



**BOARD OF TRUSTEES
MEETING**

May 27, 2010

7:00 p.m.

Belmont Technical College

Board Room

**Belmont Technical College
District Board of Trustees Meeting**

May 27, 2010

7:00 p.m.

AGENDA

CALL TO ORDER	Ms. Elizabeth Gates, Chair
ROLL CALL	
PLEDGE OF ALLEGIANCE	
INTRODUCTION OF VISITORS	Ms. Elizabeth Gates, Chair
APPROVAL OF AGENDA	Ms. Elizabeth Gates, Chair
APPROVAL OF MINUTES	Ms. Elizabeth Gates, Chair

A

CONSENT AGENDA

B

Human Resource Items

B1

1. Position Modification
Jane Black, Academic Advisor
2. Position Modification
Edward O'Donnell, Transfer & Career Services Coordinator
3. New Position
Director of Student Engagement, Leadership and Career Services
4. New Position
EMS/Fire-Safety Coordinator
5. New Position
Learning Commons User Services Coordinator
6. Appointment
Transfer, Articulation and Academic Advisor
7. Appointment
Academic Advisor
8. Appointment
Director of Student Engagement, Leadership and Career Services
9. Appointment
EMS/Fire-Safety Coordinator
10. Appointment
Learning Commons User Services Coordinator
11. Authorization to Hire
Human Resources Coordinator

12. Authorization to Hire
*Community Education and Professional Development
Program Coordinator*

13. Ratification of Employment
Math Faculty

Marge A. Hawthorne, Director of Human Resources

Board Items

B2

1. Ratification of Operating Policies:

A. Tuition Reimbursement Advanced Degree and Coursework

B. Payment for Required Advanced Degree and Coursework

**2. Resolution to Pursue Negotiations for Purchase of
Hab Center Property**

3. Formation of Ad-Hoc Committee to Study Facilities Options

Dr. Joseph E. Bukowski, President

PRESIDENT'S REPORT

MONITORING ACTIVITIES

C

Financial Report

April 2010 Financial Report

C1

John S. Koucoumaris, Vice President of Administrative Affairs

Three-Month Financial Report from BTC Foundation

C2

**Section IV: Ends Policies
Board Rule 400.0000.00**

Access to Higher Education

C3

Quarterly Enrollment Statistics

Board Rule 400.0300.00

Articulation and Transfer

*Performance studies after transfer to upper division
baccalaureate programs*

Transfer amounts and rates compared to comparable institutions

Dr. Rebecca Kurtz, Vice President of Learning & Student Success

REPORTS AND PRESENTATIONS

Strategic Plan: Enrollment Unit Level Plan

Jody Peeler, Assoc. Dean of Student Financial Aid

Michael Sterling, Director of Recruitment

OACC Spring Conference

Ms. Elizabeth Gates, Chair

UPCOMING EVENTS/MEETINGS

Quarterly Trustees' Video Conference - June 8th at 10:00am
Celebration of Learning- June 2-4
Nursing Graduation- June 10th
Graduation- June 11th

COMMENTS FROM THE CHAIR

Ms. Elizabeth Gates, Chair

**COMMENTS FROM
COLLEGE COMMUNITY**

NEXT REGULAR MEETING

Next Meeting June 24, 2010
Belmont Technical College Board Room
* Workshop 5:00 p.m.
* Meeting 7:00 p.m.

ADJOURNMENT

TAB A

MINUTES

BELMONT TECHNICAL COLLEGE
BOARD OF TRUSTEES MEETING

Minutes of April 22, 2010

The regular meeting of the Belmont Technical College District Board of Trustees was held at 7:00 p.m. on April 22, 2010 at the Monroe County Senior Center in Woodsfield.

Call to Order Elizabeth Gates, Chair, called the meeting to order at 7:04 p.m.

Roll Call

Marcia Bedway	Present
Terry Carson	Absent
Lorrinda Saxby	Absent
Elizabeth Gates	Present
William Hunkler	Present
Marshall Piccin	Present
Suzanne Pollock	Present
Pandora Neuhart	Present

There being a quorum, the meeting proceeded.

Attendance John Koucoumaris, Becki Kurtz, Marge Hawthorne, Tim Houston, Stacy Jones, Janelle Comstock, Janet Vankirk, Laura Doty, Jennifer Schmitt and President Joseph Bukowski.

Introduction of Visitors Tim Houston introduced 3 special guests who have been involved in helping with off campus operations.

Stacy Jones is an adjunct English Faculty member who teaches classes at both the BTC Main campus as well as the Monroe County campus.

Janelle Comstock is involved in teaching the ABLÉ classes in Monroe and Harrison County and also teaches transitional classes at the Main campus.

Janet Vankirk is a member of the Maintenance Team at the Monroe County campus. Her and her team, including Harold Dietrich and Wilma Winkler, has worked countless hours making sure the Monroe County campus was available and accessible for our students; especially during the winter with all the weather we had.

Approval to Consider the Amended Agenda

Mrs. Gates asked that there be a motion to approve the amended agenda.

The following were added under Human Resource Items:

- Resignation – *Jeffrey MacDonald, Assistant Professor of Building Preservation and Restoration*
- Retirement – *Marilyn Wildman, Director of Information Systems*
- Request for New Full-time Faculty Positions
 - *Associate Degree Nursing Faculty*
 - *Mathematics*
 - *English*
 - *Natural Science*
- Authorization to Hire – *Full-time Faculty Positions*

Changes under Reports and Presentations: *All presentations have been removed*

Mr. Hunkler motioned, seconded by Ms. Pollock, to accept the amended agenda.
All ayes; motion carried.

Approval
of Minutes

Mrs. Gates asked for a motion to approve the minutes.

Ms. Bedway motioned, seconded by Ms. Pollock to approve the minutes of March 25, 2010 with two changes: *change meeting location and add Introduction of Visitors from Tim Houston.*

All ayes; motion carried.

Approval
of Consent
Agenda

Human Resource Items

Resignation –

Jeffrey MacDonald, Assistant Professor of Building Preservation and Restoration

Jeffrey MacDonald, Assistant Professor of Building Preservation and Restoration, has submitted a letter of resignation effective at the end of Spring Quarter 2010.

Retirement –

Marilyn Wildman, Director of Information Systems

Marilyn Wildman, Director of Information Systems, has submitted a letter of retirement effective June 30, 2010. Mrs. Wildman began her employment with the College in September of 1975 as an adjunct instructor in computer programming. She was hired to teach full-time in September 1982 and continued teaching until July of 2007, when she accepted the appointment as Interim Director of Information Services.

Authorization to Hire –

Full-time Faculty Positions

It was requested that the Board authorize the President to make the hiring decisions for the full-time faculty positions as listed below, with the Board ratifying the decisions at a subsequent Board meeting.

1. Mathematics
2. English
3. Natural Sciences
4. Nursing – Associate Degree

**New Position –
New Full-time Faculty Positions**

Additional full-time faculty positions were recommended in the following disciplines:

5. Mathematics
6. English
7. Natural Sciences
8. Nursing – Associate Degree

The decisions for new faculty positions were data driven according to departmental workload and benchmarks for the variables of workload set by the USO, HLC, other accrediting bodies, or by BTC. Dr. Evans provided a data set for analysis of academic department workload that includes the following variables:

- #of FT faculty in an academic area
- # of PT faculty in an academic area
- PT/FT faculty ratio
- # of credit hours taught by PT faculty
- # of credit hours taught by FT faculty
- Total # of credit hours generated by an academic area
- # of sections taught
- # of student contact hours
- # of students enrolled
- # of students per section

Based upon a comparative analysis of the variables, the academic departments were rank ordered according to the workload of the department compared to the available human resources and the ability to meet the benchmarks. The results of the analysis were somewhat consistent with the projected faculty needs over the next five years espoused in the Higher Learning Commission change proposal for approval to become a Community College. English, Math, and Science FTE's were projected in the proposal.

The Nursing position was requested as we did not fill Professor White's position after her promotion to Assistant Director of Nursing. The Associate Degree Nursing program currently is among the programs with the highest departmental workload and this academic area was not analyzed in the change proposal which focused upon the needs of the Pre-Baccalaureate Programs.

Board Items

Ratification to Operating Policies

A. Retirement Plans Policy

Belmont Technical College is required to comply with state laws governing the participation in Ohio public retirement systems and alternative retirement plans.

Policy Statement:

This policy describes the retirement plans available to employees and complies with the state laws governing the participation in Ohio public retirement systems and alternative retirement plans by requiring employees to contribute to either the applicable public retirement system or an alternative retirement plan, dependent upon the employee's status, and by contributing the required employer's share to each plan.

Persons Affected:

All Belmont Technical College employees

Definitions:

1. **ARP** – a defined contribution plan qualified under section 401(a) of the Internal Revenue Code with a choice of providers offering various investment options
2. **Electing Employee** – any eligible employee who elects, pursuant to section 3305.05 of the Revised Code, to participate in an alternative retirement plan
3. **Ohio Public Retirement System** – the State Teachers Retirement System (STRS) or the School Employees Retirement System (SERS)
4. **Provider** – an entity designated under Section 3305.03 of the Revised Code as a provider of investment options for an alternative retirement plan
5. **Student Employee** – a part-time employee (college funded or federal work-study) who is enrolled at Belmont Technical College with the primary goal of achieving a degree.

Procedures:

1. **Retirement Plan Overview** – Belmont Technical College's retirement program is considered a pick-up plan; the retirement contributions are a tax-deferred contribution deducted automatically each pay period. Retirement contributions will be invested with one of the state retirement systems—State Teacher's Retirement System of Ohio (STRS-OH) for faculty and contract staff, School Employees Retirement System of Ohio (SERS-OH) for non-exempt staff—or an Alternative Retirement Plan (ARP). Ohio public institutions do not participate in the federal Social Security system, other than contributions to Medicare for employees hired after March 31, 1986.

Newly-hired, full-time employees of Belmont Technical College have a choice between the applicable state system (STRS or SERS) or an ARP.

This decision is irrevocable; once a system is chosen, the employee remains with that system throughout their employment with Belmont Technical College.

Part-time employees are not eligible for enrollment in an ARP and must enroll in the applicable state retirement system.

Student employees may elect to be exempted from compulsory participation.

The College offers an ARP to all newly hired, full-time employees, including reemployed retirees, based on the following:

- The newly hired employee has never had an ARP election option while employed in any position at the College; or
- The employee had a previous ARP election option while employed at the College, but subsequently terminated employment and did not return to any position at the College prior to one year after the termination date.

2. **Enrollment in a Retirement Plan** – The Human Resources Office (HR Office) provides all newly hired or rehired employees with the applicable state retirement system membership application, which must be completed and returned to the HR Office. In addition, newly hired, full-time employees will receive the “Retirement Plan Election Form.”

The completed Retirement Plan Election Form must be returned to the HR Office within 120 days of starting employment. The HR Office will submit the Election Form to the appropriate retirement system. If an employee elects an ARP, the employee is responsible for contacting the provider he/she chooses to establish membership.

Employees who do not make an election within 120 days of their hire date automatically become contributing members of the appropriate state of Ohio retirement system.

Once enrollment is established with a system, the initial election is irrevocable.

Student employees electing to be exempted from membership or contribution shall sign a written application for exemption within the first month after being employed. Such application is irrevocable while the employee is continuously employed by the College and regularly attending classes.

3. **403b Plans** – The College participates in tax sheltered annuity plans allowing employees to place a portion of their salaries in annuity contracts under the provisions of Section 403 of the Internal Revenue Code. Information is available on the JICS, www.mybtc.info.
4. **Ohio Public Employees Deferred Compensation Program** – Belmont Technical College employees are eligible to participate in the Ohio

Public Employees Deferred Compensation Program, a supplemental retirement savings plan giving employees the ability to make contributions, through payroll deduction, on a pre-tax basis. Information is available on the JICS, www.mybtc.info.

- 5. State Teachers Retirement System of Ohio (STRS)** – Members of STRS contribute 10 percent of their annual gross salaries, and Belmont Technical College contributes 14 percent, subject to change as mandated by state law. The employee share of retirement is deducted from gross pay and treated as tax deferred.

STRS currently has three retirement plan options—Defined Benefit Plan, Defined Contribution Plan, and Combined Plan. Benefits under each option differ, but may include optional retirement age, disability retirement income, survivor benefits, healthcare plans, withdrawal privileges, opportunity to purchase additional increments, and ability to coordinate with other state retirement systems. Additional information regarding each plan option may be found at the website www.strsoh.org.

- 6. School Employees Retirement System of Ohio (SERS)** – Members of SERS contribute 10 percent of their annual gross salaries, and Belmont Technical College contributes 14 percent, subject to change as mandated by state law. The employee share of retirement is deducted from gross pay and treated as tax deferred.

SERS is a defined benefits plan. Retirement benefits, if vested, include optional retirement age, disability retirement income, survivor benefits, optional retirement plans, healthcare plans, withdrawal privileges, opportunity to purchase additional increments, and ability to coordinate with other state retirement systems. Additional information regarding the system may be found at the website www.ohsers.org.

- 7. Tax-Deferred Payroll Deduction for Purchase of Retirement Service Credit** – Members of the State Teachers Retirement System (STRS) and the School Employees Retirement System (SERS) may: 1) redeposit contributions previously withdrawn plus interest, and/or 2) purchase eligible service credit by payroll deduction. Federal income taxes and Ohio income taxes are permitted to be deferred on these deductions provided that any employee who wishes to purchase or restore STRS or SERS credit by payroll deduction must enter into a binding irrevocable payroll deduction authorization and shall not have the option of choosing to receive the amounts directly instead of having them paid by the employer to STRS or SERS. Additionally amounts specified, through payroll deduction from salary, are designated as being picked up by the employer and paid by the employer in accordance with Internal Revenue Code requirements. Information is available on the JICS, www.mybtc.info.

- 8. Alternative Retirement Plan (ARP)** – Employees who elect an ARP currently contribute 10 percent of their annual gross salaries to the provider of the investment option the employee has selected. The College

also contributes on behalf of an electing employee a percentage of the employee's gross salary that is equal to the percentage that the College would contribute to the respective state retirement system that would otherwise cover that employee's position, less the percentage contributed by the College to the respective state retirement system pursuant to division (D) of Section 3305.06 of the Ohio Revised Code. These percentages are subject to change as mandated by state law.

The ARP is a defined contribution plan qualified under section 401(a) of the Internal Revenue Code with a choice of providers offering various investment options. No additional benefits are available upon retirement with these programs. Additional information regarding the ARP providers may be obtained from the HR Office.

ARP participants who terminate employment and are subsequently reemployed must remain in the ARP plan as long as there is not more than a one-year break in employment with the college. This applies to ARP participants who (a) move from a full-time to a part-time position, or (b) have a break in service with the college that is less than one year.

- 9. Social Security Protection Act of 2004** – The Social Security Protection Act of 2004 requires Belmont Technical College to provide a statement (Form SSA-1945) to employees hired after January 1, 2005, explaining how future Social Security benefits could be affected by the pension they receive from their selected retirement plan. The Windfall Elimination Provision can affect the amount of a worker's Social Security retirement or disability benefit. The Government Pension Offset Provision can affect a Social Security benefit received as a spouse or an ex-spouse.

The Human Resource Office will:

- Give the statement to the employee prior to the start of employment;
- Obtain the employee's signature on the form; and
- Submit a copy of the signed form to the pension paying agency.

Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov.

It was recommended that the Board of Trustees ratify the Retirement Plans Policy as listed above.

B. Leave Policies

The primary purpose of leave policies is to allow employees to renew their physical and mental capabilities and to remain a fully productive employee. The leave policy ensures the Belmont Technical College is in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), Family and Medical Leave Act (FMLA), National Defense Authorization Act

for FY 2008 of 1993, Federal Family and Medical Leave Act (FMLA) of 1993, Consolidated Omnibus Budget Reconciliation Act (COBRA) and Ohio Revised Code.

Policy Statement:

Belmont Technical College's employees are eligible for a number of leave policies and programs. These policies include: Holidays, Vacation, Personal, Sick, Family Medical Leave, Jury Duty, Bereavement, Military, and Leave of Absence Without Pay.

Persons Affected:

All employees of Belmont Technical College

Definitions:

1. **Holiday** – a day of which one is exempt from work; specifically; a day marked by a general suspension of work in commemoration of an event
2. **Accrual of Leave** – Amount of time earned per month based on the employee group and length of continuous years of College service
3. **Sick Leave** – Employee benefit in the form of paid leave which can be taken during periods of illness
4. **FMLA Eligible Employee** – under FMLA an employee must have worked for the College for at least one year and have completed 1,250 hours over the 12 months prior to the commencement of the leave.
5. **Family Medical Leave** – Family Medical leave is unpaid, job-protected leave of up to twelve (12) weeks in a 12-month period.
6. **Immediate Family** – Immediate family consists of: Spouse, child, parent, parent-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, legal guardian of the employee, or any individual living in the same household as the employee
7. **Serious Health Condition** – A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.
8. **Jury Duty – service as juror:** service as a member of a jury in a court of law
9. **Civic Responsibility** – the responsibility of a citizen reflected in the actions and attitudes associated with democratic governance and social participation
10. **Subpoena** – a written legal order summoning a witness or requiring evidence to be submitted to a court or similar deliberative body.
11. **Summons** –
 - **Court order to defendant:** a written order to appear in court to answer a complaint
 - **Court order to witness:** a written order to a witness or juror to

appear in court

- **Order by authority to appear:** an authoritative demand to appear in a specific place at a specific time
12. **Military Leave** – Time off for employees who are members of the National Guard or other reserve component of the United States Armed Services and who are called to active duty, attend scheduled reserve service, and/or temporary training duty
13. **Leave of Absence** – permission to be absent from work for a period of not more than one year.

Procedures:

Holidays

Scheduling – The President of the College shall designate each year the paid holidays to be provided to full-time employees during the 12-month period beginning September 1. The holiday schedule shall be consistent with generally accepted practices in other institutions of higher education and shall conform to the requirements of the law and in conformance with the College's Academic Calendar. The holiday schedule shall represent the College's plan of holidays to be provided during a given year, and may be revised by the President in the best interests of the College.

1. When the regular holiday falls on Saturday, the preceding Friday shall be considered the College holiday.
2. When the regular holiday falls on Sunday, the following Monday shall be the College holiday.

Eligibility – Receiving holiday pay:

1. To receive holiday pay, full time employees must be in an active pay status on the regularly scheduled workday.
2. Employees do not receive holiday pay during an unpaid leave of absence.
3. If a holiday does not fall within an employee's regular work week, the employee will not be paid for the holiday.

Pay Calculation – Payment for holidays:

1. Holiday pay is not to be considered hours worked in the computation of overtime.
2. Holidays that fall within the employee's regular work week will be paid at the number of hours normally worked for that day.
3. Full-time support staff (non-exempt) shall be awarded overtime pay if required to work on a holiday.

Part time employees are not eligible for holiday pay.

Vacation Leave

Full-Time Support Staff (Non-Exempt) – Non-exempt personnel working full-time 12 months a year earn paid vacation at a rate of .84 days per month for every month of service (10 annual days) up to the third anniversary of employment. On the individual's third anniversary

of employment, paid vacation will begin to be earned at a rate of 1.25 days per month (15 annual days). An employee may end a fiscal year with no more than 30 days accrued vacation.

Full-Time Professional Staff (Exempt) – Professional staff working full-time on a 12-month contract earns paid vacation at a rate of 1.25 days per month for every month of service (15 annual days) up to the fifth anniversary of employment. On the individual's fifth anniversary of employment, paid vacation will begin to be earned at a rate of 1.67 days per month (20 annual days). Professional employees may end a fiscal year with no more than 30 days accrued vacation.

Full-Time Administrative Staff (Exempt) – Administrative personnel working full-time on a 12-month contract earn paid vacation at a rate of 1.67 days per month (20 annual days). Administrative personnel may end a fiscal year with no more than 30 days accrued vacation.

Full-Time Faculty – Full-time faculty does not accrue vacation hours.

Deductions – Deductions for vacation leave shall be made as follows:

Administrative, professional staff and non-exempt employees shall be charged vacation leave in minimum units of one hour. An employee shall be charged for vacation leave only for days upon which the employee would have been scheduled to work.

Exception – The President, upon the recommendation of the appropriate vice president and Director of Human Resources, will have the authority to request that certain employees cancel scheduled vacations that had been previously approved due to college circumstances that deem it necessary that the employee(s) be on duty during the specified time period. Depending on the time of the request and the circumstances at the time, the President will have the authority to allow the employee to carry the vacation days in question into the next fiscal year. *AD 01-06; Eff. 06/19/2006; Director of Human Resources, RCO*

Personal Leave

Each full-time employee shall be awarded 32 hours of personal leave per fiscal year that cannot be carried over into the next year. New full-time hires will be awarded personal leave hours pro-rated from the start date thru the end of the fiscal year. It is not intended that personal leave be used to substitute for vacation. Personal leave may be taken in minimum increments of one hour. Personal leave balances are not paid to employees at the time of resignation or retirement.

Appropriate Use – Examples of appropriate use of personal leave:

1. Personal business that can only occur during normal work hours.
2. Absence due to bad weather conditions.

3. Attendance at a funeral for someone other than an immediate family member.

Sick Leave

Earning – Each full-time employee of Belmont Technical College shall earn sick leave credit at the rate of 5.67 hours for each semi-monthly pay period of active pay status, to a maximum of 136 hours or 17 days per fiscal year. College employees may accumulate sick leave to a maximum of 1,440 hours or 180 days.

Granting – Sick leave shall be granted to each full-time employee when absences are made necessary by:

1. Personal illness, injury, or exposure to a contagious disease which would be communicated to others.
2. Illness, injury, or exposure to a contagious disease of a member of the immediate family who needs the attendance and care of the employee. The immediate family consists of spouse, child, parent, parent-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, son-in-law, daughter-in-law, legal guardian of the employee, or any individual living in the same household as the employee.
3. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, or childbirth, and recovery, are considered temporary disabilities and are treated as sick leave.
4. Wellness visits and appointments with health care professionals.

The supervisor may request evidence of illness or physician approval to return to work. Failure to present the evidence requested may result in a failure to meet employment obligations. If illness or disability continues past the time covered by earned sick leave, vacation, and provisions of the Family Medical Leave Act, the employee may be granted, upon written request, an unpaid leave of absence not to exceed one year.

Deductions – Deductions for sick leave used shall be made as follows:

1. Administrative, professional staff and non-exempt employees shall be charged sick leave in minimum units of one hour. An employee shall be charged for sick leave only for days upon which the employee would have been scheduled to work.
2. Faculty sick leave deductions will only be made for days when faculty are assigned classes, office hours, or professional activities. Deducted amounts of sick time will vary as to the work assignment(s) missed by the faculty member. If the entire work assignment for the day is missed then eight hours of sick leave will be deducted. If one-half or one-fourth of the entire work assignment for the day is missed, then four hours (1/2 day) or two hours (1/4 day) of sick leave will be deducted; deductions

are proportional to assignment. The minimum deduction will be one hour.

3. Sick leave is paid only for working days. Employees on vacation or on a holiday are not charged if they are ill at that time.

Resignation/Retirement – Sick leave balances are not paid to employees at the time of their resignation. A portion of sick leave balances are paid at retirement per the following calculation: 25% of the sick leave balance up to a maximum of 30 days.

Transfer of Sick Leave – Transfer of sick leave must be from a State of Ohio agency or educational institution and will be accepted up to a maximum of 30 days. Transfer of a former employee's sick leave balance to a new state employer according to that employer's policy and procedures.

Requesting – To request leave:

1. A Request for Leave (Form 10) will be submitted to the appropriate supervisor prior to the leave if possible, or immediately upon return to work.
2. The supervisor must approve the request for leave.
3. The approved Request for Leave form will be forwarded to Payroll

Family and Medical Leave of Absence (FMLA)

Qualifications – To qualify for FMLA leave, an employee:

1. Must have at least 12 months (1 year) of total service; and
2. Have completed at least 1,250 hours of service in the previous 12 months.

Reasons for Requesting FMLA – An employee may request FMLA for the following reasons:

1. The birth or placement of a child for adoption or foster care.
2. To care for a spouse, child, or parent who has a serious health condition.
3. The employee's own serious health condition that makes the employee unable to work and perform the functions of his/her position.

Administered by – The FMLA is administered by the Employment Standards Administration's Wage and Hour Division within the U.S. Department of Labor.

Employees Responsibility –

1. An eligible employee who wishes to take FMLA must provide his/her supervisor with 30 days advance notice when the leave is foreseeable. At the time of the request, the employee must

complete a "Family Medical Leave Information Request Form". Once FMLA is requested by the employee or designated by the College, the employee will receive an information packet containing the full policy, forms, rights and duties of the FMLA for both the employee and the College.

2. In most cases, the eligible employee must submit medical certification to support a request for leave. A request for FMLA for a serious health condition must be substantiated with satisfactory certification from an appropriate health care provider. Health and dental benefits will continue during the FMLA provided the employee makes his/her regular, monthly contributions to the plan. Failure to pay premiums may result in lapse of coverage.
3. If 30 days notice is not possible, the employee must provide notice as soon as practicable and comply with our normal call-in procedures.
4. Employees must provide sufficient information for the College to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees will be required to provide a certification and periodic recertification supporting the need for leave.
5. Employees returning from FMLA within the 12-week period will be restored to their original job, or to an equivalent job with equivalent pay and benefits.
6. Employees returning from a medical FMLA will be required to present medical certification of fitness for duty. Failure to provide a medical certificate of fitness for duty may result in a denial of job reinstatement until medical certificate release is provided.
7. FMLA may be taken in increments as small as one hour, according to provisions of FMLA.
8. Employees may not earn additional paid time off while on FMLA.

Leave Request – All requests for leave must be submitted in writing to the Director of Human Resources Director and must clearly indicate the employee's intention to return to work upon expiration of the leave. Leave granted for eligible employees will be with the approval of the Director of Human Resources and the Vice President for the employee's area. FMLA will always begin with paid time off until all available paid time is used. After exhausting paid FMLA leave, non-paid FMLA leave will continue until the conclusion of the protected 12 week time limit.

Service Member FMLA Leave – FMLA was amended to entitle

eligible employees to take leave for a covered family member's service in the Armed Forces.

Leave Eligibility and Duration – Eligible employees may take Service Member leave for either (or both) of the following reasons:

1. A “qualifying exigency” arising out of a covered family member’s active duty or call to active duty in the Armed Forces.
 - a. Leave duration: Up to 12 workweeks of leave during any 12 month period.
2. To care for a covered family member (“next of kin”) who has incurred an injury or illness in the line of duty while on active duty in the armed forces provided that such injury or illness may render the family member medically unfit to perform duties of the member’s office, grade, rank or rating.

Leave Duration: Up to 26 workweeks of leave during a single 12 month period. (Leave may not exceed 26 weeks in a single 12-month period when it is combined with other FMLA-qualifying leave).

Veterans – The 2009 amendment extends military caregiver leave to close family members of veterans who were members of the Armed Forces (Including the National Guard or Reserves) at any point in time within five years proceeding the date on which the veteran undergoes medical treatment, recuperation, or therapy. Service member FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

Use of Leave – An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Enforcement – Employees may contact Human Resources for the complete policy on the Family and Medical Leave Act and for a full explanation of your rights. If an employee wishes to file a complaint, he/she may contact the U.S. Department of Labor.

Jury Duty

Summoned or Subpoenaed – When an employee, whether full time or part time, is summoned or subpoenaed for court service as defined in this policy,

1. Employee will immediately submit a copy of summons or subpoena to his/her supervisor and Human Resources.
2. The employee will not have the time away from work charged against vacation, personal, or sick leave and will not lose pay due to this absence.
3. Court reimbursement of personal expenses such as transportation,

parking costs, and meals made to the employee is not required to be turned over to the College.

4. An employee excused or discharged from court service before the end of the employee's normal work day shall report to his/her supervisor as soon as possible after being excused or discharged.

Non-Subpoenaed – Employees appearing as a plaintiff, defendant or for non-subpoenaed court appearance will not receive paid time off. Full-time employees may use vacation or personal leave for these instances.

Bereavement Leave

Granting – In the event of a death in the immediate family of a full time employee, bereavement leave will be granted as follows:

1. Up to three days paid leave is allowed per occurrence in the event of the death of an immediate family member.
2. The days are to be taken consecutively within a reasonable time of the death or day of the funeral, and may not be postponed.

Employee's Responsibility – An employee will notify his or her supervisor as soon as possible of the need to take bereavement leave. Upon return to work, the employee will submit Request for Leave Form 10 to the supervisor.

Bereavement Leave for Non Immediate Family – Bereavement leave due to a death not in the employee's immediate family may be taken as personal leave or vacation leave. The employee must submit a Request for Leave Form 10.

Approval – The eligible employee's immediate supervisor authorizes the use of bereavement leave.

Military Leave

Paid Leave – Employees who are members of the Ohio National Guard or a member of a reserve component of the armed forces are eligible for military leave without loss of pay for occasional periods of field training or active duty not to exceed a total of thirty-one calendar days in any one calendar year. The period of time spent in training shall not be deducted from the employee's vacation, personal, or sick time.

For involuntary military service over 31 days, the employee will be paid the difference between the normal Belmont Technical College (BTC) salary and benefits and the military pay and allowances (provided BTC compensation is higher) for a period of up to 180 consecutive calendar days.

Notification of Leave – Staff requiring a military leave of absence must provide their supervisors as soon as possible with a request for leave (Form 10) notice along with a copy of the military order.

Active Duty – Any employee, who is a member of a United States armed forces reserve component and is called into active military duty, whether voluntary or involuntary, shall be granted a leave of absence.

Re-employment – Any employee who leaves the employ of BTC for the purpose of entering extended compulsory active duty in the armed services of the United States is eligible for re-employment under the provisions of USERRA.

Leave of Absence

Request – To request a leave of absence a full-time employee will:

1. Submit a written request to the immediate supervisor, specifying the reason and the period of time requested. The time period will not exceed one year.
2. The supervisor will make a recommendation to the appropriate Vice President and the President.
3. Upon approval of the Vice President and President, a recommendation will be made to the College Board of Trustees.

Granting – The Board of Trustees may grant a Leave of Absence without pay for a period of not more than one year for educational, professional, and other purposes, and may grant such leave where illness or other disability is the reason for request.

Benefits – During such leave, the employee will not:

1. Accumulate leave
2. Be entitled to fringe benefits

The employee may retain health insurance through COBRA by arranging for payment of the full cost of the monthly premium.

Return to Work – Upon the return to service by an employee at the expiration of a leave of absence, he/she shall resume the contract status, not necessarily the same position, which he/she held prior to such leave.

Consequences – Failure to return to work as scheduled from an approved absence will be considered voluntary resignation of employment.

It was recommended that the Board of Trustees ratify the Leave Policies as listed above.

C. Group Insurance Benefits Policy

To provide an overview of the group insurance benefits available to full-time employees of the College and be in compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) and Workers, Compensation laws.

Policy Statement:

It is the policy of Belmont Technical College to offer group health insurance, health savings accounts, dental insurance, and vision insurance, continuation of coverage (COBRA), disability, life insurance, travel insurance, workers' compensation, and liability insurance to all eligible employees.

Persons Affected:

All employees of Belmont Technical College

Definitions:

1. **Benefits** – In general, indirect and non-cash compensation paid to an employee. Some benefits are mandated by law (such as workers compensation), others vary (such as health insurance, life insurance, paid vacation, pension).
2. **Eligible Employees** – Full-time employees

Procedures:

1. **Health Insurance** – The College contributes to health insurance coverage for all full-time employees. The employee pays the balance of the cost of the insurance should the cost exceed the College contribution.
2. **Health Savings Accounts** – The College offers to full-time employees a tax-advantaged medical savings account for those who are enrolled in a high deductible health plan. Contributions from the employee may be made on a pre-tax basis. Congress has set statutory limits for maximum contributions. This changes from year to year. A catch-up provision also applies for plan participants who are age 55 or over, allowing the IRS limit to be increased.

Funds can be withdrawn for any reason, but withdrawals that are not for documented qualified medical expenses are subject to income taxes and a penalty. Medical expenses continue to be tax free.

Employees are required to retain documentation for their qualified medical expenses.

3. **Dental Insurance** – The College contributes to dental coverage for all full-time employees. The employee pays the balance of the cost of the insurance should the cost exceed the College contribution.
4. **Vision Insurance** – The College contributes to vision care coverage for all full-time employees. The employee pays the balance of the cost of the insurance should the cost exceed the College contribution.
5. **Continuation of Coverage** – Under the Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law, the College is required to offer continuation of group medical insurance at group rates to employees and their family members who are facing loss of coverage because of the employee's termination, reduction in hours of employment, death, divorce, entitlement of Medicare, or a child's loss of dependent status.

Specific details on employee options will be provided by the Human Resource Office at the time of a qualifying event. The employee is responsible for informing the Human Resource Office of a divorce, legal separation, or child's loss of dependent status so that appropriate information can be provided.

6. **Disability Insurance** – The College provides disability insurance coverage for those full-time employees not yet eligible for the disability provision of the state retirement system (less than five years service credit).
7. **Life Insurance** – The College provides term life insurance coverage for all full-time employees at twice each individual's annual salary. In addition, term life insurance may be purchased through payroll deduction by the employee through the College's current life insurance company.
8. **Travel Insurance** – The College covers all employees under an institutionally provided travel accident policy. Employees are covered when traveling on College-related business.
9. **Workers' Compensation** – This insurance covers injuries in the course of, and arising out of, the injured employee's employment, whether caused by external means or accidental in character. All employees of Belmont Technical College are eligible for this compensation. The employee may be covered if injured off school property provided the employee was performing a duty in connection with employment. An injury sustained while entering or leaving the premises of the College may be covered. In the event of injury or death, the employee or his/her dependents may be entitled to compensation as may be authorized by law and approved by the Industrial Commission of Ohio. The prompt filing of employee accident reports is mandatory.
10. **Liability Insurance** – The College covers all employees under an institutionally provided liability insurance program.

It was recommended that the Board of Trustees ratify the Group Insurance Benefits Policy as listed above.

D. Drug & Alcohol Policy (Employee)

The Belmont Technical College Drug and Alcohol Policy was designed to prevent drug and alcohol problems within the college setting and to ensure compliance with The Drug Free Work Place Act of 1988, (Pub. L. 100-690).

This policy will permit the College to abide by drug and related legislation initiated by federal state and local governments. Current legislation includes the Drug-free Workplace (41 USC701) and the Drug-free Schools and Communities Act (PL 101-226).

Policy Statement:

The College recognizes that the use and abuse of drug and alcohol can seriously impair an employee's performance and is therefore a College wide concern. Due to the College's concern, this Drug and Alcohol Policy is instituted.

Employees are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, and the use of alcohol and unlawful use, sale, etc. of prescription drugs in the workplace at Belmont Technical College.

Persons Affected:

All employees of Belmont Technical College

Definitions:

1. **Alcohol** – liquid for drinks containing an intoxicating agent.
2. **Controlled Substance** – Drugs whose general availability is restricted; and one of a number of drugs or other substances which are strictly regulated or outlawed because of their potential for abuse or addiction.
3. **College Premises** – Includes any property in use by the College; property leased or owned (including all grounds, buildings, facilities, vehicles, parking lots); property used for official functions sponsored by the College; and property used by the College in the conduct of any of its courses.
4. **Drug Free Workplace** – a site for the performance of work where employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance.

Procedures:

1. **Notification** – Employees will be notified annually in writing that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in any of the College's workplaces. Persons who violate this prohibition may be subject to disciplinary action and/or termination of employment.
2. **Drug Free Awareness Program** – Establishing a drug-free awareness program, the College will inform employees about the health risks and the dangers of drug abuse in the workplace; the College's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. **Condition of Employment** – Employees will also be notified that, as a condition of employment, the employee will:
 1. Abide by the terms of the College's Drug and Alcohol Policy; and
 2. Notify the employer of any criminal drug statute conviction for a violation occurring on any College premises (as defined in this policy) no later than five days after such conviction.
4. **Employment Under Federally Funded Grant** – The College will notify the appropriate federal agency within ten days after receiving notice of such a conviction from an employee or otherwise receiving actual notice of such conviction. Each employee engaged in the performance of a Federally-funded

grant will be provided a copy of this statement.

5. **Action** – Within 30 days of receiving notice of such conviction, the College will take one of the following actions with respect to any employee who is so convicted:
 1. Taking appropriate personnel action against such an employee, up to and including termination; or
 2. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.
6. **Good Faith Effort** – Through implementation of this policy, the College will make a good faith effort to continue to maintain a drug-free workplace.

It was recommended that the Board of Trustees ratify the Drug & Alcohol Policy (Employee) as listed above.

E. Smoking Tobacco Use Policy

Belmont Technical College is dedicated to providing a safe, healthy, educationally productive environment for the College community. Tobacco use will be in compliance with The Smoke-Free Workplace Act (Chapter 3794 of the Ohio Revised Code).

Policy Statement:

Belmont Technical College prohibits tobacco use by employees, students, and visitors in all buildings and fleet vehicles owned, leased or operated by the College and within 50 feet of any building on any campus. In addition, the courtyard area of the Main Campus is entirely a tobacco free area.

Prohibited at the College, College operated facilities and on College property is the sale or free distribution of tobacco products. Tobacco advertisements are also prohibited at the College or in any College publications.

Persons Affected:

All employees of Belmont Technical College
All students of Belmont Technical College
All visitors and outside agencies using College facilities

Definitions:

1. **Tobacco Products** – Includes cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, or any other items containing or reasonably resembling tobacco or tobacco products.
2. **Tobacco Use** – Includes smoking, chewing, dipping, or any other use of tobacco products.
3. **College premises** – Includes any property in use by the College;