**University College Guidelines**

The success of the work objectives for University College (UC) is dependent upon the availability and productivity of its employees. These guidelines were set forth in collaboration with all the departments within University College to ensure a safe, healthy and comfortable work environment for all.

**New Staff Orientation Session**

All UC staff must complete the HR Orientation session within the first month of employment. Additionally, all staff will be invited to attend the UC specific orientation sessions conducted by the Special Assistant, Dean’s Office.

Graduate assistants must attend the University College Graduate Assistant Orientation as well as the Graduation Student Orientation sponsored by Graduate Studies.

**Dress Code**

University College professional staff members are expected to wear business attire. Graduate and undergraduate student staff are welcome to wear appropriate casual attire. Regardless of the role, UC staff members shall avoid wearing leggings as pants; strapless or halter tops; spaghetti straps; rubber flip flop shoes; or other unprofessional garments as deemed by the Dean.

However, staff members are permitted to wear jeans on Fridays and show their KSU pride. However, such jeans should not be frayed, torn or otherwise in disrepair. Professional and graduate staff should only wear Kent State or departmental affiliation shirts and sweatshirts. Graduate staff must check with their supervisor for information on appropriate attire for their role within their department.

**Employee Workspace Windows and Doors**

University cubical windows, office windows or doors may advertise / support only UC and KSU events, programs or initiatives. The materials must be one dimensional and be easily removable from the surface. Finally, the collective materials must not obstruct the primary view into the space or exceed 25% of each window or door. Employees must not display materials in common areas without approval from the dean. All materials must comply with University Policies.

**Reporting Off Work**

The University provides sick and vacation leave for staff to utilize to take care of themselves as well as their families. If you need to be late or not report to work for illness or emergency, you must inform your direct supervisor or next level supervisor no later than the beginning of your shift.

Staff are allowed an hour lunchtime and may not forego the lunch hour to adjust their daily work schedule, without prior approval from the Dean.

You must update your email and voice mail with information that reflects you are out of the office.

**Children in the Workplace**

Within the buildings and spaces occupied by University College, minor children may not come to work with their parent(s) and stay in the staff member’s office area. Children may stop by the office for a brief moment as long as the visit does not disrupt the office. This guideline is effective for all work shifts and weekends and includes when you are working additional hours, special programs or events.

If you experience childcare issues, IMPACT the employees’ assistance program, is available for consultation. You may contact IMPACT at 1-800-227-6007.

**Pets in the Workplace**

Within the buildings and spaces occupied by University College, pets of any kind are prohibited in the workplace. Service animals are, of course, permitted as a reasonable accommodation under the Americans with Disabilities Act. Employees seeking a reasonable accommodation must submit a request to Equal Opportunity/Affirmative Action in the Division of Human Resources.

**Injury/Illness While at Work**

It is highly recommended that you provide an emergency contact number with UC in the event we need to contact your family.

If there is an emergency regarding your health, emergency officials may be contacted to transport you to the hospital.

You are expected to immediately report an on the job injury to your supervisor. The [Employee Report of Injury or Occupational Illness Form](https://du1ux2871uqvu.cloudfront.net/sites/default/files/file/employee-report-of-injury_1.pdf) must be completed by the injured employee and immediate supervisor. The form must be sent within 48 hours to the Environmental Health and Safety office with a copy forwarded to the Dean’s Office. In the event the injury is of a significant nature call 911 and contact the Environmental Health and Safety office immediately at (330) 672-1950.

**University Closures**

It is recommended that you subscribe to Flash ALERTS to receive information on closures. You can sign up for Flash ALERTS at [www.kent.edu/flashalerts](http://www.kent.edu/flashalerts). Information on University closures can also be found on [www.kent.edu](http://www.kent.edu) and on television and radio broadcasts.

All University College employees must report to work if the closure announcements indicate that staff report. The staff in University College are not “essential staff” as defined by the University and do not report if the announcements indicate “only essential staff must report”.

**Communication Guidelines**

University Communications and Marketing, by and through the Vice President for University Relations, is designated as the official contact and spokesperson for Kent State University and all of its operations. Any requests received by any staff member by a media source or outside third party seeking comment shall report such request directly to the Dean’s Office (Director of Strategic Initiatives) for further action. This includes requests for interviews, new releases, engaging government officials and entities, and printed materials such as t-shirts and brochures. In the event of a crisis, all inquiries should be directed to the Office of the Vice President for University Relations at 330-672-7882.

**Purchases and Payments**

You must complete an online Expense Request Form (ERF) for all business-related expenses. The online ERF request system is located in the UC Portal. Approval from your Department Director or Assistant Dean is required before any purchases are made or expenses incurred.

**Contracts and Purchase Agreements**

Only staff members with a Letter of Delegation on file may legally sign contracts or other documents on behalf of Kent State University. All documents that require a signature must be reviewed by University Counsel prior to obtaining signatures.

**Evaluations**

You will be evaluated annually by your immediate supervisor. Copies of the evaluation will remain on file in the Dean’s Office.

**FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of students’ education records, both financial and academic. For the student's protection, FERPA limits release of student record information without the student's explicit written consent; however it also gives the University the option to permit the student's parent(s)/guardian(s) to review those records if the parent(s)/guardian(s) claim the student as a dependent on their Federal Income Tax Return. Access the student FERPA release forms on your Student Tools and Courses page in FlashLine, or on the [**Registrar Forms Page**](https://www.kent.edu/registrar/other-requests-and-forms).

[**Kent State University policy 5-08.101**](http://www.kent.edu/node/277491)  provides operational procedures for administering and maintaining student education records in compliance with the [**Family Educational Rights and Privacy Act of 1974 (FERPA)**](http://www2.ed.gov/policy/gen/guid/fpco/faq.html).

**Reporting Sex Discrimination, Sexual Harassment and Sexual Misconduct**

It is important that all Kent State University students, employees, and visitors enjoy an environment free from unlawful discrimination and harassment. This is reflected in the fact that we are protected from unlawful discrimination by several state and federal laws, as well as University policies [**5-16**](http://www.kent.edu/node/278016) and [**5-16.2**](http://www.kent.edu/node/276946). Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in educational institutions. Gender based discrimination includes sexual harassment, sexual misconduct, intimate partner violence and stalking, which will not be tolerated at Kent State.

All Kent State University employees are REQUIRED to report any instance of sexual harassment or misconduct to the Title IX Coordinator or a Deputy Coordinator, and in the case of sexual assault, to the police.

<http://www.kent.edu/srvss/reporting-mandates>

Report any incident to the Title IX Coordinator, a Deputy Coordinator, and in the case of assault, to the police. For emergencies, call 911; otherwise, Kent State police can be reached at 330-672-2212. Contact information for the Title IX Coordinator and Deputy Coordinators is below:

* Bonita Prewitt, Gender Equity Compliance Officer/ Title IX Coordinator: 330-672-7535,[brewit2@kent.edu](mailto:brewit2@kent.edu)
* Pamela Fitzgerald, Deputy Coordinator: 330-672-2521 or [pfitzge3@kent.edu](mailto:pfitzge3@kent.edu)
* Bobby Brown, Deputy Coordinator: 330-672-0043 or [bbrow124@kent.edu](mailto:bbrow124@kent.edu)
* April Woodward, Deputy Coordinator: 330-672-8660 or [awoodwa7@kent.edu](mailto:awoodwa7@kent.edu)
* Janet Kittell, Deputy Coordinator (athletic gender equality): 330-672-8461 or[jkittell@kent.edu](mailto:jkittell@kent.edu)

For all other instances and reports of unlawful discrimination and/or harassment, staff members can contact Courtney Calhoun, Director of Compliance, Office of EO/AA, at 330-672-2038, [ccalhoun8@kent.edu](mailto:ccalhoun8@kent.edu) or the AA Facilitator in University College, Nicole Kotlan, [nkotlan@kent.edu](mailto:nkotlan@kent.edu) or call (330) 672-0949.