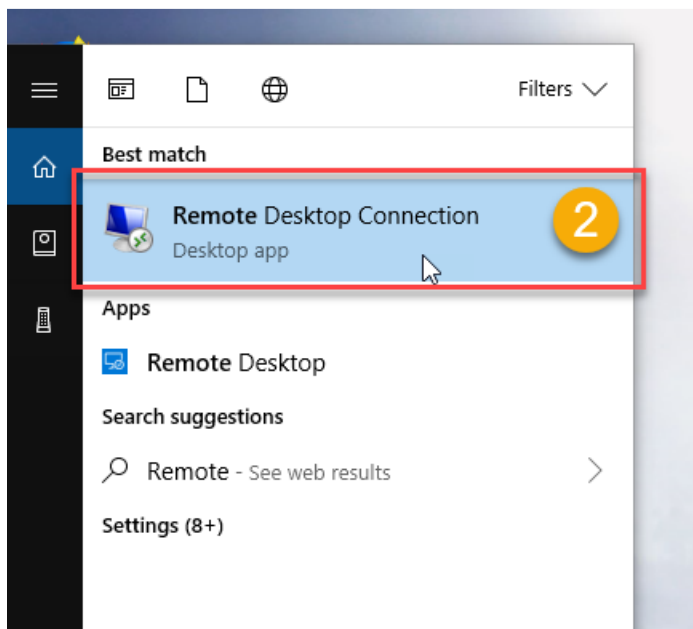
How to Log in Remotely to Your Edison State Desktop

Step 1: Log on to Edison VPN using your log in credentials.

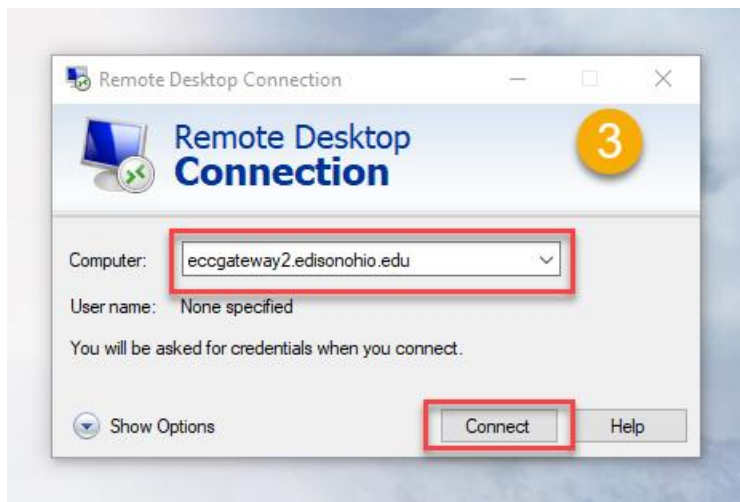
Step 2: Locate the Remote Desktop Connection by searching for “Remote Desktop Connection” via the Window Search Box.



Step 3: Click on the Remote Desktop Connection (Desktop app) to launch.

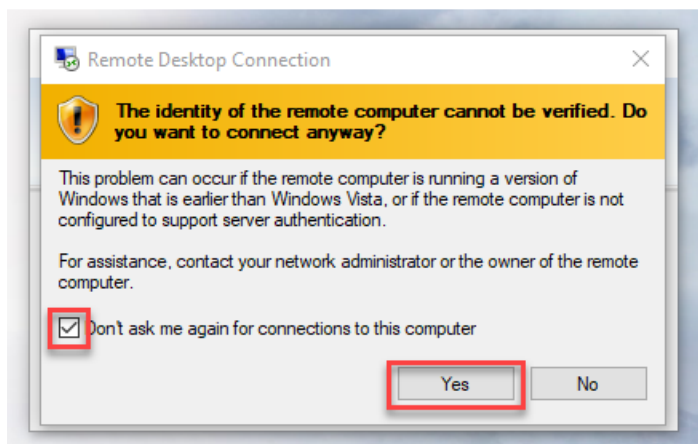


Step 4: In the pop up box, type
“eccgateway2.edisonohio.edu” for computer and click connect.



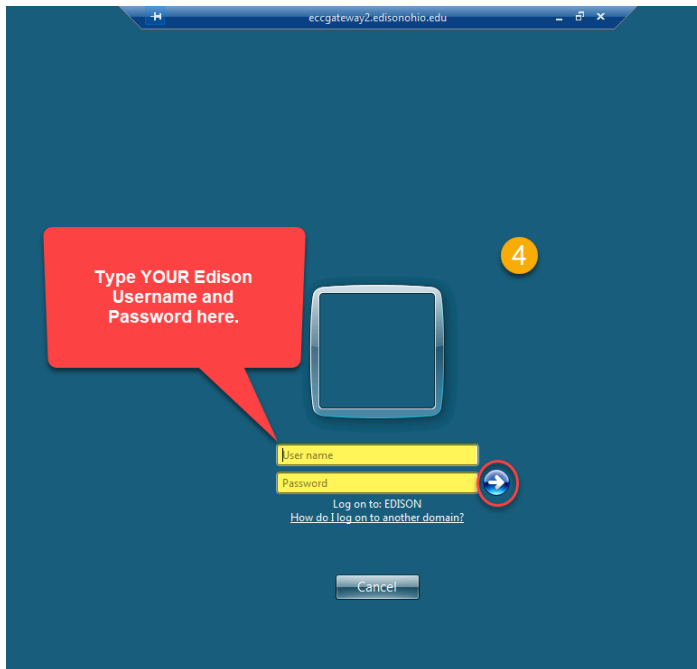
NOTE: YOU MUST type the edisonohio.edu in order for remote access to work.

If you see this box, just check mark the “Don’t ask me again” box and click yes.

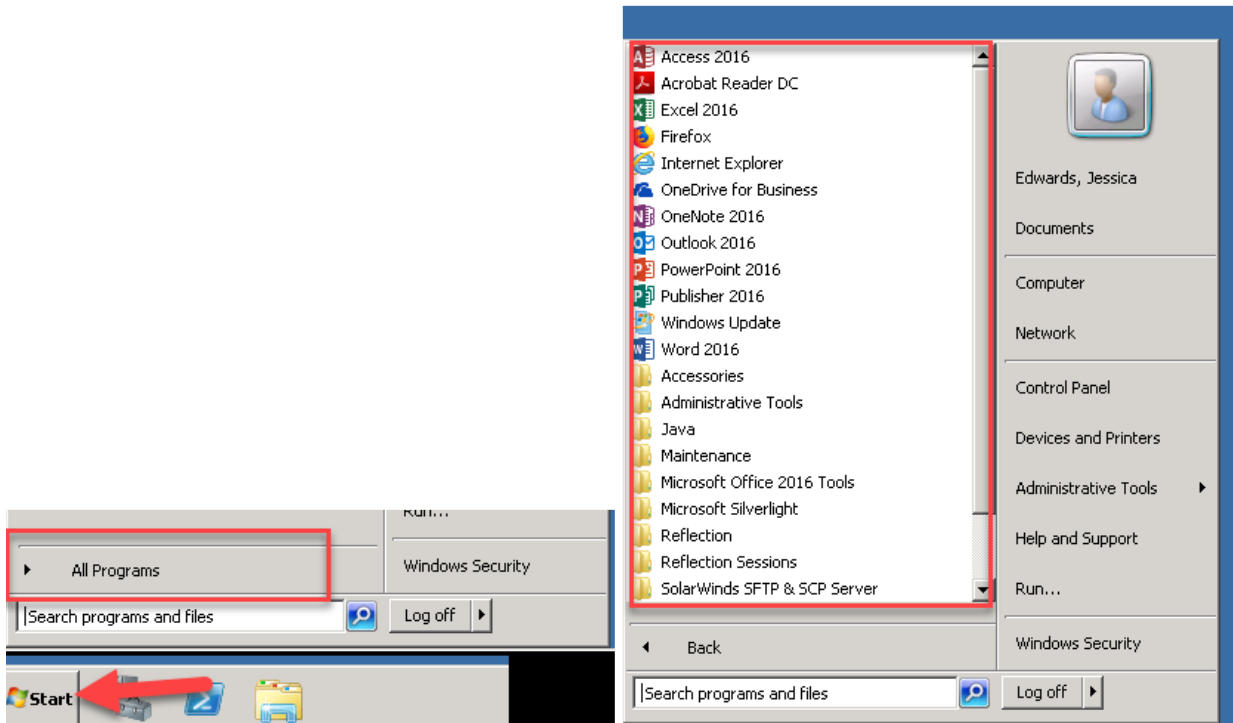


Step 5: Your entire screen will change and look like the screen shot below. You will need to type YOUR Edison State username and password here then click the arrow.

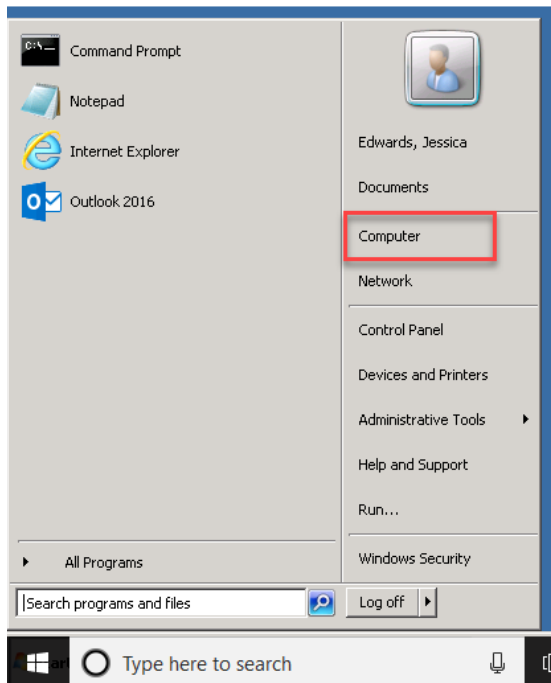
NOTE: Give the computer a few minutes to upload the Remote access.



Step 6: Your computer will look a bit retro, but this is ok. Click the start button in the lower left of the screen, then click All Programs to bring up the list of programs you can access. If this is your first time, you may have to follow the onscreen prompts for each program you open. You only need to do this the first time you open a program.

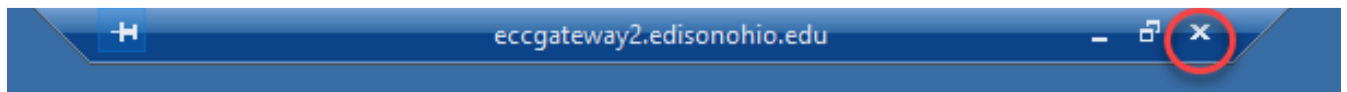


Accessing your Z Drive: To access your Z drive, all you need to do is click on the START on the bottom left of your screen then click COMPUTER. You will see your Z Drive under network location on the next screen.



A few Notes:

- Your computer at Edison State MUST be on for you to access your programs, however, you can still access your Z Drive if it is not.
- If there is a power outage at Edison State, you may not be able to access some of your programs, but again, you can still access your Z Drive.
- This will only access documents that are saved to your Z Drive. It is recommended that you save any important documents to the Z Drive.
- If you need to access your actual desktop, please reach out as there are additional steps that need to be taken.
- To leave your session click the X at the top of the screen.



GENERAL OFFICE PROCEDURES

Answering Internal Calls

When you answer an internal call, please state your department's name and your name.

For example, "Human Resources, this is Linda." or "HR Department, this is Linda."

Answering Outside Calls

When you answer your work phone and you can tell it is a call coming from outside the College, please state the College's name, your department's name and your name.

For example, "Edison State's Human Resources, this is Linda." or "Edison State's HR Department, this is Linda."

Placing Phone Calls

Internal calls: Dial the four-digit extension number. This includes calls to all campuses.

External calls: Dial **8** to get an outside line and then dial the phone number including area code.

Emergency Calls: If the situation is life threatening, immediately call 911. If it is not an emergency, call Campus Security at ext. 7820 or 8-1-937-418-9570.

Transferring Phone Calls

If you receive a phone call that should be transferred to another department, let the person know that another department (or person) can better assist them and tell them who it is and the phone number prior to transferring them to that department/person. To transfer:

Press the "Transfer" button

Enter the appropriate extension number

Press "Transfer" button again and the call will be released

When possible, it is good customer service to explain the situation to the person you are transferring the call to before you actually transfer the call. To do this, just stay on the line until the person answers and explain the situation before pressing the "Transfer" button the second time. Be sure to let them know that once you hang up that the person will be on the line.

Facilities Use Request Form

To reserve or schedule facilities, click on I am /Faculty/Staff/Facilities Use Request Form:

<https://www.edisonohio.edu/Faculty-or-Staff-Member/>

Media Communications/Marketing

The Director of Marketing and Communication serves as Edison State's spokesperson. The Marketing Department works as a liaison between the college and the media to ensure both parties are provided with accurate information, in the timeliest manner possible.

If a reporter calls an employee directly for information on a college issue or in the event of a crisis situation, the employee shall refer the call to the Marketing Department, ext. 7855, who will field questions on behalf of the employee.

The Marketing Department creates all branded promotional materials on behalf of faculty and staff for the college. New employees should contact the Marketing Department for business cards and name badges (different from official ID badges, which are handled in HR.)

Marketing Request

Click on I am /Faculty/Staff/Marketing Request Form:

<https://www.edisonohio.edu/marketingrequest/>.

“Out of Office” for Email

To notify internal and external stakeholders that you are out of the office:

Click “File” in the upper left corner of your e-mail screen.

Click “Automatic Replies (Out of Office)”

Click “Send automatic replies”

Click “Only send during this time range” and set the appropriate dates.

Type the message for Inside My Organization, click “ok”

Type the message for Outside My Organization, click “ok”

GENERAL HR INFORMATION

Accommodation under the Americans with Disabilities Act (ADA)

The College is happy to work with qualified disabled employees in order to accommodate limitations, in accordance with the ADA. It is up to the employee to approach his or her supervisor or HR with this request.

Adjunct Teaching for Employees

If an employee is hired to teach as an adjunct, the employee must notify their immediate supervisor. The employee is to make up the time, teach after their normally scheduled work hours, or take vacation time. The employee is allowed to teach two classes, one face to face and one online or both online. As a state employee, employees cannot receive payment twice for the same hours worked. If any hourly employee teaches as an adjunct, the employee needs to notify HR as soon as possible. The employee will need to complete time sheets so their pay can be calculated at an overtime rate per the Department of Labor regulations. Employees are expected to devote their work activities primarily to the position they were hired to fulfill, must get pre-approval from immediate supervisor, and must work with his/her immediate supervisor regarding a schedule that does not disrupt the department. The supervisor also must monitor the situation.

Benefit Eligible Positions

A position must be 30 hours or more per week to be eligible for healthcare benefits. Employees who work 20 hours or more receive vacation and sick leave on a prorated basis.

Campus Mail Service

Outgoing and incoming mail is located in Room 302. Outgoing mail needs to be delivered to the mail service department by 2:30 PM in order for it to be mailed out on the same day.

College Closings/Delays

If administration makes a determination to close the college due to the weather, power outage, etc., employees will be paid for their scheduled hours. If the college has a delay, employees will be compensated for hours scheduled up to the time of opening. If the college is open and an employee decides not to come to work, the employee is to take vacation leave.

College ID Badges

All faculty and staff are issued identification badges. For security reasons and for assistance to students and visitors in identifying individuals who may help them, all employees are encouraged to wear their college ID badge whenever on campus for work purposes. Identification pictures are taken in Security.

Court Appearance Leave

The college recognizes that it is occasionally the civic duty of its employees to participate in court services and shall be paid regular wages minus any amount of outside fees, reimbursement, or compensation awarded for such duty. No loss or reduction of fringe benefits shall occur in those instances. The person so summoned shall make every effort to perform employment obligations when his/her services are not required by court.

Court service is defined as a situation in which an employee is summoned for jury service or subpoenaed to appear as a witness before a court or other legally constituted body authorized by law to compel the attendance of witnesses, except when the employee is party to a civil or criminal action. An employee who is a party to a civil or criminal action will not be paid for the absence unless the employee elects to take vacation.

EAP (Employee Assistance Program)

All benefit eligible employees, household members, dependents in and away from home and parents/parents-in-law are eligible for the Employee Assistance Program (EAP) from IMPACT Solutions. The program provides unlimited 24/7 phone consultation, 24/7 Chatbot, five (5) complimentary face-to-face counseling sessions per person per occurrence, and numerous resources such as comprehensive work/life web self-service tools. Company Code is: Edison.

<https://allonehealthmemberportal.mylifeexpert.com/login>

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA), enacted in 1993 by Congress, is a federal law to help employees balance their work and family lives by allowing them to leave for a certain qualifying condition. The FMLA entitles eligible employees who have been employed at the College for one year and has worked for 1,250 hours during the 12 months preceding the start of Family Medical Leave (FML), to take unpaid, job-protected leave, including intermittent leave, for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. If an employee goes into an unpaid status, the College will maintain their same coverage and the employee will be responsible for employee portion reimbursement to the College upon returning to work. HR will work with the employee to work out a repayment schedule. The College has elected to use a rolling 12-month period after the commencement of leave. Employees are required to utilize their sick leave and vacation leave concurrently with FML.

Fiscal Year vs Academic Year vs Calendar vs Financial Aid Year

Fiscal Year (Budget): July 1 – June 30

Academic Year: Mid August – Mid May

Calendar Year: January 1 – December 31

Financial Aid Year: June 1 – May 31

403(b) Opportunity

All eligible employees have the option to elect to make pre-tax contributions by convenient payroll deduction into a 403(b) account under the Internal Revenue Code Section 403(b). Approved vendors include:

TIAA-CREF

VOYA (formerly ING)

AIG (Valic)

457(b) Opportunity

All eligible employees have the option to elect to contribute to a 457(b) account through Ohio Deferred Compensation by convenient payroll deduction.

<https://www.ohio457.org/home>

ROTH Opportunity

All eligible employees have the option to elect to make post-tax contributions by convenient payroll deduction into a ROTH account. Approved vendors include:

TIAA-CREF

VOYA (formerly ING)

Ohio Deferred Compensation

Grading a Position (Non-Faculty)

Once President's Cabinet has approved a position to be filled, the supervisor creates/updates the job description and meets with the Director of HR to review the position utilizing the Compease software. The College's compensation structure is composed of all individual salary ranges based on formal job evaluation criteria (job description) as follows:

- Years of Experience
- Highest Level of Degree Required
- Managerial Responsibility
- Interpersonal Skills
- Independent Judgement
- Mental Process (Problem Solving)
- Organizational Authority (Budget Responsibility)
- Organizational Restraint (Supervision Received)
- Physical Demands
- Working Environment

Salary Ranges are composed of a minimum salary, a mid-point (usually the middle of the salary range) and a maximum salary.

Health Club Membership

The college pays a portion of the yearly premiums for a single membership or a family membership to those full-time employees (prorated for those part-time employees who work 20 – 39 hours per week) who desire to have a membership in the YMCA or in another college-approved health facility. The college will also pay a prorated portion of the premium to regularly scheduled part-time administrative, professional/technical, and classified staff proportionate to their

Holidays

Classes are not held and offices of the College are closed on official holidays. Administrative, professional/technical, and classified employees, including part-time (20 hours or more per week), receive the following paid holidays:

New Year's Day January 1

Martin Luther King Day (Third Monday in January)

Memorial Day (Last Monday in May)

Juneteenth (June 19)

Independence Day (July 4)

Labor Day (First Monday in September)

Columbus Day (Observed on the day after the Thanksgiving Day Holiday)

Veterans Day (November 11)

Thanksgiving Day (Fourth Thursday in November)

Christmas (December 25)

Birthday Holiday (During birthday month)

In addition to the above-listed holidays, the college also observes a Winter Break Two-Day Holiday which is scheduled each year by the College during the week between the observance of Christmas Day and New Year's Day.

If a holiday falls on a Saturday, then the holiday is observed on the preceding Friday. If the holiday falls on a Sunday, it is observed on the following Monday.

Full-time employees receive 8 hours of holiday pay, 30 hour a week employees receive 6 hours of holiday pay, and 20 hour a week employees receive 4 hours of holiday pay. If an employee is scheduled to work more than these allotted hours on any particular holiday, they must adjust their schedule during that week to make up the difference.

Injury on Campus

The college operates under provisions of the Worker's Compensation Act and contributes to a fund which provides benefits for work-related injuries and occupational diseases. All employees are covered by workers' compensation insurance, which compensates an employee for lost time,

medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. If an accident occurs on campus, an Accident Form must be completed and filed in the HR Office and immediate supervisor as soon as possible after the accident occurs. The form can be found at <https://www.edisonohio.edu/Human-Resources/>.

Life Event

If you experience a qualified “life event” (marriage, divorce, birth of a child, etc.), you only have up to 30 days after the date of the event to make changes to your insurance. You must complete a form documenting these changes at www.myedisonstatebenefits.com so that the changes can be submitted to the insurance companies. Remember to consider medical, dental, vision, life insurance, and beneficiaries in these instances. If you wait longer than 30 days to make the changes, you will have to wait until the next open enrollment period which takes place each April/May to be effective July 1. Contact Human Resources for information and forms.

Lunch Hours

Per the Department of Labor, the College is not required to make employees take lunch breaks, however, it is to the best interest of employees to take at least a half hour lunch break.

Non-Exempt vs Exempt Status

Non-exempt employees are paid at an hourly rate and are entitled by law to at least minimum wage and premium pay for overtime. Exempt employees are not subject to these laws. Non-exempt/exempt status is defined by standards set by state law and the Federal Labor Standards Act (FLSA) based on the essential functions of the job.

Occupational Health and Safety

The college holds in high regard the health and safety of our employees, students, and visitors. All employees are responsible to observe good safety practices and to perform their work safely. If an employee observes a hazardous condition of a facility and/or equipment the employee must report it immediately to his or her supervisor and follow up with a written memorandum.

Overtime/Comp Time

Non-exempt employees will be paid only for actual hours worked unless they receive benefits under the college’s paid leave policy or other policy or benefit program. Any time authorized over 40 hours of active pay status and hours worked is subject to overtime pay or compensatory time off. Sick/holiday/vacation do not count towards hours worked. Because Edison State is a state institution and because of budget consideration, nonexempt staff receive compensatory time off in lieu of compensation at time and a half for hours worked. Only under extraordinary circumstances will employees receive overtime pay vs compensatory time off.

Overtime must be approved in advance by the appropriate supervisor. It is recommended that supervisors allow a flex schedule to avoid any overtime/comp time.

Any comp time worked/taken is to be logged on the Employee Leave Request Form found at <https://www.edisonohio.edu/uploadedFiles/ Web Assets/Documents/Human Resources/Employee Leave Request Form.pdf>.

Parking/Parking Permits

Parking for faculty and staff is clearly marked in each lot. Employees are also permitted to park in the general parking spaces. There are additional parking spaces identified for adjuncts only.

Performance Management

Supervisors and employees are strongly encouraged to discuss goals and job performance on a day-to-day basis throughout the year. They are also encouraged to discuss work-related disputes through conversations, coaching, facilitation, or mediation.

Personal Appearance

As a college employee, you are to project a clean and professional personal appearance that contributes to the college's values and to a positive, respectful and safe environment for students, employees, and the public. The college recognizes that different applications may be necessary depending on the degree of public contact, nature of work, and safety issues, therefore, this is a general guidance. Individual departments have the authority to define appropriate professional dress standards for their employees. Some positions may require employees to wear special clothing or uniforms. The final decision as to what constitutes appropriate professional appearance is the responsibility of the employee's supervisor.

Employees who choose to wear fragrances in the workplace are highly encouraged to be aware of the sensitivities or allergies of their coworkers.

Preventing Discrimination and Harassment

As a college employee, you share in the responsibility for assuring that the college maintains an environment of higher education that is free from discrimination and harassment. The college has defined all faculty and staff as responsible employees/mandatory reporters with the exception of Darlene Francis, Coordinator of Health and Wellness Services. Therefore, when an employee becomes aware of an alleged act of sexual violence or other misconduct, the employee must promptly contact Kara Myers, Title IX Coordinator or Dr. Jessica Chambers, Deputy Title IX Coordinator. Please visit the Colleges Title IX site for additional resources and information at <https://www.edisonohio.edu/TitleIX/>.

Public Records

Most documents at Edison State are public records because we are a public institution. However, your healthcare information is completely confidential under the Health Insurance Portability and Accountability Act (HIPAA) unless you choose to share it. Public Records request can be made by using the following link: <https://www.edisonohio.edu/records/>

Retirement Fund

All eligible employees participate in the State Teachers Retirement System (STRS), the Ohio Public Employees Retirement System (OPERS), or an Alternative Retirement Plan (AR), if applicable. Eligibility in these systems is governed by Chapter 3305 of the Ohio Revised Code.

Sick Leave

All benefit eligible employees are provided sick leave. Eligible employees may use accumulated sick leave for self or for an immediate family member due to illness, pregnancy, injury, exposure to a contagious disease, or medical/wellness examination or treatment. Immediate family member includes spouse, parents, step-parent, child, step-child, siblings, step-siblings, grandparents, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law, in-laws, and other dependents or persons living in the employee's household.

When possible, sick leave is to be preapproved by immediate supervisor with the completion of the Employee Leave Request form. When not possible, the employee is to submit the form to their supervisor within 3 days of returning to work. The form can be found at <https://www.edisonohio.edu/Human-Resources/>.

Eligible employees may also use up to five (5) days of accumulated sick leave for the death of an immediate family member.

Employees who take more than three (3) consecutive sick leave days for a qualifying event identified under the Family Medical Leave Act (FMLA) are subject to the college's policy requirements, including, but not limited to, medical and return to work certifications.

Sick leave is charged in 15-minute (.25) increments and unused sick leave is cumulative without limit. Sick leave does not accrue during unpaid leave.

Sick Leave Balance Transfer

An employee may transfer a sick leave balance that had been accumulated in the public service for the State of Ohio entity or a State of Ohio political subdivision to Edison State, provided that the employee's College employment date occurs within 10 years and proof of accrued sick leave is provided by the transferring Ohio public entity and other conditions are met as required by the Ohio Revised Code. Inquiries should be submitted to Denise Shaffer, Coordinator of Employee Benefits and Compensation, at dshaffer@edisonohio.edu.

Sick Leave Donation Program

The College's Leave Donation Program is intended to allow eligible employees to remain in a paid status while recovering from a serious or severe illness or injury or being present for an immediate family member who has a serious or severe illness or injury. The Program also allows eligible employees who need additional time off for bereavement in the event of the death of an immediate family member. The policy and procedure regarding voluntarily donating leave or requesting to receive donated leave can be found at <https://www.edisonohio.edu/Human-Resources/>

Staff Phone Directory

A phone directory of faculty and staff can be found under “Resources>Directory” at <https://www.edisonohio.edu/Directory/>. Adjuncts are not listed.

Supervising a Relative

All employees of the college are expected to comply with Ohio’s ethics laws and avoid improper conflicts as found in Chapters 201 and 2921 of the Ohio Revised Code. The employment of relatives can prove problematic, particularly in situations where relatives share a department or a supervisor relationship. Therefore, employees are not permitted to supervise or have anything to do with the employment of a family member to include spouse, parent, stepparent, child, stepchild, grandparent, grandchild, sibling, other close relatives, and any other individual related to the employee by blood or marriage if that individual lives in the same household with the employee.

Tuition Remission

Tuition remission is for undergraduate and postgraduate coursework for administrative, professional/technical, and classified staff. Requests are to be submitted to HR by June 1 of each year for the current calendar/tax year. Upon receiving a copy of an employee’s grade(s), HR will process tuition remission during the months of August for courses completed January through July and during the month of December for courses completed August through December of the same calendar year. The scheduling of classes shall be made in cooperation with the supervisor so there are no conflicts with the employee’s commitment to the College. The process and form can be found at <https://www.edisonohio.edu/Human-Resources/>.

Tuition Waiver

Employees and their spouse/dependents are entitled to enroll in Edison State credit classes without payment of the basic instructional fee. The tuition waiver is prorated for adjuncts and part-time employees, and their spouse/dependents, who are regularly scheduled half time or more. The scheduling of classes shall be made in cooperation with the supervisor so there are no conflicts with the employee’s commitment to the College. The tuition waiver is applicable for the financial aid year in which it is completed. The financial aid year runs June 1 through May 31. The employee tuition waiver form can be found at <https://www.edisonohio.edu/Human-Resources/>.

Travel Procedure

All Edison State employees are reimbursed for reasonable business-related travel costs. Reimbursement for such travel costs is subject to budget availability and must be pre-approved by your supervisor. The procedure can be found at <https://www.edisonohio.edu/Human-Resources/>.

Vacation

Vacation leave time is accrued semi-monthly from the date of hire, based upon length of service and classification. An employee can carry one year’s accrual into the next fiscal year. Vacation does not accrue during an unpaid leave. Vacation leave must be preapproved utilizing the

employee leave request form for accumulative leave found at <https://www.edisonohio.edu/Human-Resources/>.

Work Schedule

Department supervisors establish the work schedules within their respective work areas to best serve all stakeholders. To allow more flexibility during the summer months, the college offers employees the opportunity for a summer flex work schedule. The summer flex work schedule procedure can be found at <https://www.edisonohio.edu/Human-Resources/>.

Work Week

The work week at the College begins at 12:00 AM on Saturday morning and ends at 11:59 PM on the following Friday.

Worksite Lactation

In support of new mothers who wish to continue to breastfeed while they are at work or attending college, the college has designated a lactation room located in the Student Health Services clinic. Employees should contact the Coordinator of Health and Wellness Services to make the necessary arrangements. Employees are granted flexible and reasonable breaks, using normal break periods and meal times. When time is needed beyond the usual break periods, employees may make up the time as approved by their supervisor. Employees should keep their supervisor informed of their needs so that appropriate accommodations can be made to satisfy the need of both the employee and the department. If a nursing mother feels that they have been denied appropriate accommodations, they are encouraged to contact Human Resources.

PAYROLL

Employee pay shall be direct deposited into each employee's checking or savings account on the fifteenth and thirtieth (or the respective Friday prior) of each month (twenty-four installments annually). Applicable forms are located on the Human Resources webpage at <https://www.edisonohio.edu/Human-Resources/>.

Changing your Bank Accounts

You must complete a new Direct Payroll Deposit Authorization Agreement. HR must receive this form within ten business days prior to the applicable pay date.

Direct Deposit and Bank Accounts

You can have up to two accounts and/or banks set up, with one being a primary account and one being a secondary account. The secondary account must have a specified deposit amount. A voided check(s) must be attached to the Direct Payroll Deposit Authorization Agreement.

Garnishment of Pay

Garnishment of pay is a court order to the college to deliver a specified amount of an employee's wages to the court. A single garnishment is a judgment by the court that an employee must pay a specified amount to a specified party. An employee may elect to pay a garnishment directly to the court. If an employee does not elect to pay the garnishment directly to the court, the college will deduct the amount of the garnishment from the employee's wages.

Leave Balance, Pay Advices, and W-2 Location

You can find this information in MyESCC at www.edisonohio.edu > Resources > MyESCC or <https://myescc.edisonohio.edu/Student/Account/Login?ReturnUrl=%2fStudent%2f>. You will log in with your username and password then click on the employee icon.

Pay Dates

Edison State pays on a semi-monthly basis, which means employees are paid twice per month on the 15th and 30th. If the 15th or 30th falls on a Saturday or Sunday, you will be paid on the Friday prior. The current pay schedule is found on the HR webpage.

Payroll Deductions

- OPERS/STRS/ARP
- Income tax (federal and state)
- Medicare
- Other Deductions that are required by law
- Health Insurance
- Dental Insurance
- Voluntary Life Insurance
- Voluntary Eye Insurance
- Health Club Memberships
- HSA
- 403(b)/457(b)
- Voluntary/Supplemental Insurance
- Charitable Donations/United Way/Edison State Scholarship Fund
- Nationwide Pet Insurance

Time Sheets

Only employees working less than 40 hours per week are required to complete a time sheet. Applicable time sheets with due dates can be found on the HR webpage.

Updating or Changing Tax, Banking, Address, or Other Personal Information

A W-4 is completed upon hire. If at any time you wish to adjust your income tax withholding, please fill out a new W-4 form and submit it to HR. Applicable forms are located on the HR webpage. Note: W-4 forms are available in the HR office. Please be aware that filling out a "Change of Address" form will not change or update your current payroll tax information. You must complete a new W-4, school district, etc. form.

