

POLICY	#120
ADMINISTRATIVE CODE	3357:10-1-20
APPROVED	October 21, 2003
TITLE	Policy Adoption

POLICY:

- (A) Adoption and promulgation of policy is the prerogative of the Marion Technical College Board of Trustees. The College President may make administrative policy decisions in the absence of stated Board policy, as authorized by the Board.
- (B) Adoption of policy recommendations shall be dependent upon consistency with College-wide parameters, economic desirability, and quality of improved service to students.
- (C) The President shall establish the necessary administrative procedures for policy initiation or revision and outline those procedures in the College's "Communications Model."
- (D) Each policy shall be reviewed no more than five years after it was last approved by the Board to determine whether the policy should be re-approved without revision, revised, or rescinded.
- (E) Policy recommendations may be proposed by individual faculty and staff. Proposed policies shall be shared with all faculty and staff for review and comment.
- (F) Policy recommendations shall be reviewed by the Vice Presidents and appropriate administrative staff to ensure their consistency with College purposes and to examine them for administrative implications prior to final adoption by the College President and Board of Trustees.
- (G) The President's Office shall maintain the official Policy Book and ensure employee access to all policies.
- (H) Individual employees shall be responsible for their awareness of and compliance with College policies.

REVISION AUTHOR: Teresa Parker

POLICY	#121
ADMINISTRATIVE CODE	3357:10-1-21
APPROVED	November 19, 2002
TITLE	Approval Process for College Calendar

POLICY:

- (A) By August 1 of each year the Registrar will prepare the official calendar for the following academic year using the previous year's calendar as a guideline. The calendar will be labeled "proposed calendar" until it is approved by the President.
- (B) The calendar shall comply with Ohio Board of Regents guidelines and include the following:
 - (1) Quarter beginning and ending dates
 - (2) Registration dates
 - (3) Financial aid disbursement dates
 - (4) New student orientation dates
 - (5) Last day to pay fees
 - (6) Fee postmark deadline
 - (7) Refund periods
 - (8) Course withdrawal periods
 - (9) Last day to drop a class
 - (10) Holidays
 - (11) Graduation
 - (12) Faculty in-service and preparation dates
 - (13) Other information as deemed necessary or helpful.

PROCEDURE:

- (A) The Registrar will forward the proposed calendar to (1) administrative staff, (2) Support Staff Committee chairperson(s), and (3) Faculty Association chairperson(s) for review and input. The Registrar will incorporate requested changes as feasible and appropriate. Conflicts arising from the employee review will be forwarded to the Vice Presidents for resolution.
- (B) By October 1, the Registrar will incorporate revisions as appropriate and forward the proposed calendar to the Vice Presidents for conflict resolution and approval.
- (C) By November 1, the Vice Presidents will submit the proposed calendar to the

President with a "Recommendation to the President" form indicating their approval or disapproval.

- (D) The President will approve or disapprove the proposed calendar by December 1. If disapproved, the calendar will be returned to the Vice Presidents to resolve concerns noted by the President.
 - (1) Upon the President's approval, the label "Proposed Calendar" will be replaced with "Approved Calendar" and will be signed by the President.
 - (2) The President's Office will distribute copies of the approved calendar to President's Staff members, Support Staff chairperson(s), Faculty Association chairperson(s), and Registrar and post the approved calendar on the College Intranet for college-wide viewing.
- (E) All appropriate dates printed in official College publications shall be consistent with the approved College calendar.

REVISION AUTHOR: Wendy Wiseman

POLICY	#122
ADMINISTRATIVE CODE	3357:10-1-22
APPROVED	April 18, 2000
TITLE	Publications/Promotions

POLICY:

- (A) Marketing the College is the joint responsibility of every employee/department and the Public Relations Department.
- (B) The Public Relations Department serves as an institutional resource for developing both specific and broad-ranging marketing strategies for the college as a whole, and reviewing promotional information to ensure consistency with the College's image. A large portion of this responsibility takes the form of publications and promotional releases disseminated to various audiences.
- (C) The Public Relations Director shall initiate, update, review/approve, and/or release the following:
 - (1) All news releases (NRs) and public service/public address announcements (PSAs/PAAAs) to the media and/or general public, including Marion Campus joint activities and services. (All media contacts should be reported to the Public Relations Department; statements to the media or interviews on behalf of the College or College-related matters **must** be cleared through the Public Relations Department **prior** to being made.)
 - (2) All program or event advertising.
 - (3) All College **Priority I** publications (of College-wide interest), including the College Bulletin, Viewbook, quarterly Class Schedule, Technology Brochures, and the MTC Student Handbook.
 - (4) All College **Priority II** publications (special interest pieces), including Tech Talk (student newsletter), admission applications and collateral information, business cards, graduation programs, fliers, etc. (**Priority III** publications – supportive pieces for individual program or service promotions – may be independently produced, but **must** adhere to College design and quality standards.)
 - (5) All non-academic information to be placed on the College's website.

PROCEDURES:

- (A) The strategic planning process shall be followed to create a publications plan for the upcoming academic year to allow appropriate budgeting; NRs and PSAs/PAAAs,

having a more immediate nature, will be drafted, edited, and disseminated in a much shorter time frame.

- (B) Appropriate personnel will be asked for information/input into projects requiring their expertise. Same personnel will proof all **Priority I** and **Priority II** pieces:
 - (1) During copy development/design stage.
 - (2) Before type/layout production.
 - (3) At final layout before printing.
- (C) Three bids (written for projects more than \$5,000; oral for projects less than \$5,000) will be acquired from a list of reputable printers/vendors; a vendor is awarded a project based on a combination of price, schedule compliance, and past performance.
- (D) Printed pieces will be maintained by the Public Relations Department with a one-quarter's supply located on the loading dock and the remainder housed in the Maintenance/Storage facility.
- (E) Upon completion, copies of publications will be routed to appropriate personnel, as well as being presented to the College's Board of Trustees during regular meetings.

REVISION AUTHOR: Keith Ackerman

POLICY	#123
ADMINISTRATIVE CODE	3357:10-1-23
APPROVED	February 19, 2008
TITLE	Public Records Policy

PURPOSE

The purpose of this policy is to implement the Ohio Public Records Act (Revised Code section 149.43), and provide for the consistent and prompt handling of requests for the inspection and copying of public records at Marion Technical College.

DEFINITIONS

- (A) A “public record” is a record kept by a public office.
- (B) A “record” is any item that is kept by a public office that: (1) is stored on a fixed medium, (2) created, received, or sent under the jurisdiction of a public office and (3) documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.
- (C) A “public office” is a state agency, public institution, political subdivision, or any other organized body, office, agency, institution, or entity established by the laws of State of Ohio for the exercise of any function of government.

POLICY

- (A) It is the policy of Marion Technical College (MTC) to strictly adhere to Ohio’s Public Records Act¹. MTC’s public records will be organized and maintained so that they are readily available for inspection and copying.
 - (1) All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.
- (B) **Public records.** The Ohio Revised Code defines public records as any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization’s functions, policies, decisions, procedures, operations, or other activities of the office. All records of MTC are public unless they are specifically exempt from disclosure under the Ohio Revised Code.
 - (1) Public records do not include some medical records, trial preparation records, law enforcement investigatory records, intellectual property records, donor profile records, privileged communications, student educational records as defined by the Family Educational and Right to Privacy Act (20 USC §1237g), or other nonpublic records as defined by Section 149.43 of the Revised Code.

- (C) **Records requests.** Each request for public records will be evaluated for a response using the following guidelines:
- (1) Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the requester shall be contacted for clarification and informed of the manner in which the office keeps its records.
 - (2) Generally, the requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. However, MTC may ask that a request be put in writing if to do so would enhance the ability of the College to comply with the request.
 - (3) Public records are to be available for inspection during regular business hours, with the exception of published holidays. Copies of public records must be made available for inspection promptly but within a reasonable period of time. “Prompt” and “reasonable” take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.
 - (4) Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows.

All requests for public records must either be satisfied or be acknowledged in writing by the College within three (3) business days following the office’s receipt of the request. If a request is deemed significantly beyond “routine,” such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:

- (a) An estimated number of business days it will take to satisfy the request.
 - (b) An estimated cost if copies are requested.
 - (c) Any items within the request that may be exempt from disclosure.
- (5) Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

- (D) **Costs for Public Records.** Those seeking public records will be charged only the actual cost of making copies. The Business Office shall determine the cost of making copies on an annual basis.
- (1) The charge for paper copies will be per page.
 - (2) The charge for downloaded computer files to a compact disc is per disc.
 - (3) There is no charge for documents e-mailed.
 - (4) Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.
- (E) **E-mail.** Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.
- (1) Records in private e-mail accounts used to conduct public business are subject to disclosure. Employees or representatives of MTC are instructed to retain their e-mails that relate to public business and to copy them to their business e-mail accounts.
 - (2) E-mails from private accounts are considered records of the public office, and will be made available for inspection and copying in accordance with the Public Records Act.
- (F) **Failure to respond to a public records request.** MTC recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, MTC's failure to comply with a request may result in a court ordering MTC to comply with the law and to pay the requester's attorney fees and damages.
- (G) **Communication of public records policy.** This policy will be posted in a conspicuous place in those offices and departments most likely to receive records requests from members of the public. It will also be published on the College Web site and in student employee handbooks.

PROCEDURES

- (A) Responsibility for maintaining and producing the public records.
- (1) Responsibility for maintaining and producing the public records resides with the head of the respective unit where the records are kept. Such vice president or executive director is accountable for developing procedures for maintaining and providing the public records within that unit to assure compliance with state law, and with the College's records retention policy.
- (B) **Intake of request.**

- (1) College personnel should direct all persons requesting permission to access the College's records to contact the following offices:
 - (a) All media personnel requesting permission to access the College's records should direct the request to the Public Relations Director.
 - (b) All attorneys requesting permission to access the College's records should direct the request to the President's Office.
 - (c) All persons requesting permission to access student records should be directed to the Registrar.
 - (d) All persons requesting permission to access to College personnel records should be directed to the Human Resources Director.
 - (e) All other persons requesting permission to access other types of College's records not mentioned in (a) through (d) above should direct the request to the President's Office for assistance in identifying the appropriate office.
- (2) The only College personnel authorized to receive requests for public records are indicated above.
- (3) College personnel may inform the requestor that the request should be reasonably specific and clearly describe what is being sought. Written requests can be encouraged, but cannot be required.

(C) Collection.

- (1) The College must comply with requests for public records by collecting the requested public records as promptly as possible.
- (2) The Ohio Public Records Act does not require that a new public record be created in response to a request.

(D) Review

- (1) The records that have been collected to fulfill the public records request must be reviewed by the President's Office prior to their release to ensure fulfillment of the public records request and compliance with the Ohio Public Records Act. The collected public records should be submitted to the President's Office in advance in order to allow sufficient time for review.

(E) Response

- (1) The appropriate office, department, or work unit responsible for the records will respond directly to the requestor within a reasonable period of time.

- (2) In most cases, if the request is to inspect the public records, the inspection will take place at the location where the records have been collected, ordinarily during regular business hours and under the supervision of the individual noted in (B)(1) above.
- (3) If the request is for copies, the individual noted in (B)(1) or his/her designee will make arrangements for any copying of the requested public records. The fees received for making copies should be remitted to the Business Office.
- (4) The appropriate office should send the President's Office a copy of the response, if the response is in written form, or notify the President's Office that the requestor has inspected the public records as soon as the request has been satisfied.
- (5) The President's Office is responsible for tracking in a common institutional database the public records requests received by the College, including name of requestor; a summary description of records being sought; date request received; date request completed; and what records were provided or denied.

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ⁱ Public Records Law ORC 149.43 (HB 9) 9/29/2007

This policy is a mandatory policy per the Ohio Attorney General and is based upon a model policy provided that office.

POLICY	#130
ADMINISTRATIVE CODE	3357:10-1-30
APPROVED	January 15, 2002
TITLE	College Closing

POLICY:

The President, or in his or her absence the designated administrator (see *Technical Education Center Emergency Procedures*), shall determine if classes are cancelled due to inclement weather, physical plant problems, health problems, or other emergencies.

PROCEDURE:

1. Notice of College closing will be announced on local radio stations and posted on the College website.
2. The President and his or her staff will contact media.
3. Both the website and MTC phone system messages will be updated as needed through on-premise systems or off-campus linkages.

REVISION AUTHOR: Teresa Parker

POLICY	#140
ADMINISTRATIVE CODE	3357:10-1-40
APPROVED	June 15, 2004
TITLE	Non-Discrimination

POLICY:

- (A) Marion Technical College provides equal opportunities regardless of race, color, national origin, sex, disability, age, military status, or sexual orientation.
- (B) This policy shall prevail in all College policies concerning employees and students.

PROCEDURE:

- (A) The President shall appoint the College Compliance Coordinator(s).
- (B) The Coordinator(s) shall be responsible for compliance with all civil rights legislation, including Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (gender), Section 504 of the Rehabilitation Act of 1973 (disability), Age Discrimination Act of 1975 (age), as amended, 20, U.S.C., etc. Seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, and the Americans with Disabilities Act (ADA).
- (C) Inquiries and/or complaints concerning the application of this policy should be referred to the designated coordinator(s).
- (D) The policy statement shall be included in all College job advertisements and major recruitment and promotional materials.
- (E) The following general access statement shall be included in all student publications and special program or event announcements:

“Reasonable accommodations are provided for people with disabilities. Contact Student Services at (740) 389-4636 for specific requests. If possible, requests related to access and facilities should be made at least three weeks before the program or event. Requests related to classes and/or learning issues should be made at least eight weeks before the first day of class.”

REVISION AUTHOR: Nancy Blaha

POLICY	#141
ADMINISTRATIVE CODE	3357:10-1-41
APPROVED	June 15, 2004
TITLE	Harassment/Discrimination

POLICY

- (A) Marion Technical College's (MTC) policy against sex discrimination and harassment is applicable to discrimination and harassment on all bases protected by law, such as race, color, national origin, sex, disability, age, military status, or sexual orientation.
- (B) MTC prohibits sexual harassment of its employees and students. It is a violation of this College policy and of federal/state law for any employee or student to sexually harass another employee or student, or to condone such conduct by any employee, student, or third party. A violation of this policy may result in disciplinary action up to and including dismissal or other action as appropriate. It is everyone's responsibility to maintain a discrimination and harassment-free work and educational atmosphere.
- (C) Definitions.
- (1) **Sex discrimination** – An illegal practice of treating males and females in different ways because of prejudice against their respective sex. A person(s) treats one sex less favorably and/or inequitably than the other in sports, dress codes, conduct disciplinary measures, etc. There is unequal access to all programs, services, courses, etc. *Examples:* Females are paid less than males for the same job. Teachers do not allow males to wear earrings in the lab but do allow girls to do so.
 - (2) **Sexual harassment** – A form of sex discrimination that includes any unwelcome (not wanted or willingly permitted) sexual advances, request for sexual favors, or verbal or physical conduct of a sexual nature.
 - (3) **Quid pro quo** – A form of sexual harassment when someone gives or withholds something in exchange for something else (i.e, this for that). Typically, the harasser requires sexual favors from the victim in some way. The harasser may also retaliate against the victim for refusing sexual favors. *Examples:* A supervisor withholds the promotion of a subordinate employee because the employee refused to sleep with the supervisor. A teacher raises a student's grade to an A after the student received sexual advances from the teacher.
 - (4) **Hostile environment** – A form of sexual harassment when a victim is subjected to unwelcome repeated sexual comments, innuendoes, or touching, which creates an intimidating or offensive place for employees to work or

students to go to school to the point that the individual is adversely effected on the job, in class, etc. *Examples:* Graffiti with sexual innuendos is found in the locker rooms. Some boys whistled, panted, and ogled as a girl walked by.

- (D) No supervisor or instructor shall threaten or insinuate, either explicitly or implicitly that an employee's refusal to submit to sexual advances will adversely affect the employee/student with respect to terms or conditions of employment, or educational conditions. No supervisor or instructor shall threaten or insinuate that acceptance of sexual advances will positively affect an employee/student with respect to such employment or educational conditions. Immediate reporting of such unwanted advances is mandatory.
- (E) Sexual harassment by any employee or student is prohibited, regardless of the gender of the harasser or victim. Unwelcome sexually connotative speech or conduct that could be construed as harassing is also prohibited. This may include such things as:
 - (1) Unwanted physical contact or conduct of any kind, including touching, advances, or repeated propositions;
 - (2) Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
 - (3) Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's personal appearance.
 - (4) The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures or photographs.
 - (5) Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

It is important to remember that inappropriate or unprofessional remarks or conduct may be reason for intervention and discipline whether or not they are actually harassing.

- (F) The above-mentioned conduct is also prohibited among students, and an employee's failure to respond to possible sexual harassment among students is subject to the same intervention and discipline.
- (G) Consensual romantic and sexual relationships between employees and minor students (under age 18), under Ohio Revised Code Section 2907.03(A)(8), is a third degree felony for a teacher, administrator, coach or other person in authority, employed by or serving in an institution of higher education to engage in sexual conduct with a minor who is enrolled in or attends that institution. Such conduct, of course, is strictly prohibited and will result in immediate termination of the perpetrator's employment and referral for prosecution.
- (H) Consensual romantic and sexual relationships between supervisors and their employees or between instructors and their adult students are strongly discouraged. No

person involved in a consensual relationship shall have direct responsibility for evaluating the employment or academic performance or for making decisions regarding the promotion, tenure, or compensation of the other party to the relationship.

(I) Reporting process.

(1) Employees who have a complaint or concern about possible sexual harassment of any employee or student in connection with incidents they have experienced or of which they are aware, are required to report immediately to the Human Resource Director or College Compliance Officer (Title IX- Section 504 Coordinator). **Although an employee may choose to discuss the complaint or concern with his/her supervisor**, a report to an instructor, supervisor, or peer does not fulfill this reporting requirement. **Dean and Supervisors should not conduct college investigations.**

(2) Students who have a complaint or concern about possible sexual harassment of any student in connection with incidents they have experienced, or of which they are aware, are required to report such complaint or concern immediately to the Civil Rights Compliance Coordinator (Title IX-Section 504 Coordinator). **Although students and parents may choose to discuss the concern or complaint with a professor, administrator, or peer**, such a report does not fulfill this reporting requirement, **nor should those people conduct investigations.**

(J) When an alleged victim reports a claim of sexual harassment to the Human Resource Director or the College Compliance Officer, an investigation will be conducted, and where appropriate, prompt corrective action will be taken. Such action may range from counseling to termination of employment; or for students, from counseling to suspension depending upon the severity of the behavior and/or the number of repeated offenses. **False accusations of sexual harassment may result in the same range of corrective action.** Investigation results will be communicated to all applicable parties in conference or in writing.

(K) Retaliation against an employee or student because of a report under this policy or participation in an investigation is prohibited, and may result in disciplinary action up to and including dismissal. Employees and students are required to timely report allegations of retaliation to:

Civil Rights Compliance Coordinator: Teresa Parker
Marion Technical College
1467 Mt. Vernon Ave.
Marion, OH 43302
(740) 389-4636, ext. 201

REVISION AUTHOR: Nancy Blaha

POLICY	#142
ADMINISTRATIVE CODE	3357:10-1-42
APPROVED	January 20, 2004
TITLE	Non-Smoking Policy

POLICY:

The College recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its faculty, staff, students, and visitors. In order to meet this commitment, smoking is not permitted in any building on Campus.

Smoking is permitted outdoors in designated areas only.

AUTHOR: Andy Harper

POLICY	#143
ADMINISTRATIVE CODE	3357:10-1-43
APPROVED	November 17, 2009
TITLE	Alcohol on Campus

POLICY:

The State of Ohio and the Marion Technical College established drinking age for alcoholic beverages is twenty-one (21) with no exception. This policy governs the campus community including but not limited to the students, faculty, staff, alumni, and guests of the Marion campus.

PROCEDURES:

- (A) The sale and general distribution of any alcoholic beverage must comply with the State Board of Liquor Control; whereby an F-Permit must be obtained. In addition to meeting the State codes for distribution of alcoholic beverages, student clubs and organizations may only sell alcoholic beverages in conjunction with and as directed by the Office of Student Activities. All sales of said beverages will be coordinated by the Office of Student Activities with the profits of sales going to Student Activities.
- (B) Open container laws of Marion County and the State of Ohio prohibit open containers on the premises except in conjunction with a campus sponsored activity whereby the beverage has been sold or distributed by the Marion Campus. Violation of the open container laws will result in the confiscation of the beverage in question and possible removal of violating individuals from the Marion Campus following notification of local law enforcement officials.
- (C) The campus encourages responsibility in the consumption of alcoholic beverages through the following means:
 - (1) Soft drinks and other nonalcoholic beverages are provided at events where alcohol is served.
 - (2) Consumption is monitored by servers/sponsors and the appropriate action taken should an individual appear to be intoxicated. Such action includes: confiscation of car keys, calling/arranging a ride home, or contacting the Sheriff's office. "Designated Drivers" and the "Buddy System" are encouraged.
 - (3) The MTC Student Services Office makes information regarding alcohol awareness available to students, including videos, films, guest lectures, and literature. Referral information is also provided to individuals as needed.
 - (4) The serving of alcoholic beverages at student functions to those over the age of 21 is facilitated by the use of non-removable/transferable wristbands.
- (D) Any student, faculty, or staff member found to be in violation of federal, state, and/or local law, or who violates the college's alcohol and other drug policies, are subject to

College disciplinary procedures and/or referral to the appropriate authorities for legal prosecution. Campus disciplinary sanctions include, but are not limited to, written warnings, loss of privileges, probation, participation in an alcohol or other drug assistance or rehabilitation program, suspension, and/or dismissal. Sanctions may also apply to registered student organizations and to off-campus conduct involving activities sponsored or authorized by the College.

- (E) If alcohol violations occur, the following systems may be utilized:
- (1) Students are subject to appropriate discipline by staff or by the Office of Student Services. Disciplinary action could include suspension or expulsion.
 - (2) Staff and Faculty are subject to appropriate disciplinary actions described in the College's Policy Book, up to and including termination of employment.

Revision Author: Carol Nelson (HR)

POLICY	#144
ADMINISTRATIVE CODE	3357:10-1-44
APPROVED	September 17, 2002
TITLE	Substance Abuse Prevention Policy

POLICY:

It is the policy of Marion Technical College (MTC) to maintain a workplace that is free from the effects of drug, alcohol, and substance abuse. Employees who appear to be impaired by any such use of alcohol or drugs will be removed from the campus.

This policy is adopted by the College in recognition of the fact that alcohol, drugs, and substance abuse by MTC employees can adversely affect all aspects of its operations. The goals of this policy are to ensure a safe, productive environment to safeguard College property, to protect the health and safety of employees and the general public, to promote positive relationships between the College and its customers, and to set a positive example within the community.

The Federal anti-Drug Abuse Act requires MTC to establish drug-free awareness programs and procedures.

1. Prohibited Activity

- a. The unlawful manufacture, use, sale, transfer, distribution, dispensation, or possession of alcohol, inhalants, drugs, or controlled substances by any faculty or staff member is prohibited on campus. MTC strictly prohibits any employee on campus under the influence of alcohol, inhalants, drugs, or controlled substances.
- b. “Under the influence” is defined as being unable to perform work in a safe and productive manner; being in physical or mental condition which creates a risk to the safety and well-being of the employee, co-workers, the public, or MTC property.
- c. Any employee found in violation of this policy will be subject to discipline, including termination from employment.

2. Awareness Programs

- a. The President’s Office publishes and distributes annually a “Drug-Free Information” brochure to faculty/staff.

- b. Drug abuse videotapes are available in the Student Resource Center for review by any person on campus.
- c. The Office of Student Services publishes a listing of “*Area Agencies for Personal Counseling and Alcohol/Drug Related Concerns.*”

3. Notification of Supervisor

- a. Anyone taking or using an inhalant, drug, or other medication, whether or not prescribed by the employee’s physician for a medical condition, which is known or advertised as possibly affecting or impairing judgment, coordination or other senses, or which may adversely affect ability to perform work in a safe and productive manner, must notify his or her supervisor or Human Resource Director prior to starting work. The supervisor or Human Resource Director will decide if the employee can remain at work or what work restrictions, if any, are deemed necessary.
- b. Employees who are experiencing work-related problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek, counseling help. College required counseling or referral is to be kept confidential and is to have no influence on performance appraisals. Job performance alone, not the fact that an employee seeks counseling, is to be the basis of all performance appraisals.

4. Employee Compliance

- a. All employees will have access to this policy on the College Intranet or will be provided a copy. As a condition of employment, all employees must comply with this policy.
- b. Any employee convicted under any criminal drug statute for a violation occurring on campus must notify the area vice president or Human Resource Director within five (5) working days and may be required to complete a drug abuse assistance or rehabilitation program as a condition for continued attendance or continued employment.
- c. The Human Resource Director (or Area Vice President) will notify all appropriate federal agencies¹ when an MTC employee is convicted of a drug offense that is connected in any way to the College.

5. Contractors and Visitors

- a. MTC strictly prohibits any visitor or contractor from being on campus or worksites while under the influence of alcohol, drugs, or controlled substances.

¹ Federal agencies that provide MTC with \$25,000 or more in the form of a grant or contract (excluding student aid).

Violation of this policy will result in refusal onto campus or immediate removal from campus.

6. Cooperation

- a. Cooperation in the conduct of inspection is required as a condition of employment if the College believes there is a reasonable suspicion of violation of this policy. Inspection may be conducted under the supervision of the Human Resources Office or by a public law enforcement agency when the College has a reasonable suspicion of violation of this policy. Entry on campus constitutes consent to such inspection.

7. Reporting Violations

- a. Employees are expected to act as responsible representatives of the College and as law-abiding citizens. It is each employee's responsibility to report known manufacture, distribution, dispensing, possession, sale, purchase, or use of drugs or alcohol on College premises to his/her immediate supervisor.

8. Ohio Peace Officers Academy

- a. Exception to this policy is the use of alcohol in the training as required and conducted by the Ohio Peace Officer Academy, under the supervision of the Instructor and/or Academy Commander.

AUTHOR: Nancy Blaha

POLICY	#145
ADMINISTRATIVE CODE	3357:10-1-45
APPROVED	January 21, 2003
TITLE	Computer Software Usage

POLICY:

- (A) This policy applies to the use of all software at Marion Technical College (MTC), including shareware, freeware, evaluation, and any other software with limited or temporary license agreements, as well as commercial software.
- (B) It is the responsibility of each MTC employee to use all software acquired by the College only in accordance with applicable licensing agreements and copyright protections. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the law. Any unauthorized duplication of copyrighted computer software is contrary to the College's standards of conduct.
- (C) It is the responsibility of each MTC employee to ascertain that any software that is self-installed is properly licensed before installing it on College equipment. The Computer Center is responsible to ascertain that software it installs is properly licensed before installing it on College equipment.
- (D) Each employee is responsible for his/her usage of computer software and any failure to comply with this policy. The College does not accept liability for the use of software that is not acquired by the College and installed by the College information technology staff.
- (E) The College grants limited "work at home" use rights to employees in compliance with the manufacturers' licensing agreements.
 - (1) The "work at home" rights of any user terminate when his/her employment by Marion Technical College terminates or the College discontinues the necessary licensing agreement(s). The software must be removed from the employee's personal computer upon termination of employment, or upon notification by the Computer Center that a licensing agreement is discontinued.
- (F) Any individual who violates this policy may be subject to disciplinary action up to and including termination of employment, and/or civil or criminal liability. Violations will normally be handled through the College disciplinary procedures applicable to the user. An individual desiring to challenge charges of violation or disciplinary action must follow the College grievance procedure applicable to him/her.

- (G) Under the current Microsoft Campus Agreement, products covered by the agreement may be installed and used on a personally owned computer for **work-related** purposes during the licensed period only by employee users who are licensed to use these products at school. Use for personal purposes is not permitted under this agreement.

POLICY	#146
ADMINISTRATIVE CODE	3357:10-1-46
APPROVED	June 15, 2004
TITLE	Use of MTC Electronic Media & Services

(A) Acceptable Use Policy

- (1) Marion Technical College's (MTC) electronic communication, telecommunication and computing resources may be used for purposes related to the instructional and administrative mission of MTC.
- (2) Electronic media and services include, but are not limited to; computers, computer software and applications, networks, e-mail, telephones, voice mail, fax machines, external electronic bulletin boards, online services, intranet, Internet and the World Wide Web. This policy applies to all users of MTC electronic media and services, whether affiliated with the College or not, and whether on campus or from a remote location.
- (3) MTC reserves the right to limit, restrict, or extend access and usage privileges to these College resources. Electronic documents and data are subject to the Family Educational Rights & Privacy Act (FERPA). All users are required to comply with all applicable College policies, including, but not limited to, FERPA, sexual harassment, copyright, privacy, and licensing regulations. Any activity that violates local, state, or federal law and/or College policy constitutes a violation of this policy.
- (4) MTC's policies against sexual and other harassment apply fully to these media and services, including use of e-mail and the Internet. Therefore, except for curriculum-prescribed research, no e-mail messages shall be created, sent or solicited, and no Internet sites shall be accessed if such action would constitute a violation of these policies. Additionally, the Internet and e-mail system shall not be used for any form of gambling.
- (5) Users should not send information that does not correctly identify the sender. Further, users should not disguise or attempt to disguise their identity or the identity of the part of the electronic system they are using unless this activity is being performed as a part of legitimate coursework and with the knowledge of the college administration.
- (6) Incidental and occasional use of these resources for personal purposes is subject to all aspects of College policies including provisions relating to monitoring and access. Personal use shall not impede the ability of the user or

other users to fulfill their job responsibilities nor shall it adversely impact access to or use of these resources for College purposes. Users should not use these resources for any activity that constitutes a conflict of interest with the College or to conduct any portion of a personal commercial business. Normal supervisory procedures may impose further limits upon personal use.

(B) Privacy

- (1) Notwithstanding the College's right to retrieve and monitor information on the system, electronic files and documents should be treated as confidential by other users and accessed only by the intended recipients and users. Users are not authorized to retrieve, read, alter, or delete electronic files or documents intended for other recipients or users, except as authorized by MTC management.
- (2) Though MTC utilizes numerous methods to prevent unauthorized access to systems and private files, users of these resources should have no expectation of privacy. Information can be revealed by malfunctions, by hackers, through normal operational procedures, and by other means. Confidentiality cannot be assumed even when passwords or other security measures are used.
- (3) MTC's electronic systems are designed and maintained exclusively for the benefit of the College, and the College administration reserves the right at any time and without notice to monitor, access, or review any data that is either stored or transmitted. When such monitoring is performed on an employee of the college, the employee's immediate supervisor or the Director of Human Resources must be informed of this activity.
- (4) Access eligibility expires upon termination of employment. Hardware and software resources owned by the College and approved for use on personal equipment must be removed and returned when employment with the College ends. All documents and records stored on College media are property of MTC. Authority to access the documents and records of a terminated employee will be assumed by his/her supervisor.
- (5) Any user who discovers misuse of College electronic media or services (including e-mail or Internet) should contact his/her supervisor or the Director of Human Resources.
- (6) This policy may be modified at the discretion of the College. All users are bound by the terms and conditions of this policy and all future modifications and amendments. The reading and signing of MTC's *User Agreement* in conjunction with the use of MTC's electronic media or services constitutes acceptance of these stipulations.

(C) Enforcement

- (1) Users who violate this policy may be subject to disciplinary action up to and including termination, and/or civil or criminal liability.
- (2) Violations will be handled through the College disciplinary procedures applicable to the user.
- (3) MTC may temporarily suspend or block a user's access to electronic and/or computing resources prior to the initiation or completion of disciplinary procedures when the integrity, security, or functionality of the College or computing resources is at risk or to protect the College from liability.
- (4) MTC may refer suspected violations of applicable law to appropriate law enforcement agencies.
- (5) An individual desiring to challenge charges of violation or disciplinary action must follow the applicable College grievance procedure.

AUTHOR: A. Phillips

POLICY	#147
ADMINISTRATIVE CODE	3357:10-1-47
DATE	April 18, 2006
TITLE	Information Security Program

Definitions

- (A) “Customer” shall be defined as a student or another consumer who has a customer relationship with the College.
- (B) “Customer information” is defined as any record containing nonpublic personal information (e.g., names, addresses, phone numbers, bank and credit card account numbers, income and credit histories, and social security numbers) as defined in 16 CFR § 313.3(n), about a customer, whether in paper, electronic, or other form, that is handled or maintained by or on behalf of the College or a College affiliate.

Policy

- (A) In accordance with mandates of the Financial Modernization Act of 1999, also known as the Gramm-Leach-Bliley Act (GLB), Marion Technical College shall develop, implement, and maintain a comprehensive written information security program (ISP) that contains administrative, technical, and physical safeguards to:
 - (1) Ensure the security and confidentiality of customer information;
 - (2) Protect against any anticipated threats or hazards to the security of such records; and
 - (3) Protect against the unauthorized access or use of such information in ways that could result in substantial harm or inconvenience to any customer.
- (B) The ISP shall incorporate all relevant institutional policies and procedures and is in addition to any institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including the Family Educational Rights and Privacy Act (FERPA).
- (C) The President shall designate an employee to coordinate the information security program. The Coordinator shall have overall responsibility for implementing and overseeing the ISP to ensure full compliance with the GLB Act.
- (D) The Coordinator shall work with areas of the College that have access to covered data to identify reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of customer information; evaluate the effectiveness of the

current safeguards for controlling these risks; design and implement a safeguards program; and regularly monitor and test the program.

- (E) Appropriate and adequate employee training on security awareness and safeguarding of customer information shall be provided to all College employees.
- (F) All contracts with service providers that are given access to customer information shall include appropriate provisions to ensure the service provider maintains appropriate safeguards for covered data and information.
- (G) The Coordinator shall work with appropriate representatives from all College areas that have access to customer information to develop administrative procedures for the full implementation of the information security program.

AUTHOR: Teresa Parker

POLICY	#160
ADMINISTRATIVE CODE	3357:10-1-60
APPROVED	April 17, 2007
TITLE	Infectious Materials Management

POLICY:

- (A) In accordance with Occupational Safety and Health Administration (OSHA), Center for Disease Control regulations, as well as State of Ohio Environmental Protection Agency (Ohio EPA), infectious materials used by Marion Technical College (MTC) for instructional purposes shall be handled in a manner to protect persons coming in contact with the material and follow specified regulations regarding the disposal of infectious waste. These safeguards are in place for the protection of students, instructors, maintenance workers, and cleaning personnel.
- (B) Infectious materials include but are not limited to:
 - (1) Human body fluids: semen, vaginal secretions, cerebrospinal fluids, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, saliva, any body fluid that is visibly contaminated with blood and all body fluids where it is difficult or impossible to differentiate between body fluids
 - (2) Any unfixed tissue or organ from a human
 - (3) Bacteriological cultures
 - (4) Materials that have been in contact with infectious waste: paper towels, applicator sticks, gloves, etc.
 - (5) Sharps: needles, lancets, broken glass, etc.
- (C) To protect employees and students and to comply with OSHA's Bloodborne Pathogen Standards, Title 29 Code of Federal Regulations 1910.1030, MTC has established an Exposure Control Plan (ECP) which will:
 - (1) identify exposed employees/students
 - (2) reduce or eliminate potential exposure that will reduce the risk of infection through engineering and work practice controls
 - (3) identify personal protective equipment
 - (4) identify housekeeping standards

- (5) provide information on bloodborne pathogen hazards that must be communicated to all potentially exposed employees/students, while including provisions for affected employees/students to receive Hepatitis B vaccinations, training, and, if necessary, confidential medical evaluations.

The Plan will be reviewed on an annual basis by all effected departments.

- (D) In accordance with Ohio EPA standards regarding the disposal of infectious waste, Marion Technical College will:

- (1) Hold a Registration Certificate with the Ohio EPA as a Large Generator of Infectious Waste.
- (2) Segregate and properly package infectious waste for removal, transport and treatment by an Ohio EPA approved waste transporter.
- (3) Maintain appropriate documentation for a 3 year period pertaining to handling of infectious waste.

- (E) Departments that use infectious materials shall be responsible for developing and implementing appropriate procedures for the implementation of this policy.

Revision Author: Carla Anderson

POLICY	#161
ADMINISTRATIVE CODE	3357:10-1-61
APPROVED	September 19, 2000
TITLE	Infectious Diseases

POLICY:

This Policy has been developed in accordance with guidelines and procedures established by the American College Health Association, the U.S. Public Health Services, and the Ohio Department of Health.

In dealing with infectious diseases, the College shall respond to each case, situation, or concern on an individual basis as determined by the medical facts involved.

No person shall be denied enrollment to the College, services, benefits, or discriminated against in any way due to a disease that is not spread by casual contact (i.e., HIV/AIDS). Furthermore, it is not a legitimate reason for a person to drop a class, expect a refund, or expect other considerations because another person on campus is infected with a disease that is not spread by casual contact.

The key elements of an appropriate response to infectious diseases are education and communication. The faculty in the Health Technologies division will instruct all Health Technologies students in the safety measures described by the Guidelines and Procedures by the Center for Disease Control, the American College Health Association and the Ohio Department of Health. The office of Student Services shall always have available a variety of HIV/AIDS and other health related literature on display and in the Vice President of Student Services Office. HIV/AIDS and other health related videos are shown each year and speakers are scheduled for on campus presentations.

AIDS AND THE HEALTH TECHNOLOGIES

A student in the Health Technologies Department who has revealed a diagnosis of an infectious disease must keep the Director and current clinical faculty informed of any change in health status. Students having open lesions or prolonged productive coughing or other respiratory symptoms will be advised to seek medical assistance. A statement from a physician may be required indicating any limitations. Student attendance in the clinical setting will be permitted in accordance with the policy of each individual health care facility.

Students studying Health Technologies may face potentially-hazardous clinical experiences during the course of their education. Patients with all types of diagnoses may be assigned to nursing students, including those who may have an infectious disease. MLT and Multi-Competency students will be working with clinical specimens in the campus simulated clinical laboratory as well as in hospitals. There is always a possibility that these specimens may be from an infected patient. Students may be assigned known infected patients and use

clinical specimens only after having been educated on the universal blood and body fluid precautions as established by the Center for Disease Control. Certain affiliating health care facilities may stipulate additional specific guidelines.

A student who refuses to care for a patient with an infectious disease will be given another assignment. Subsequently, the reasons for his/her refusal will be identified and, if necessary, further instruction will be provided regarding transmission factors and proper techniques of care.

It is recognized that the student ultimately has the right to refuse to care for these stated clients or to work with clinical specimens, however, the student is advised to examine his or her own attitude in this matter as it relates to future employment expectations.

AIDS AND THE EMPLOYEE

Co-workers will be expected to continue working relationships with any employee who has AIDS or HIV infection. Managers are encouraged to contact the Human Resources Office for assistance in providing employees with general information and information about AIDS and HIV infection. Any employee who is unduly concerned about contracting AIDS may be further assisted through individual counseling.

An employee's health condition is private and confidential. An employee with AIDS or HIV infection is under no obligation to disclose his or her condition to a manager or any other employee. Managers are expected to take careful precautions to protect the confidentiality of information regarding any employee's health condition, including an employee with AIDS or HIV infection.

An employee with AIDS or HIV infection is expected to meet the same performance requirements applicable to other employees, with reasonable accommodation if necessary. MTC treats AIDS and HIV infection as disabilities in accordance with our policy on Equal Employment Opportunity (EEO) and the requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. If an employee becomes disabled, managers will make reasonable accommodation, as with any other employee with a disability, to enable the employee to meet established performance criteria. Reasonable accommodation may include, but is not limited to, flexible or part-time work schedules, leave of absence, work restructuring or job reassignment.

PROCEDURE:

In general, no specific or detailed information regarding concerns, complaints or diagnosis shall be provided to faculty, administrators, family members or the public without the expressed written consent of the student or employee.

Persons working in an area where exposure to body fluids or blood spills is likely, shall take all necessary precautionary actions (see Policy #950 - Treatment of Infectious Wastes).

REVISION AUTHOR: Andy Harper; Nancy Blaha