

8.5.10.2 Holidays . The University recognizes the following ten days as paid holidays.

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Christmas Day

8.5.10.2.1 Alternative Scheduling. The administration may establish alternative days of observance for the following holidays.

Martin Luther King Day
Presidents' Day
Columbus Day
Veterans' Day

8.5.10.2.2 Holiday Payment for Part-Time Employees. Part-time Professional Staff employees are entitled to holiday pay for that portion of the day they normally would have been scheduled to work if the University designates that day as a holiday.

8.5.10.2.3 Holiday Payment for Alternate Work Schedules. If a full-time Professional Staff employee's work schedule is other than Monday through Friday, the employee shall be entitled to holiday pay for holidays observed on a regular day off regardless of the day of the week on which they are observed.

8.5.10.3 Hours of Work . Full-time Professional Staff members are employed by contract at an annual salary to carry out an assignment. The full-time job assignment normally requires forty hours per week, assigned according to the needs of the department and the job description. Salaried Professional Staff members may be expected or assigned to work more than forty (40) hours in a given week if necessary to complete the responsibilities of the department. They are not eligible to receive overtime pay or compensatory time. However, for special circumstances the Supervisor may allow for a temporary schedule adjustment.

8.5.10.4 Sick Leave . Sick leave with pay is a benefit available during absence due to routine medical care, illness, injury, or death of a member of the immediate family, including a same-sex domestic partner or dependent of a same-sex domestic partner registered with the Department of Human Resources Development and Labor Relations according to the University's policy, or to cover a period of quarantine required by exposure to a contagious disease.

8.5.10.4.1 Bereavement Leave . Up to five (5) days of accumulated sick leave may be used for bereavement in the event of the death of a member of the immediate family including a same-sex domestic partner or dependent of a same-sex domestic partner registered with the Department of Human Resources Development and Labor Relations according to the University's policy.

8.5.10.4.2 Guidelines . The guidelines for normal availability and use of sick leave benefits are:

A. Accumulation. Sick leave credit will accumulate at the rate of 1.25 days (ten hours) for each month of service, without limit, and including periods of vacation and sick and other paid leave. Staff on less than full-time appointments shall receive sick leave credits proportionate to the percent of time or hours worked.

B. Approval of Sick Leave Requests. For planned absences, the staff member must notify the appropriate supervisor and gain approval. For unplanned absences, sick leave may be taken with the approval of the department chairperson or supervisor, by notifying the office of the chairperson or supervisor as soon as practicable, presumably on the first day of absence. In the absence of such notification and approval, time may be charged to vacation leave or unauthorized absence with an appropriate pay adjustment. The University reserves the right to require proper evidence of illness in cases of prolonged or repeated absence.

C. Transfer of Sick Credit from Other Public or State Employers . If a staff member transfers from one department of the University to another or from the University to another Ohio public agency, or from another State of Ohio agency to Cleveland State University, accumulated sick leave credits will transfer insofar as is allowed by law. The former employer of the staff member transferring credits from

another State of Ohio agency or public employer must furnish proof of sick leave credits to the University in writing.

D. Requests for Unpaid Absence. If the absence due to sickness extends beyond accumulated sick leave, the staff member may request vacation and/or leave without compensation (See Section 8.5.11.2).

E. Disability. If the disability due to sickness extends beyond three months, the staff member may apply for disability benefits.

F. Payout Upon Retirement or Disability. Professional Staff members who, at the time of disability retirement or service retirement, have ten or more years of service to the State of Ohio shall be compensated in an amount not to exceed one-fourth the value of accrued but unused sick leave credit up to 240 hours based on their rate of compensation at the time of retirement.

G. Payout Upon Death. In the event of death, the University shall pay out one-fourth the value of accrued but unused sick leave credit up to 240 hours based on the employee's rate of compensation at the time of death.

H. Maximum Payout and Cancellation of Credit. Payment for sick leave under this policy eliminates all sick leave credit of the employee at the time of retirement, disability or death. Payment will be made only once to any employee. The maximum sick leave payout upon retirement, disability or death shall be 240 hours.

8.5.10.4.3 Reporting Procedures. The University shall be responsible for establishing a procedure for the recording of sick leave and reporting of sick leave use to the Payroll Office.

8.5.10.5 Annual Military Reserve Duty. Professional Staff members who participate in military reserve programs are entitled to leaves of absence for a period not to exceed 31 days per calendar year. Staff members may receive pay for no more than 176 hours of military reserve duty leave in a calendar year.

8.5.10.6 Court Leave . Leave with pay is granted when a Professional Staff member is called for jury duty or is subpoenaed to testify as a witness before any court or governmental hearing body. Service as an expert witness shall be considered to be in the same category as consulting and shall be subject to the limitations thereon specified in section 8.5.14.

8.5.11 Leaves Without Pay [\[Back to the top\]](#)

Professional Staff members may apply for the following leaves of absence without pay. Requests for leave without pay for illness are subject to medical verification. Certain University benefits may continue during a period of leave without pay that is not covered by FMLA consistent with the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provided that the Professional Staff member on leave makes timely premium payments.

8.5.11.1 Family and Medical Leave. The University shall meet and comply with the requirements of the Family and Medical Leave Act of 1993 (FMLA) and associated regulations. A copy of the University's FMLA policy is located in the Appendix to these policies. The University retains the right to implement regulations and/or technical corrections as necessary.

8.5.11.2 Extended Leave of Absence for Personal or Family Illness, Disability, or Child Care After Birth or Placement for Adoption. Additional unpaid leaves of absence for personal or family medical reasons, for disability, or for child care after birth or placement for adoption are granted at the discretion of the Vice President of the Department of Human Resources Development and Labor Relations, or designee. Applications for leave must be submitted and approved by the employee's supervisor, unit head, and Vice President or Provost prior to being submitted to the Department of Human Resources Development and Labor Relations. The duration of the leave may not exceed six (6) months.

8.5.11.3 Military Service Leave. Military reserve duty that extends beyond a total of 176 hours per calendar year must be taken as unpaid leave. In this regard, the University follows an established written policy, which complies with Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and the Ohio Revised Code (ORC).

8.5.11.4 Special Leave . Leave without pay may be granted in extraordinary circumstances for study, research, professional employment, election or appointment to public office or for other personal or professional reasons subject to appropriate approvals as noted in section 8.5.11.3.1.

8.5.11.4.1 Application Procedures for Special Leaves. The Board of Trustees upon recommendation of the President grants all special leaves without pay. Applications for such leaves must be submitted and approved by the supervisor, unit head, and Vice President or Provost prior to being submitted to the President. Requests for non-emergency leave must be submitted through appropriate channels prior to transmittal to the President allowing sufficient time for approval.

8.5.12 Student Fee Authorization Program [\[Back to the top\]](#)

The Student Fee Authorization Program at Cleveland State University is an educational assistance program for spouses and eligible children of qualifying full-time employees.

8.5.12.1 Employee Eligibility . Qualifying employees include those with two or more years of continuous full-time service to Cleveland State University.

8.5.12.2 Benefit. A fee remission will be provided for the in-state portion of full instructional and general fees charged for enrollment in credit courses by undergraduate students and for half of the in-state portion of total instructional and general fees charged for enrollment in credit courses by graduate and professional school students. An eligible spouse or child may participate in the program for no more than a total of 144 semester credit hours or two academic degrees, whichever is less. The Fee Authorization Program may not be used for Continuing Education, Executive MBA, or Accelerated MBA Programs.

8.5.12.3 Spouse and Dependent Eligibility . Eligible dependents include the spouse of a qualifying employee or his/her financially dependent children. A financially dependent child is one who currently meets the Internal Revenue Service dependency definition and is being claimed as a dependent on the qualifying employee's federal income tax return for the current year.

8.5.12.4 Spouse and Dependent Eligibility Upon Employee's Death . In the event of a qualifying employee's death, eligibility will be continued for a spouse and/or children regardless of their registration status at the time.

8.5.12.5 Spouse and Dependent Eligibility Upon Employee's Retirement or Disability. With ten (10) years of service to the University, in the event of a qualifying employee's retirement or total disability

under Public Employees Retirement System (PERS), State Teachers Retirement System (STRS), or Social Security, eligibility will be continued for a spouse and/or children regardless of their registration status at the time.

Complete program details and applications may be obtained from the Department of Human Resources Development and Labor Relations.

8.5.13 Staff Development Program [\[Back to the top\]](#)

The Staff Development Program at Cleveland State University is an educational assistance program for full-time and part-time employees.

8.5.13.1 Benefit. The University will cover the in-state portion of all instructional and general fees up to six (6) credit hours of undergraduate or graduate courses per semester or for continuing education courses up to the equivalent cost of six (6) undergraduate credit hours per semester. The Executive MBA and Accelerated MBA programs are excluded.

8.5.13.2 Full-Time Employee . For purposes of this section a full-time employee is defined as an employee with an appointment of six (6) months or longer in a permanent or funds available position who is regularly scheduled to work forty (40) hours per week.

8.5.13.3 Part-Time Employee . For purposes of this section a part-time employee is defined as an employee with an appointment of six (6) months or longer in a permanent or funds available position who regularly works twenty (20) or more hours per week but less than forty (40) hours per week.

Complete program details and applications may be obtained from the Department of Human Resources Development and Labor Relations.

8.5.14 Consulting and Extramural Employment [\[Back to the top\]](#)

8.5.14.1 Request for Approval. The University recognizes the value for its personnel, for the University, and for the community of many types of consulting and other external employment experiences that enhance the professional competency of the individual and bring credit, not only to the employee, but to the University as well. Therefore, with appropriate approval, activities are permitted that may render valuable service to business, industry and professional groups, and local, state, and federal government.

8.5.14.2 Written Permission . Professional Staff members who render professional counsel or services that will fulfill a responsibility of the University to the community at large and provide valuable professional experience to the Professional Staff member may do so only with prior written permission and the approval of the supervisor and of the appropriate Vice President or the Provost.

8.5.14.3 Conflict with University Responsibilities. No Professional Staff member shall be permitted to undertake any extramural employment during scheduled hours of employment or any employment that will interfere with the reasonable demands of his/her job at the University without prior supervisory approval.

8.5.14.4 Use of University Resources. In no event shall the Professional Staff member use the name, symbol, or address of Cleveland State University in any extramural employment agreement. University staff, facilities, equipment, and materials may be used for such purposes only with the express written consent of the University and according to explicit terms for reimbursement.

8.5.15 Candidacy for Public Office [\[Back to the top\]](#)

A Professional Staff member may run for or accept public office under the following conditions:

8.5.15.1 Notice Requirement . The staff member shall in all cases submit a full statement of any proposed campaign activities and of the responsibilities of the office, which may be assumed.

8.5.15.2 Employment Status. When, in the judgment of the University, those activities and responsibilities will conflict with the professional obligations of the employee, a written application for reduced levels of employment and compensation, or for special leave without pay, shall be submitted to the Vice President or Provost at such a date that it will come before the

Board of Trustees for its consideration at least 90 days before the assumption of said activities or responsibilities.

8.5.15.3 Application for Leave. Submission of statements and applications shall be according to procedures set forth in section 8.5.11.3.

8.5.16 Conflict of Interest [\[Back to the top\]](#)

No Professional Staff member shall have any unlawful interest in a public contract prohibited by Section 2921.42 of the Ohio Revised Code.

8.5.17 Ohio Law [\[Back to the top\]](#)

All Professional Staff should be aware that the laws of the State of Ohio govern their conduct as it relates to their employment status, and when in conflict with these policies, the laws of the State of Ohio are controlling. Professional Staff members should be aware, in particular, of Sections 3345.22 and 3345.23 of the Ohio Revised Code, copies of which are attached.

8.5.18 Associate of the University Status [\[Back to the top\]](#)

8.5.18.1 Qualifications . Appointment to Associate of the University status may be granted to distinguished retiring Professional Staff employees, exclusive of those eligible for emeriti faculty rank, pursuant to the procedures set forth below. Associate of the University status will be granted only with a showing of exceptional service to the University.

8.5.18.2 Procedures for Appointment/Nomination. Any member of the University community may make nominations/applications. Appointment is contingent upon the following criteria:

- A. Ten or more years of full-time service to Cleveland State University;
- B. Submission of credentials and major professional accomplishments at Cleveland State University that represent distinguished service to the University;
- C. Favorable recommendations of the staff member's supervisor.

Nominations/applications are submitted to the University's Vice President for Human Resources Development and Labor Relations. The Vice President may request additional supporting materials and information.

If the Vice President for Human Resources Development and Labor Relations concurs that Associate of the University status be granted, the Vice President shall forward the recommendation to the President, who shall recommend to the Board of Trustees all nominees whom the President deems acceptable.

8.5.18.3 Privileges . Associates of the University shall be issued a current identification card and shall be entitled to listings in the Cleveland State University Bulletin and telephone directory, mailings of appropriate materials, use of such University facilities as the gym and library, University e-mail account, internet access and such other privileges as the President may designate.

8.5.19 Recommendations to Prospective Employers [\[Back to the top\]](#)

In cases where prospective employers request official recommendations from the University (either oral or in writing or both) regarding current or former Professional Staff of the University, only the President and the Vice President for Human Resources Development and Labor Relations or designee are authorized to respond to such requests.

8.5.20 Severability [\[Back to the top\]](#)

If any section, paragraph, subdivision, clause, sentence or phrase of this policy shall for any reason be held illegal or unenforceable, such decision shall not affect the validity of the remaining portions of the policy. If any provision of this policy contains ambiguity, which may be construed as either valid or invalid, the valid construction shall prevail.

8.5.21 Review of Personnel Policies [\[Back to the top\]](#)

Individuals, departments, units, committees or campus organizations interested in matters concerning Professional Staff may submit recommendations for revision of these policies in writing to the Vice President for Human Resources Development and Labor Relations for review and possible action.

The Vice President for Human Resources Development and Labor Relations may direct that an overall review of these Personnel Policies be undertaken periodically, but at least every five years.

APPENDICES

Additional Cleveland State University Policies and Information are included below for your convenience; however, they are not part of the "Professional Staff Personnel Policies"

Affirmative Action and Equal Employment Opportunity Statement

American With Disabilities Act Statement

Sexual Harassment Policy Statement

Your Rights Under the Family and Medical Leave Act (FMLA)

Family and Medical Leave Act Policy

Ohio Revised Code: Student or Staff Members Arrested for Certain Offenses

Drug Free Workplace Policy

Ohio Code of Ethics Law

Guidelines on Use of University Computing Facilities

Smoke Free Environment Policy

Professional Staff Performance Appraisal Guidelines

Summary of Other Employee Benefits

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY

CSU is an Affirmative Action/Equal Opportunity institution. No person will be denied opportunity for employment or education or be subject to discrimination in any project, program or activity because of race, color, religion, sex, sexual orientation, national origin, age, handicap or disability, disabled veteran or Vietnam era veteran status.

The University's Affirmative Action policy authorizes the Affirmative Action Director to coordinate efforts to achieve compliance with University equal opportunity policy, with federal and state legislation, and to assist employees in preparing complaints should they experience illegal discrimination or sexual harassment. Further information may be obtained from the Affirmative Action Office at (216) 687-2223. [\[Back to the top\]](#)

AMERICANS WITH DISABILITIES ACT

University facilities afford access to employees, students and members of the public who have disabilities. Employees who wish to report difficulties with access to facilities should contact the Affirmative Action Office at (216) 687-2223 or the Services for Persons with Disabilities Coordinator at (216) 687-2015.

The Americans with Disabilities Act (ADA) protects individuals who have a disability, which interferes with a major life activity (seeing, hearing, walking, talking, working, etc.). Employees who are covered by the ADA may be granted an accommodation, which allows them to perform the essential functions of their positions. Employees who believe that they qualify for protection under ADA and who wish to request an accommodation are urged to contact their supervisor, the Department of Human Resources Development and Labor Relations, the Affirmative Action Director, or the Coordinator of Services for Persons with Disabilities. The request for accommodation will be reviewed and taken under consideration by the University ADA Accommodations Committee. [\[Back to the top\]](#)

SEXUAL HARASSMENT POLICY STATEMENT

Sexual harassment is a form of discrimination that is both reprehensible and unlawful. Sexual harassment is contrary to the most fundamental ethical canons of the academic community. Sexual harassment violates the special bond of intellectual dependence and trust between students and faculty. It exploits unfairly the powers inherent in the relationship between supervisor and subordinate or teacher and student, and it can occur between persons of the same university status. Whenever and wherever sexual harassment occurs, it undermines the entire collegial process of recruitment, appointment and advancement at the institution.

It is the policy of Cleveland State University that no member of the University community shall engage in sexual harassment. The University will not tolerate sexual harassment because it creates an unacceptable or injurious working or educational environment. Members of the University community who believe that they have been sexually harassed should seek resolution of the problem through the University's informal and formal grievance procedures.

Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in any University activity;
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making decisions affecting instruction, employment or other university activity;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creates an intimidating, hostile or offensive University environment.

Additional information may be obtained from the Affirmative Action Office, the Office of Minority Affairs, the Department of Human Resources Development and Labor Relations, the Department of Student Life and the Women's Comprehensive Program.

The University has both formal and informal procedures for the resolution of sexual harassment complaints. The procedures may differ depending upon who the affected individual is: student, faculty or staff.

Informal Complaints

Any members of the University community who believe they have been sexually harassed by another member of the University community may seek informal resolution through the Affirmative Action Office. The Director of

Affirmative Action has primary responsibility for the resolution of discrimination complaints of students, faculty and staff. In addition, the University has an Ombudsperson who may be consulted by faculty, staff and students, confidentially, for informal advice and resolution of concerns and complaints.

Faculty members may also pursue an informal complaint through normal academic channels: Chair, Dean and Provost. Other employees may also informally consult their individual supervisors, or other administrators in the organizational supervisory chain. Additionally, the Department of Human Resources Development and Labor Relations will consult with concerned employees, as will the University Counseling Center and Employee Assistance Plan. Students may also consult with faculty, faculty administrators, or counselors and advisors in the Department of Student Life. Other avenues for informal evaluation of complaints include the Women's Comprehensive Programs, and The Presidential Committee on the Role and Status of Women on Campus.

Formal Complaints and Grievances

If informal resolution is not possible, the individual alleging sexual harassment (whether a student, faculty or staff) may file a formal written complaint with the Affirmative Action Office. The Affirmative Action Office will then conduct a thorough investigation and discuss its findings, conclusions and proposed action with the complainant. If necessary, the Affirmative Action Office may take appropriate action against the harasser at this point. If the complainant is not satisfied with the resolution by the Affirmative Action Office, he or she may seek relief through several internal formal grievance procedures.

Faculty may seek relief through the Equal Opportunity Grievance Procedures, adopted by the Faculty Senate and the Board of Trustees in 1979. See Section 8.1.16 of the Faculty Personnel Policies and Bylaws. Professional Staff members may appeal directly to the President, as provided in Section 8.5.9 of the Professional Staff Policies. Bargaining unit professional employees may seek relief under Article III, Section 6 of the collective bargaining agreement between Cleveland State University and Service Employees International Union, District 1199 WV/KY/OH, AFL-CIO. Classified civil service employees may use the employee grievance procedures set forth in Section 6.2 of CSU and You. If the complainant is a student, the case is submitted by the Affirmative Action Office to the Student Grievance Board. [[Back to the top](#)]

YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT (FMLA)

Family and Medical Leave Act (FMLA) requires Cleveland State University to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain medical reasons. Employees are eligible if they have worked for CSU for at least one year and have completed 1,250 hours of work over the previous 12 months.

REASONS FOR TAKING LEAVE: Unpaid leave must be granted for any of the following reasons:

- To care for the employee’s child or the employee’s registered same-sex domestic partner’s* child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, registered same-sex domestic partner*, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

Certain kinds of paid leave must be substituted for unpaid leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION: The employee is required to provide advance leave notice and medical certification.

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable”.
- CSU will require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at CSU’s expense) and fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION:

- For the duration of FMLA leave, CSU must maintain the employee’s health coverage under any “group health plan” and the employee must continue the employee’s contribution, if any.
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in loss of any employment benefit that accrued prior to the start of an employee’s leave.

UNLAWFUL ACT BY CSU: FMLA makes it unlawful for CSU to:

interfere with, restrain, or deny the exercise of any right provided under FMLA.
discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT:

The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
An eligible employee may bring a civil right action against CSU for violations.
FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or Local law or collective bargaining agreement which provides greater family or medical leave rights.

ADDITIONAL INFORMATION: For a complete copy of Cleveland State University's FMLA policy, please contact the Department of Human Resources Development and Labor Relations, FT 210, 687-3636.

You may also contact the nearest office of the Wage and Hour Division listed in most telephone directories under U.S. Government, Department of Labor.

❖ *A Same-Sex Domestic Partner is considered "Registered" upon completion and filing with the Department of Human Resources Development and Labor Relations, an "Affidavit of Domestic Partnership".* [\[Back to the top\]](#)

**CLEVELAND STATE UNIVERSITY
FAMILY MEDICAL LEAVE ACT OF 1993 (FMLA) POLICY**

ORIGINAL EFFECTIVE DATE: August 5, 1993;

AMENDED: October 7, 1998 and September 18, 2002

DEFINITIONS: Definitions are found at the end of this policy.

I. An Eligible Employee is entitled to:

A. Twelve (12) weeks of FMLA leave in a twelve (12) month period under certain circumstances. Except to the extent that accrued vacation or sick time must be used as described herein, or the employee elects to use compensatory time, the FMLA leave is unpaid. During unpaid FMLA leave, the University will not contribute to retirement plans. While full-time Eligible Employees are entitled to twelve workweeks of FMLA leave (60 days), part-time Eligible Employees are entitled to a prorated number of days equal to their part-time schedule, e.g., an Eligible Employee who works 3 days/week is entitled to 36 FMLA leave days. Unused FMLA leave cannot be carried over from year to year.

The twelve (12) month period of FMLA leave is considered a “rolling year” in which the effective date of the leave triggers the beginning of the 12-month period. For instance, if an Eligible Employee takes 12 weeks of leave beginning on March 1, more FMLA leave would be available beginning the following March 1.

B. Take the FMLA leave all at once, or, if medically necessary, intermittently or on a reduced schedule. FMLA leaves described below in C. 1. and C. 2. shall not be taken by an Eligible Employee intermittently or on a reduced leave schedule without the written consent of the Department Head or Dean, and Vice President or Provost.

C. FMLA leave due to the following:

1. Birth of a son or daughter of the Eligible Employee or the Eligible Employee’s Registered Same-Sex Domestic Partner* and to care for the son or daughter, including the son or daughter of their registered Same-Sex Domestic Partner (Parental/Child Care Leave). FMLA leave must be taken all at one time and within twelve (12) months of the birth. Medical documentation is required.

An Eligible Employee is required to use all accrued vacation time for all or any part of the twelve-week period of such FMLA leave. Accrued sick leave time may not be used. Compensatory time may be used at the Employee's option.

For FMLA leave due to the medical condition of the mother, see I.C.4, below.

2. Placement of a son or daughter with an Eligible Employee or the Eligible Employee's Registered Same-Sex Domestic Partner* for adoption or foster care (Child Care Leave). FMLA leave must be taken all at one time and within twelve (12) months of the placement. Legal documentation is required.

An Eligible Employee is required to use all accrued vacation time for all or any part of the twelve-week period of such FMLA leave. Accrued sick leave time may not be used. Compensatory time may be used at the Employee's option.

3. Care of an Eligible Employee's Spouse, Son, Daughter, Parent or Registered Same-Sex Domestic Partner*, or the dependent(s) of their domestic partner with a serious health condition (Family Medical Leave). FMLA leave may be taken intermittently or on a reduced schedule only if the schedule is needed for medical reasons. A physician's statement is required and must contain certification of the family member's condition, the necessity of the intermittent or reduced schedule (if applicable), that the Eligible Employee is needed to care for the family member, and an estimate of the amount of FMLA leave time needed. CSU may require, at its own expense, the opinion of a second health care provider, designated or approved by CSU.

An Eligible Employee is required to use all accrued sick and vacation for all or any part of the twelve-week period of such FMLA leave. Compensatory time may be used at the Employee's option.

4. A serious health condition that makes the Eligible Employee unable to perform the functions of the position (Medical Leave). FMLA leave may be taken intermittently or on a reduced schedule only if the schedule is needed for medical reasons.

A physician's statement is required and must contain certification of the Eligible Employee's condition, the necessity of the intermittent or reduced schedule (if applicable), the inability of the Eligible Employee to perform the functions of his or her job, and an estimate of the amount of FMLA leave time needed. If the University doubts the validity of the certification, CSU may require, at its own expense, the opinion of a second health care provider, designated or approved by CSU.

An Eligible Employee is required to use all accrued sick and vacation time for all or any part of the twelve-week period of such FMLA leave. Compensatory time may be used at the Employee's option.

** A Same-Sex Domestic Partner is considered "Registered" upon completion and filing with the Department of Human Resources Development and Labor Relations, an "Affidavit of Domestic Partnership".*

II. Resolution of Conflicting Opinions

In any case in which the second opinion described in Sections I C. 3 and 4 above differs from the original medical certification provided by the Eligible Employee, the University may require, at CSU's expense, that the Eligible Employee obtain a third medical opinion from a physician approved by both the Eligible Employee and CSU. That third opinion shall be final and binding on both the Eligible Employee and the University.

III. Foreseeable Leave with Timely Notice

Eligible Employees generally must give at least 30 days notice of intention to take FMLA leave when the precipitating event is foreseeable such as a birth, adoption or planned medical treatment.

Eligible Employees are required to make a reasonable effort to schedule a foreseeable FMLA leave so as not to disrupt unduly the operations of the University.

IV. Foreseeable Intermittent Leave or Leave on a Reduced Schedule

If an Eligible Employee requests an intermittent FMLA leave, or a FMLA leave on a reduced schedule under I. C. 3 or 4 above, the University may require the Eligible Employee to transfer temporarily to an available alternative position with equivalent pay and benefits that better accommodates recurring periods of FMLA leave.

V. Leave for Spouses and Same-Sex Domestic Partners Who Are Both Eligible Employees

Spouses and Same-Sex Domestic Partners registered with the Department of Human Resources Development and Labor Relations who are both employed by Cleveland State University are eligible for a combined total of 12 workweeks of FMLA leave for birth, placement or to care for a single sick parent, which they can split between them. However, each spouse or same-sex domestic partner is entitled to 12 full workweeks of FMLA leave for his/her own illness or to care for a sick child, spouse or same-sex domestic partner.

VI. Maintenance of Health Benefits

The University will continue coverage under the Eligible Employee's group health plan(s) (medical, dental, vision, medical reimbursement account) for the duration of the 12 workweeks at the level and under the conditions

coverage would have been provided if the Eligible Employee had continued in employment continuously during the FMLA leave.

VII. Payment for Health Benefits

The Eligible Employee must continue to pay the employee's share of the premium payments. If an Eligible Employee fails to remit his/her share of the premium payments during the FMLA leave period, coverage will be terminated.

See IX. below for Eligible Employee's responsibility for payment of the entire premium for failure to return from FMLA leave.

VIII. Extending Approved Leave Beyond 12-week FMLA Leave

Those Eligible Employees whose conditions or obligations persist beyond the 12 week FMLA leave period may continue on approved University leave according to University policy with appropriate medical documentation and approval of the Department Head or Dean and Vice President or Provost's approval. The 12 workweek FMLA leave will be counted toward any total Extended leave which is approved.

IX. Return from Leave

An Eligible Employee who takes FMLA leave shall be entitled upon return from such FMLA leave:

- to be restored to the same position of employment held by the Eligible Employee when the FMLA leave commenced; or,
- 2. to be restored to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

If a substitute faculty member(s) needs to be hired to cover an Eligible Employee's classroom responsibilities during the Eligible Employee's FMLA leave it will be within the University's discretion to not return the Eligible Employee to teach course(s) during an academic quarter or semester.

If an Eligible Employee's employment with the University would otherwise have been terminated during the time of a FMLA leave, there is no more entitlement to restoration than if the employee had been working at the time of the termination,

- B.** Eligible Employees will not be entitled to accrual of any employment benefits during the period of FMLA leave.
- C.** If the Eligible Employee fails to return from FMLA leave for reasons other than the ones that prompted the FMLA leave, Cleveland State

University may recover from the Eligible Employee the premiums paid by the University for continuously maintaining group health coverage.

- D. CSU may require certification from a physician that an Eligible Employee on a Medical Leave is able to return to work from such Medical Leave.

FMLA DEFINITIONS

A Serious Health Condition means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care

Inpatient care (e.g. an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

2. Absence Plus Treatment

A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

Treatment* two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or,

(2) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment** under the supervision of the health care provider.

3. Pregnancy

Pregnancy is defined as any period of incapacity due to pregnancy, or for prenatal care.

Chronic Conditions Requiring Treatments.

A chronic condition which:

- (a) Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
- (b) Continues over an extended period of time (including recurring episodes of a single underlying condition); and

- (c) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

5. Permanent/Long-term Conditions Requiring Supervision

A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

Multiple Treatments and Chronic Conditions

Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

* "Treatment" includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

**A regimen of continuing treatment includes, for example, a course of prescription medication (e.g. an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider. [\[Back to the top\]](#)

OHIO REVISED CODE

Student or Staff Members Arrested for Certain Offenses

Section 3345.22 College student or staff member arrested for certain offenses to be afforded a hearing; suspension; appeal.

A student, faculty or staff member, or employee of a college or university which receives any state funds in support thereof arrested for any offense covered by division (D) of section 3345.23 of the Revised Code shall be afforded a hearing, as provided in this section, to determine whether the person shall be immediately suspended from the college or university. The hearing shall be held within not more than five days after the arrest, subject to reasonable continuances for good cause shown, which continuances shall not exceed a total of ten days.

The arresting authority shall immediately notify the president of the college or university of the arrest of a student, faculty or staff member, or employee of such college or university for any offense covered by division(D) of section 3345.23 of the Revised Code, and the president shall immediately notify the chancellor of the Ohio Board of Regents of such arrest. The hearing to determine whether the person shall be immediately suspended shall be held in the county where the college or university is located, before a referee appointed by the Board of Regents. Such referee shall be an attorney admitted to the practice of law in Ohio, but he shall not be attorney for, or a faculty or staff member or employee of, any college or university. Immediate notice of time and place of such hearing shall be given or sent to such person.

The referee may administer oaths, issue subpoenas to compel the attendance of witnesses and the production of evidence, and enforce such subpoenas, as well as preserve the order and decorum of the proceedings over which he presides, by means of contempt proceedings in the court of common pleas as provided by law.

The hearing shall be adversary in nature and shall be conducted fairly and impartially, but the formalities of the criminal process are not required. A person whose suspension is being considered has the right to be represented by counsel, but counsel need not be furnished for him. Such person also has the right to cross-examine witnesses against him to testify, and to present the testimony of witnesses and other evidence in his behalf. In the absence of a waiver of the right against compulsory self-incrimination, the testimony of a person whose suspension is being considered, given at such hearing, shall subsequently be used in any criminal proceeding against him. The referee may require the separation of witnesses, and may bar from the proceedings

any person whose presence is not essential to such proceedings, except that members of the news media shall not be barred from such proceedings.

Upon hearing if the referee finds by a preponderance of the evidence that the person whose suspension is being considered committed any offense covered by division (D) of section 3345.23 of the Revised Code, he shall order the person suspended except that when the good order and discipline of a college or university will not be prejudiced or compromised thereby, the referee may permit the person to return to the college or university on terms of strict disciplinary probation. Subsequent violation of the terms of the probation automatically effects a suspension. A person suspended under this section may be readmitted pursuant to division (A) of section 3345.23 of the Revised Code. A suspension under this section is in effect until the person is acquitted or convicted of the crime for which he was arrested. If convicted, he is dismissed pursuant to section 3345.23 of the Revised Code.

Upon acquittal, or upon any final judicial determination not resulting in conviction of the charges for which a person is suspended pursuant to this section, such suspension automatically terminates, and the person suspended shall be reinstated and the record of the suspension expunged from his college or university record.

An order of a referee pursuant to this section may be appealed on questions of law and fact to the court of common pleas of the county in which the college or university is located, within twenty days after the date of the order. If the court to which such appeal is taken determines that the good order and discipline of a college or university will not be prejudiced thereby, it may permit the person suspended to return to the college or university on terms of strict disciplinary probation.

A person afforded a hearing pursuant to this section who does not appear at the hearing shall be declared suspended by the hearing officer. (1970 H 1219, effective. 9-16-70)

Section 3345.23 dismissal of student or faculty or staff member on conviction of certain offenses.

The conviction of a student, faculty or staff member, or employee of a college or university which receives any state funds in support thereof, of any offense covered by division (D) of this section, automatically effects his dismissal from such college or university, except as provided in division (E) of this section. A student dismissed pursuant to this section may be readmitted or admitted to any other college or university which receives state funds in support thereof, at the discretion of the Board of Trustees, but

only upon the lapse of one calendar year following his dismissal, and only upon terms of strict disciplinary probation. The contract, if any, of a faculty or staff member or employee dismissed pursuant to this section is terminated

thereby. A faculty or staff member or employee dismissed pursuant to this section may be re-employed by any such college or university, at the discretion of the Board of Trustees, but only upon the lapse of one calendar year following his dismissal.

Upon conviction of a student, faculty or staff member or employee of a college or university which receives state funds in support thereof, of any offense covered by division (D) of this section, the court shall immediately notify the college or University of such conviction. The President, or other administrative official designated by the Board of Trustees, shall immediately notify such person of his dismissal. The notice shall be in writing and shall be mailed by certified mail to the person's address as shown in both the court and the university records. If such person has been suspended pursuant to section 3345.22 of the Revised Code, and not permitted to return to the college or university, the period of his dismissal shall run from the date of such suspension.

No degrees or honors shall be conferred upon, no instructional credit or grades shall be given to, and no student assistance scholarship funds, salaries, or wages shall be paid credited to any student, faculty or staff member, or employee, in respect of the pension pursuant to section 3345.22 of the Revised Code.

Without limiting the grounds for dismissal, suspension or other disciplinary action against a student, faculty or staff member, or employee of a college or university which receives any state funds in support thereof, the commission of an offense OF VIOLENCE AS DEFINED IN Division (I) (1) OF SECTION 2901.01 OF THE REVISED CODE OR A SUBSTANTIALLY EQUIVALENT OFFENSE UNDER MUNICIPAL ORDINANCE, WHICH OFFENSE IS COMMITTED ON OR AFFECTS persons or property on such college or university, or WHICH OFFENSE IS COMMITTED IN THE IMMEDIATE VICINITY OF A COLLEGE OR UNIVERSITY WITH RESPECT TO WHICH an emergency has been declared AND IS IN EFFECT pursuant to section 3345.26 of the Revised Code, is cause for dismissal pursuant to this section or for suspension pursuant to section 3345.22 of the Revised Code. Criminal cases resulting from arrests for offenses covered by division (D) of this section shall take precedence over all civil matters and proceedings and over all other criminal cases.

If a final judicial determination results in an acquittal, or if the conviction is reversed on appeal, he or she shall be reinstated and the college or university

shall expunge the record of his or her dismissal from his or her college or university records, and the dismissal shall be deemed never to have occurred.

Acts of violence referred to in Section D of 3345.23 are listed in the Ohio Revised Code as follows:

- 2903.01 Aggravated Murder
- 2903.02 Murder
- 2903.03 Voluntary Manslaughter
- 2903.04 Involuntary Manslaughter
- 2903.11 Felonious Assault
- 2903.12 Aggravated Assault
- 2903.13 Assault
- 2903.21 Aggravated Menacing
- 2903.22 Menacing
- 2905.01 Kidnapping
- 2905.02 Abducting
- 2905.11 Extortion
- 2907.02 Rape
- 2907.03 Sexual Battery
- 2902.02 Aggravated Arson
- 2909.03 Arson
- 2909.04 Disrupting Public Services
- 2909.05 Vandalism
- 2911.01 Aggravated Robbery
- 2911.02 Robbery
- 2911.11 Aggravated Burglary
- 2911.12 Burglary
- 2917.01 Inciting Violence
- 2917.02 Aggravated Riot
- 2917.03 Riot
- 2917.31 Inducing Pain
- 2921.03 Intimidation
- 2921.34 Escape
- 2923.35 Aiding Escape or Resistance to Authority
- 2923.12 Carrying Concealed Weapon
- 2923.13 Having Weapons While Under Disability

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DRUG FREE WORKPLACE

Cleveland State University is committed to a campus free of unlawful drug and alcohol use. The unlawful possession, use, distribution, manufacture or dispensation or of providing funding for illicit drugs, controlled substances and alcohol or drug related paraphernalia by students and employees on University property or as part of University activities is prohibited.

The University in accordance with the appropriate University disciplinary procedures will impose sanctions for violations of the above prohibitions. Sanctions for employees may include one or more of the following: an oral or written reprimand from the employee's immediate supervisor or department head, a reduction in pay for a definite or indefinite period of time, suspension with or without pay for a definite or indefinite period of time, participation in and satisfactory completion of a drug and/or alcohol rehabilitation program, restitution or payment for damages to property or termination from employment. In addition to these sanctions, the University in appropriate cases may refer individuals to the appropriate jurisdiction for criminal prosecution.

The IMPACT Employee Assistance Plan (EAP) provides confidential counseling and referral for personal and work-related problems for employees and their household members. [\[Back to the top\]](#)

OHIO CODE OF ETHICS LAW

Cleveland State University employees are public employees and as such are subject to the Ohio Ethics Law and related statutes which are found in Chapter 102 and Sections 2921.42, 2921.421, and 2921.43 of the Ohio Revised Code, which can be viewed on the internet at <http://www.ethics.state.oh.us>. As a public employee you are responsible for reading and understanding Ohio's Ethics Law.

8. The "General Prohibition" section of Ohio's Ethics Law is reproduced below. Although not a substitute for the entire text, the "General Prohibition" provides some guidance for public employees. For access to the complete text please visit: <http://www.ethics.state.oh.us>.

9. The Ohio Ethics Commission administers the Ohio Ethics Law. The Ohio Ethics Commission provides free advice and assistance to public officials and employees, and to the public and press, in the state of Ohio. If you have any questions about this information, or about the Ethics Law in general, please contact The Ohio Ethics Commission.

GENERAL PROHIBITIONS
From The Ohio Ethics Law

The Ohio Ethics Law contains provisions restricting conflicts of interest that involve nepotism, post-employment, representation, influence peddling, confidentiality, and supplemental compensation. Among other restrictions, the law provides that each public official and employee is prohibited from:

- Authorizing, or using his position to secure authorization of a contract, for himself, a family member, or a business associate;
- Authorizing, or using her position to secure the authorization of, the investment of public funds in any kind of security to benefit herself a family member, or a business associate;
- Receiving any benefit from a contract entered into by his public entity;
- Hiring or securing any contract benefits for her spouse, parents, grandparents, children, grandchildren, or siblings, or any other relatives living with her;
- Soliciting or accepting substantial and improper things of value, including gifts, or travel, meals, and lodging;
- Participating in matters where something of value will result for the public official or employee himself, his family, his business associates, or others with whom the public servant has a close tie that could impair his objectivity;
- Disclosing or using information deemed confidential by law;
- Representing parties, before any public agency, in a matter in which she was involved as a public servant, both during and for one year after leaving public service.

As a public employee, you are responsible for reading and understanding Ohio's Ethics Law. If you have any questions about this information, or about the Ethics Law in general, please contact The Ohio Ethics Commission. [\[Back to the top\]](#)

**GUIDELINES:
USE OF UNIVERSITY COMPUTING RESOURCES**

Users of University computing resources, whether on Campus or from remote locations, are required to:

- A. Comply with all federal, Ohio, and other applicable laws; all generally applicable University rules and policies; and all applicable contracts and licenses
- B. Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized.
- C. Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
- D. Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of resources or to interfere unreasonably with the activity of other users.
- E. Refrain from using those resources for non-University activities.
- F. Refrain from stating or implying that they speak on behalf of the University and from using University trademarks and logos without authorization to do so.

For a complete copy of the University's "Security Policy" or a copy of the University's "Appropriate Use of Computing Resources" Policy (which is presently pending Faculty Senate review) contact Information Services and Technology Services at 687-2181. [[Back to the top](#)]

SMOKE FREE ENVIRONMENT POLICY

In accordance with the University's Smoke Free Environment policy, smoking is prohibited inside all University buildings except for private rooms in campus residential dormitories. The initiative for this policy came from within the CSU community and depends on voluntary compliance and peer pressure for its success. However, all members of the University community and their guests are required to abide by the policy and refrain from smoking inside our buildings and bridges. [\[Back to the top\]](#)

PROFESSIONAL STAFF PERFORMANCE APPRAISAL GUIDELINES

Responsibilities of the Evaluator

- A. Review appropriate materials and solicit supplementary reviews as appropriate.
- B. Complete an approved evaluation form.
- C. Schedule a meeting with the employee at a mutually agreed upon time to update the job description, acknowledge future goals and discuss the evaluation.
- D. Provide a copy of the written evaluation, including any supplementary reviews, to the Professional Staff employee at least 24 hours before conducting a discussion of the evaluation.
- E. Discuss the supervisor's evaluation with the employee and the employee's self-evaluation, discuss differences and agree on the job description and on goals for the next evaluation process. Appropriate time should be accorded to the evaluation process.
- F. Sign the evaluation document verifying that it has been discussed.
- G. Forward the evaluation packet to the unit administrator.

Responsibilities of the Professional Staff Member

- A. Write a self-review of performance using the approved form for the evaluation period. Attach supplemental materials as appropriate.
- B. Write an individual goals statement for the next evaluation period.
- C. Meet with the primary evaluator to discuss the evaluation, update the job description, and agree on future goals.
- D. Sign the evaluation document verifying that it has been received and discussed.

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SUMMARY OF OTHER EMPLOYEE BENEFITS

Group Health and Insurance Benefits

The University offers a comprehensive benefits program to full-time staff with regular appointments that continue for six months or longer. The program includes: health, dental, vision, life and disability insurance. Part-time staff with regular appointments of six months or longer and regularly scheduled to work at least 20 hours per week, but less than 40 hours per week, may purchase HMO health care coverage and life insurance benefits at full cost. Both full-time and part-time employees eligible for benefits may participate in Medical and/or Dependent Care Flexible Spending Accounts and are enrolled in the University's Employee Assistance Plan.

Benefit enrollment forms must be completed and returned to the Department of Human Resources Development and Labor Relations within 31 days of hire or transfer to a benefits-eligible position. Additional information is available from the Department of Human Resources Development and Labor Relations.

Employee Assistance Plan

The IMPACT Employee Assistance Plan (EAP) provides confidential counseling and referral for personal and work-related problems for employees and their household members.

Continuation of Health Care Coverage (Consolidated Omnibus Budget Reconciliation Act, 1986 (COBRA))

Staff participating in health care benefit plans that leave employment at the University for any reason other than gross misconduct, who change from full-time to part-time status or who go on an unpaid leave of absence (other than FMLA leave) or dependents of employees who cease to be eligible may continue participation in the University's group program under COBRA. Employees may continue the medical, dental, vision, employee

assistance plan or medical reimbursement account in which they were enrolled immediately prior to their change in status.

In the event of loss of coverage due to a divorce, legal separation or a child's loss of status as a dependent under the University health plan, the employee or family member affected must inform the Department of Human Resources Development and Labor Relations within 60 days of the event to preserve his/her rights to COBRA continuation coverage.

Voluntary Tax Deferred 403(b), Annuity and 457 Deferred Compensation Retirement Arrangements

Tax provisions allow employees of a nonprofit educational institution to voluntarily reduce their salaries before taxes and direct the University to pay the reduction into a qualified retirement contract. Public employees may also participate in the State of Ohio Deferred Compensation Plan. The University neither encourages nor discourages an employee's decision to elect a tax-advantaged retirement savings plan. The University does not offer any endorsements or recommendations about plan providers registered with the University or underlying investments. The representatives of plan providers are not permitted to solicit business during an employee's work schedule. Any appointments to do so are considered personal and should not be held on work time.

College Advantage "529" Savings Plan

The University facilitates payroll deduction for contributions to the Ohio College Advantage 529 Savings Plan. Contributions to the plan may be used at any college in the country, with tax-free earnings and tax-deductible state contributions for Ohio taxpayers. For more information or to enroll, contact the Ohio Tuition Trust Authority at 1-800-233-6734.

Retirement Benefits

The State of Ohio Public Employees Retirement System (PERS) and the State Teachers' Retirement System (STRS) sponsor retirement programs for University employees. Retirement plan choices may include traditional defined benefit options or defined contribution options, including an Alternative Retirement Plan (ARP). Staff members do not contribute to the federal Social Security System; however, employees who were hired after April 1986 contribute to the Medicare program, presently at a rate of 1.45% of their gross salary.

Unemployment and Workers' Compensation

Employment at Cleveland State University is covered under the Unemployment Compensation Act, which may provide income in the event of unemployment under certain circumstances. The Workers' Compensation laws of the State of Ohio also cover employees in the event of a qualifying on-the-job accident or injury.

Employees are required to immediately report incidents of workplace illness or injury to their Supervisor. In addition, employees are required to complete the "CSU Report of Illness/Injury" form, obtain their Supervisor's signature, and submit a copy of the report to the Department of Human Resources Development and Labor Relations and the Department of Safety and Environmental Services within twenty-four (24) hours of the incident. The "CSU Report of Illness/Injury" form is available from Department of Human Resources Development and Labor Relations, and the Department of Safety and Environmental Services by phone, or at the departments' websites.

Benefits for Domestic Partners and Their Dependents

A same sex domestic partner of a Professional Staff member who complete an "Affidavit of Domestic Partnership" may participate in the following benefit plans/policies:

- **Family and Medical Leave Act (FMLA)**
Professional Staff members who are eligible for FMLA leave may apply for FMLA (and Extended Leave beyond FMLA) for situations involving a same-sex domestic partner and the dependents of their domestic partner.
- **Sick Leave**
Professional Staff members who are eligible for sick leave may apply to use sick leave (and unpaid leave upon exhaustion of sick leave) for situations involving their same-sex domestic partner and the dependents of their domestic partner.

- **Optional Life Insurance**
Professional Staff may purchase optional life insurance for their same-sex domestic partner and the dependents of their domestic partner, according to the terms and conditions of the insurer.

- **Employee Assistance Plan (IMPACT EAP)**
The IMPACT Employee Assistance Plan (EAP) is available to eligible Professional Staff members and members of their household, including a domestic partner and the dependents of their domestic partner.

The “Affidavit of Domestic Partnership” is available from the Department of Human Resources Development & Labor Relations, or at the department’s website. [\[Back to the top\]](#)