

Wright State University

Staff Handbook

Welcome and Introduction

Welcome to Wright State University! As a new employee, you are joining the team that has made this university a community asset, a respected Ohio public university, and a leader in higher education. We wish you success in your new job, and we hope that you quickly feel at home. At Wright State, every position is important. We hope you will immediately connect with our core values of people, learning, partnerships, relationships, sustainability and stewardship. Your commitment to these values is critical for our mutual success in academic quality, student success, research and innovation, and community and economic development.

Wright State has landed on every significant list published annually for college-bound students by national magazines. Learn more about our national recognition.

Introduction

To ensure the university's success in accomplishing its mission, this handbook has been prepared to provide you with a basic understanding of the university's mission, vision, policies, and your responsibilities as an employee. It was prepared to make you aware of what you can expect from Wright State University – and what the university will expect from you.

We hope your experience here will be challenging and enjoyable. This handbook should not be construed as an employment contract or an agreement for employment for any specified period of time. The information we have included in this handbook is necessarily brief and may be subject to change; however, all laws, rules, and Board of Trustees resolutions from which this handbook is derived can be found in the University Libraries and Human Resources. If any information contained in this handbook conflicts with and any of the above, those laws, rules and policies take precedence over the information provided in this handbook.

The university makes available to all employees the [University Policy: Policies and Procedures](#). Any questions regarding the content of this handbook or university policies should be addressed through your supervisor or to Human Resources.

Our community members who are part of a bargaining unit should refer to their respective collective bargaining agreement for the specific provisions and benefits that accrue to them.

From Our Associate Vice President and Chief Human Resources Officer

Welcome to the Wright State University 'Raider' family! We proudly call ourselves a family because staff members at Wright State, like any family, share a commitment to a common set of values.

We value people, learning, partnerships, relationships, sustainability, and stewardship. These are not just terms to us. They offer direction and help us prioritize as we strive to be known and admired for our inclusive culture, and we consider the complex yet rewarding mission of transforming the lives of our students and the communities we serve. We are glad you have decided to join us on that mission, and we look forward to your contributions as we achieve those goals together.

Sincerely,
Shari Mickey-Boggs, M.B.A.

About Wright State University

Wright State University, named for aviation pioneers Orville and Wilbur Wright, is a dynamic and diverse institution with nearly 18,000 students pursuing studies in approximately 100 undergraduate and 40 graduate and professional degree programs. In addition, Wright State University-Lake Campus, located between St. Marys and Celina, Ohio, offers associates, bachelors and masters degree programs.

The Wright Brothers are inseparably linked to the Dayton area because they spent the majority of their lives here and it is in the Dayton area that they perfected controlled manned flight. In fact, the Wright Brothers Collection, including diaries, financial records, genealogical files, thousands of photographs and other documents detailing the lives and work of Wilbur and Orville Wright and the Wright Family, was deeded to Wright State University in 1975 by the Wright Family.

Wright State's 557-acre Dayton campus has over 22 major buildings and a 200-acre biological preserve. An extensive underground tunnel system links most campus buildings, whose modern architecture is nationally recognized for being accessible to people with disabilities.

College Success for Students with Physical Disabilities listed Wright State University as one of the Nation's Top Disability-Friendly Schools in 2012

The university is dedicated to teaching, research, and service and has strong links to Miami Valley schools and businesses, government, and community organizations. Wright State is committed to excellence in higher education and is one of the most highly regarded employers in the Miami Valley.

Lake Campus Mission

As part of Wright State University, the Lake Campus will be the focal point for the educational and cultural advancement of the residents of West Central Ohio, providing opportunities for advanced scholarship and continuing education, for economic and technological development, and for community service.

The Lake Campus of Wright State University is located on 211 scenic acres on the north shore of Grand Lake St. Marys between Celina and St. Marys, Ohio. As a regional campus of Wright State University, Lake Campus is an "all-inclusive" package providing a full university experience with a warm, welcoming atmosphere. We invite you to discover what Lake Campus has to offer.

Policies and Procedures

University Policy

University Policy is the Administrative Policies and Procedures Manual of Wright State University and contains the current version of all official university policies and procedures.

University Diversity Statement

Wright State University celebrates diversity. Our daily life is made rich by the diversity of individuals, groups, and cultures. The interplay of the diverse stimulates creativity and achievement in all facets of our existence. Respect, tolerance, and goodwill are the keystones to enjoying the diversity of our world. We are all linked to each other in a world created for all of us to share and enjoy. Each member of humanity has a potential contribution to make to the whole. It is our duty to encourage and promote that contribution.

Wright State University is committed to achieving an intellectual, cultural, and social environment on campus in which all are free to make their contribution. We will achieve an environment in which every student may think, and learn, and grow without prejudice, without intimidation, and without discrimination. We will achieve an environment in which personal dignity and respect for the individual are recognized by all.

Wright State University promotes the acceptance and appreciation of every individual regardless of race, gender, age, ethnicity, ability or disability, sexual orientation, socioeconomic status, religious affiliation, or national origin. We encourage appropriate activities and events that foster learning about the diversity of our world.

Wright State University will be a model for our geographic region, exemplifying that a human community can exist that celebrates diversity, enjoys the richness that diversity brings to our lives, and grows stronger with every new member.

Adopted by the Wright State University Board of Trustees, March 28, 1991

Notice of Non-Discrimination

Wright State University does not discriminate on the basis of race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information in employment, admission, treatment, or access to its programs or activities.

Wright State University adheres to all applicable state and federal equal opportunity /affirmative action statutes and regulations.

Equal Employment Opportunity Statement

Wright State University values its employees and is committed their success. Part of this commitment is ensuring equal opportunity in employment. Wright State's equal opportunity in employment policy extends to all employees and applicants for employment. This policy covers all aspects of employment, including the application and recruitment process, initial hiring, position or work assignment, training, promotion, disciplinary action, and termination.

Wright State University prohibits discrimination on the basis of race, color, religion, age, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information in employment, admission, treatment, or access to its programs or activities.

Individuals with questions or concerns regarding this policy or those who wish to file a complaint related to this policy may contact the Wright State University Office of Equity and Inclusion at oei@wright.edu or (937) 775-3207. Under this policy and federal regulations, individuals who participate in this complaint process with the Office of Equity and Inclusion are protected from retaliation resulting from their participation in this process.

Reasonable Accommodation Information

An employee or applicant who wishes to request a reasonable accommodation per the Americans with Disabilities Act, as amended, should contact the Wright State University Office of Equity and Inclusion at oei-ada@wright.edu or (937) 775-3207.

Supervisors who are informed of a request for a reasonable accommodation by an employee should direct that employee to the Office of Equity and Inclusion. The Office of Equity and Inclusion will provide the supervisor with any necessary information. The supervisor should not request any information regarding the disability or requested accommodation from the employee.

Individuals involved in searches who are informed of a request for a reasonable accommodation by an applicant should direct that applicant to the Office of Equity and Inclusion. The Office of Equity and Inclusion will provide the department head and/or search committee chair with any necessary information. Individuals involved in the search should not request any information regarding the disability or requested accommodation from the applicant.

Any questions or concerns regarding the reasonable accommodation process should be directed to the Office of Equity and Inclusion at oei-ada@wright.edu or (937) 775-3207.

Additional Information:

Matthew L. Boaz, Chief Diversity Officer, is Wright State University's Section 504/Title II Coordinator and Title IX Coordinator. Contact information is provided below.

Matthew L. Boaz
Chief Diversity Officer
Section 504/Title II Coordinator
Title IX Coordinator
Wright State University
436 Millett Hall
3640 Colonel Glenn Highway Dayton, OH 45435

(937) 775-3207

Fax: (937) 775-3027

oei@wright.edu

Office Location: 436 Millett Hall, Wright State University Dayton Campus (3640 Colonel Glenn Highway, Dayton, OH 45435)

Office Hours: Monday-Friday, 8:30 a.m. – 5 p.m.

Bullying Prevention Policy

Wright State University is committed to providing a community where students, faculty, staff and guests are safe from bullying behaviors. The University will not tolerate behaviors that would cause a reasonable person substantial emotional distress and undermine his or her ability to work, study, or participate in regular life activities or participate in the activities of the University.

This policy establishes the University's standards for prevention of bullying and prescribes standard measures and procedures for responding to behaviors or complaints of bullying. Through a combination of emphasis, accountability, training, and systematic response, the University intends to deter bullying acts and behavior and to provide timely response when incidents of bullying occur.

Anti-Harassment Policy and Discrimination Complaints

No member of the university community may discriminate against or harass another on the basis of his or her race, sex, color, religion, ancestry, national origin, age, disability, veteran status, or sexual orientation. The university's policy is consistent with state and federal regulations. No person will be subjected to discharge, suspension, discipline, harassment, or any form of discrimination for having used or having assisted others in using the Affirmative Action complaint procedure. Visit University Policy 4001 to view the full policy. This procedure is designed to assist and guide you in dealing with complaints of alleged discrimination.

Employee Categories

Wright State is a complex and diverse institution much like a small city. As such, we have a variety of employee categories for you to become familiar with during your tenure.

The Classified Employee

Classified employees provide many of the specialized skills that allow the university to function smoothly. Under Ohio law, employees of a state university, except those engaged in teaching, research, and administration, are appointed under classified civil service.

To be employed in civil service means that you are employed in the service of the state or other jurisdiction within the state system. Wright State is one of 14 public four-year universities in Ohio and is, therefore, a state-assisted institution. Ohio's civil service laws govern the university's job classifications, and many policies and procedures. The university has also established some rules and policies in addition to and consistent with the civil service laws.

Under the civil service system, classified positions are determined by the duties and responsibilities of the job. Classified employees are appointed to positions in two categories: certified and provisional. A certified employee has passed a civil service examination and has been selected for appointment. Provisional appointments are made when civil service examinations aren't required.

A classified employee is paid on an hourly basis and is subject to the non-exempt provisions of the Fair Labor Standards Act.

Ohio Civil Service Laws and the State Personnel Board of Review (SPBR)

As a civil service employee, protection and benefits of civil service apply as defined in the Ohio Revised Code, Chapter 124. These statutes govern many aspects of your job. Consequently, Wright State's employment practices have been established in accordance with the state's civil service laws. For more information visit, the [Ohio Revised Code website](#).

Classified employees have a variety of rights under the Ohio Revised Code. (This process does not apply to collective bargaining unit employees). You can appeal:

- Results of a position audit
- University's refusal to perform a position audit
- Removal
- Suspension (more than three days)
- Fines
- Disciplinary reduction in pay or position
- Layoff

- Job abolishment
- Displacement
- Transfer
- Disability separation

Additional information regarding the State Personnel Board of Review is available at: 65 East State Street, 12th floor
Columbus, Ohio 43215
(Voice) (614) 466-7046
(Fax) (614) 466-6539
<http://pbr.ohio.gov/>

The Unclassified Employee

An individual without fully affiliated academic rank, appointed to a position outside the classified service involving professional, administrative, or educational duties, is an unclassified employee according to Ohio civil service law. The unclassified employee is considered a regular employee when he or she enters into continuing employment with the university to work on either a full-time or part-time basis for an indefinite period. A “special contract” employee is one who is employed to perform duties or assignments for a specific period of time, typically one year and renewable.

In accordance with Fair Labor Standards Act, an unclassified employee can be either salaried or hourly; with the unclassified hourly employees subject to the non-exempt provisions of the Fair Labor Standards Act. Also, an unclassified employee, whether salaried or hourly, could also be employed as a “special contract” employee who is hired to perform duties or assignments for a specific period of time, e.g. 6 months, 1 year, or 2 years. The specific employment time for a “special contract” employee is noted in the offer letter. If renewable, extension of the “special contract” timeframe or termination of the “special contract” is determined within 60 days of the end of the “special contract.” If you are a “special contract” employee, please note the benefit differences.

Staff Advisory Councils

Classified Staff Advisory Council

The purpose of the **Classified Staff Advisory Council (CSAC)** is to promote its constituency; review, initiate and make recommendations on appropriate issues, policies, and procedures; foster and facilitate communications among members; and provide opportunities for professional growth.

Your CSAC membership begins at the time you are hired as a classified employee at Wright State. Participation in council events is strictly voluntary. Governance group meetings are held throughout the year, and council seat appointments are obtained through official election.

Numerous committees explore a variety of employee interests. You are encouraged to contact your CSAC representative with suggestions or concerns for committee action. More information and a current membership list, as well as the information to contact your CSAC representatives, can be found on the [CSAC website](#).

Lake Staff Advisory Council

The purpose of the Lake Staff Advisory Council (LSAC) is to facilitate communication between, and promote general welfare of all staff members; bring forth concerns, issues, and recommendations regarding individuals, policies, and procedures; plan and promote professional development opportunities. More information may be found on the LSAC website.

Unclassified Staff Advisory Council

The purpose of the [Unclassified Staff Advisory Council \(USAC\)](#) is to promote its members' general welfare; advocate for unclassified staff through active participation in university governance structure; review, initiate and make recommendation on relevant university policies and procedures; encourage and facilitate communication among members; and encourage professional development opportunities.

One of the prime responsibilities of this council is to serve the educational community by creating and maintaining an environment conducive to the teaching, learning, research and service functions of higher education. The recommendations of the council are submitted to the university president. USAC is an important part of University governance and meets periodically throughout the year. More information may be found on the [USAC website](#). You are encouraged to attend meetings, serve on committees, and seek elected office.

Employment Policies and Practices

Advertising Position Vacancies

The university normally advertises position vacancies in both internal and external publications. External postings are advertised in local, regional, and occasionally, national newspapers or publications, appropriate professional and trade journals, and targeted internet sites. Some vacancies can also be posted for current WSU employees only and are posted on WSU's employment website.

Recruitment, Selection, and Placement

The hiring process begins when the employing department submits a position posting via online applicant tracking system. Prior to submission to Human Resources, the position must be approved by the hiring manager, the appropriate administrative authority and the [Office of Equity and Inclusion](#). Title, salary, position description and job requirements, and advertising for the vacancy must be approved through Human Resources.

Hiring practices for unclassified positions are somewhat decentralized and are filled in compliance with [Office of Equity and Inclusion](#) goals and objectives of the university and with the involvement of the hiring department and appointed search committee.

Hiring practices for classified positions are more centralized and are filled in compliance with [Ohio Revised Code](#) as well as [Office of Equity and Inclusion](#) goals and objectives of the university.

Screening procedures, such as testing and interviewing, are consistent with applicable laws and best practices.

Applying as an Internal Applicant

Employees may apply and be considered for any available position at Wright State. Classified employees who are still in their probationary period may apply for positions within Wright State provided the positions are in the same or lower pay grade.

Classified Internal Transfer Procedure

Wright State University values filling new and vacant classified positions with qualified current employees. The [Internal Transfer Procedure](#) provides a process for giving first consideration to classified, non-bargaining unit staff. If there is ever a conflict between the internal posting procedure and the [Ohio Revised Code](#) and civil service procedures, the Ohio legal and administrative procedures will prevail.

Employees must meet all of the following criteria to be considered for interview:

- Be actively employed, and on the Wright State University payroll (positions that are excluded include, but are not limited to, interim appointments, and probationary employees);
- Be in a classified, non-bargaining unit position;
- Meet the minimum qualifications for the position;
- Be employed in current position for at least one year;
- Not be on a Performance Improvement Plan at the time of application
- Take the required word processing or spreadsheet test required for the position, if the required test has not been taken by the applicant while employed at Wright State.

Pre-Employment Examinations

Examinations are used by Wright State University to measure the knowledge, skills, and abilities necessary for successful performance on the job. Examinations will measure your education and experience and will assess your technical skills using computer-based skill evaluators.

The university grants people with disabilities reasonable accommodations upon request to assist them with pre-employment examinations. Visit University Policy 4001.20 for more information.

Nepotism

We have family members or relatives working at WSU; remember we are like a small city. However, consistent with the provisions of University Policy 4002, an individual normally is not hired or assigned to a position under the supervision of a relative who may have an effect on his or her progress, performance, or salary.

Getting Started

New Employee Orientation

All our employees attend New Employee Orientation because one of our values is people and HR knows the importance of getting employees established with their benefits and helping them start in a successful way. During the orientation, you will receive general information about Wright State and your employee benefits. Orientation dates, times, and locations are available on the New Employee Orientation webpage.

Employee Identification Cards

All new employees must obtain a photo identification card. A Wright 1 I.D. card identifies you as a member of the university staff. A card will be issued free of charge by Wright1 Card Services in the Student Union with authorization from Human Resources. An employee I.D. card can be used for the following purposes:

- Debiting purchases at university food locations
- Accessing gated parking lots (with appropriate parking permit)
- Borrowing books and materials from the university libraries
- Paying fines at the university libraries
- Obtaining membership in the Student Union Fitness Center
- Obtaining discounts at the university bookstore
- Obtaining discounts on tickets to selected campus events Visit the Wright1 Card website for more information.

Parking

Employee parking areas are located throughout the campus. Employees driving motor vehicles should register their vehicles with Parking and Transportation, pay the appropriate amount for a parking permit, display the permit in the vehicle, and park in the designated parking area. Regional Transit Authority (bus) passes are issued by the Department of Parking and Transportation. This department also provides motorist assistance, such as battery jumps. They will furnish you with information on university parking policies, campus maps, and campus shuttle service schedules. Visit the Parking and Transportation website for more information.

Keys

Keys needed for entry into your office may be obtained from the [Physical Plant Department's Customer Service Center](#), with the authorization of your manager. A [Key Authorization Form](#) signed by your department head is required to obtain a key. You must return all keys when leaving university employment or transferring to a new job within the university which entails a change of office. Payment for lost keys is the responsibility of the person to whom the keys were issued. University keys may not be duplicated for any reason.

On the Job

Classification and Position Descriptions

Positions at Wright State are classified according to job purpose, essential functions and level of responsibility. Positions having similar characteristics are assigned comparable classification titles. To maintain equity within the university, all positions are assigned to corresponding pay ranges (wage minimums and maximums) that reflect the value of positions within the workforce. These pay ranges are reviewed and adjusted by the university as necessary based on changing labor market conditions.

Position descriptions are developed to provide you with information about your position's essential job duties and responsibilities. They are designed to generalize typical tasks, and the amount of time associated with these tasks, for a specific job. The intent is not to itemize every job duty required of an employee.

Each newly hired, promoted, or transferred employees will have a position description for their new position. Occasionally job responsibilities change and, therefore, job descriptions should be updated as well.

Were you given a position description? If not, see your supervisor.

Probationary Period

Unclassified positions are not subject to a probationary period. However, for classified positions, a probationary period provides for learning and adjusting to a new job as well as demonstrating suitability for the job. If you are a new classified employee, you must satisfactorily complete the prescribed probationary period for the classification to which you are assigned. Your supervisor will evaluate your performance, identify strengths, and assist in resolving concerns at both the midpoint and completion of the probationary period. Midpoint appraisal is designed to give you feedback to help you make changes if necessary and ultimately make you successful in your job. Probationary periods for each category of employee are listed below.

Employee Type	Length of Probationary Period
Full-time classified	180 days
Part-time classified	180 days
Part-time On-Call	1040 work hours
Police Officers/Sergeants	1 year
Communications Center Operators	1 year

If your performance is unsatisfactory during your probationary period, you may be removed from your position. If you are promoted or assigned to a new job classification in the classified civil service, you must serve a probationary period in the new job. You will be formally evaluated at the midpoint and completion of the probationary period. If your performance during the new probationary period is unsatisfactory, you may be returned to the classification held prior to the promotion or change.

Unclassified Staff Special Salary Adjustments, including Position Review

The Special Salary Adjustment process is used to maintain equitable and competitive pay for unclassified staff. Managers can react to shifts in the competitive labor market, correct pay compression issues that have occurred due to a collective bargaining settlement or other circumstances, and correct an internal inequity or provide equitable compensation because of a change in the value of a position (resulting from a substantial addition of more complex duties or a significant expansion of responsibilities).

Managers who have reason to request a special salary adjustment or reclassification in their operating unit must complete a Request for Special Salary Adjustment form, attach supporting documentation, and obtain the approval of their Dean or Director. Special Salary Adjustment requests are considered three times a year, in January, May and September.

Visit the [University Policy 4211](#) for further information about Special Salary Adjustments.

Job Audit or Position Review Appeals

If you are not satisfied with the audit findings, you may submit an appeal to the Chief Human Resources Officer (CHRO) within thirty days of notification of the audit results.

For Classified employees, the audit findings issued by the CHRO may be appealed to the State Personnel Board of Review and must be filed within 30 days of receipt of his/her decision. Appeals may also be made to the State Personnel Board of Review bypassing the CHRO, within thirty days of receiving the initial audit findings. You will be advised of your appeal rights and the process in your job audit results.

Performance Evaluations

Your supervisor will evaluate your job performance on a regular basis with the expectation that they will collaborate with you on an annual formal performance evaluation. Performance evaluation is a two-way communication process between you and your supervisor regarding job expectations and accomplishments. When you are hired, and at the beginning of each performance review period, you and your supervisor should clarify job duties and responsibilities and develop specific goals and objectives. Goals and objectives serve as a basis for the evaluation process and are designed to provide direction, clarify expected results, and help focus efforts. Although formal evaluation of job performance is provided on an annual basis, performance feedback should occur regularly throughout the year. The university is responsible for administering a standard university performance evaluation program. The process, forms and guidebook can be found on the Human Resources website. Completed evaluations are forwarded to Human Resources for inclusion in your permanent personnel file. Annual merit increases may be based in part on your overall performance.

Professional Development and Growth

Professional development and growth opportunities are available to prepare employees to serve the university more effectively in a current assignment or to prepare an employee to assume a position with new responsibilities at Wright State. Information on staff service and professional development is available on University Policy.

A variety of managerial, certification, and computer training programs designed to support your professional success are offered by [Human Resources, Multicultural Affairs and Community Engagement](#), as well as [Computing and Telecommunications](#). You can see a listing of these programs on respective websites.

Information regarding professional development leaves for unclassified staff may be obtained by referring to [University Policy 4004.6](#).

State of Ohio Service Credit

If you have previously been employed by the state of Ohio or any of its political subdivisions, you should provide an official verification of prior public service employment dates and sick leave balances that are known to Operations section of Human Resources. You may transfer your accrued sick leave balance from your last Ohio public employer to Wright State if you terminated your employment with the prior employer no more than ten years before becoming a Wright State employee. Prior Ohio public service is credited toward accrual of vacation and payout of sick leave upon retirement.

Work Outside the University

Employment outside the university is not prohibited. However, any other work must not interfere with the performance of the duties and responsibilities of your university position, nor can it create a conflict of interest.

Telephone and Internet Use Policy

University telephones are intended for business and emergency use. It is a violation of university policy to use Wright State long distance service for personal calls. Contact your department head for guidelines and procedures regarding the appropriate use of departmental telephones.

Many jobs at Wright State provide employees with computers that access the Internet. It is a violation of university policy to access the Internet for personal use during work hours. View [University Policy 3002](#) for more information about the appropriate use of computing resources.

Social Media

For guidance regarding using social media, please contact the Office of Marketing, Office of the President, at (937) 912-0646 or email socialmedia@wright.edu.

Changes in Status

Resignation

If you decide to resign, it is customary to provide your department at least two weeks' notice. If you have a year or more of state service, you are entitled to receive pay for earned but unused vacation. The vacation payout policy does not apply to 'Special Contract' employees. A staff member from Human Resources will provide you with information about your health insurance termination date and options available to continue insurance coverage. Documents and information regarding [Ohio Public Employee's Retirement System \(OPERS\)](#) withdrawal options, if applicable, will also be provided.

Any university property (including keys, cell phones, laptops and other property) and university-issued identification must be returned to the appropriate department and all outstanding obligations to the university paid.

Classified Staff Reduction in Force, Displacement, Recall, and Reinstatement

When the university determines that a position in the classified service will be eliminated, the employee currently occupying the position will have the option to select one of the following:

1. Take the involuntary separation option available to Unclassified Staff of one week per completed year of service with a minimum of 4 weeks and maximum of 24 weeks;
2. Accept a vacant classified position in the same job classification for which they qualify, if one is available; or
3. Accept a layoff and be placed on a recall list to be eligible to be recalled to the same job classification within the university for one year from the date of notice of layoff.

Procedures

- Statement of rationale and/or documentation must be reviewed and on file with Human Resources prior to the layoff/RIF. In instances of larger scale reductions, HR will conduct a disparate impact analysis in partnership with Legal Affairs/General Counsel.
- Classified employees will be provided with fourteen (14) calendar days' notice of the position elimination and the options available, but must notify HR, in writing, within five (5) calendar days' which of the available options they choose to exercise. Once HR is notified, decisions may not be revoked.
- If more than one classified position is being eliminated at any given time, the option to accept a vacancy will be provided in seniority order. (i.e. the most senior impacted employee will be provided the option of vacancy first, followed by the next most senior, etc.)
- Employees choosing to accept an available vacancy will be required to serve a probationary period. Should the employee fail to successfully complete the probationary period, they will be considered to be laid off and will be provided with 30 days' notice. Employees failing a probationary period will not be placed on the recall list.
- Those employees that elect a layoff, and are returned to the University from the recall list, will not be listed as having a break in service.
- Any impacted staff member interested in additional career support may contact Human Resources (Talent Management Center of Excellence) for resume review, interviewing tips, coaching, and other job resources that may be available.

Classified employees can be terminated for documented just cause, as provided in applicable laws, rules, and regulations. The reduction in workforce/job elimination process should not be used to circumvent good performance management practices.

This policy excludes classified staff members who are on special contracts and/or on renewable appointments as these time-limited appointments are identified at the outset of employment.

This policy is not applicable to staff covered by a collective bargaining agreement as those contracts contain specific layoff/RIF provisions.

Unclassified Staff Termination of Employment

Introduction/Scope

Conditions may arise that necessitate the reduction of the university work force. Reduction of unclassified positions may occur for a variety of reasons, such as budgetary constraints, changing priorities, lack of work, efficiency improvements or reorganization.

While business needs may require employee reductions, the University recognizes the prior contributions of its workforce, aspires to support those in transition, and aligns its approach with core values of "people and sustainability."

Definitions

Continuing status – continuing status is the classification used for all faculty, unclassified and classified staff members who occupy full and/or part-time positions, with no effective end date.

Unclassified staff – unclassified staff members are all professional positions that are exempt from examinations required by the Ohio Revised Code.

Term of employment – term of employment used in determining the involuntary separation notice period shall include only the most recent continuing employment with the University, as classified and/or unclassified staff and/or as faculty in the Boonshoft School of Medicine or in the School of Professional Psychology, with no breaks in service.

Policy (University Policy #8215)

- The unclassified staff of Wright State University who have been hired in a Continuing status can be terminated by the university. The affected staff member shall be notified in writing as specified in the following paragraphs. If an employee leaves the university and returns, their term of employment is based on their most recent years of service, with no breaks in service.
- Notice of involuntary separation shall be provided to any unclassified staff member whose position has been eliminated without just cause. The university will provide one-week of notice for each full year of continuing service with the university, with no prior breaks in service, at a minimum of four (4) weeks' and a maximum of up to twenty four (24) weeks.
- This policy excludes unclassified staff members who are on special contracts and/or on renewable appointments.
- Employees can be terminated for documented just cause, as provided in applicable laws, rules, and regulations.
- The involuntary notice of separation process should not be used to circumvent good performance management practices.

Procedures

- Departments share their request with the appropriate Human Resources Business Partner who will consult on University process and prepare supervisors for notification meetings, resource materials and subsequent communications.
- Human Resources will partner with affected area on their communication strategy to those with a need to know, e.g., remaining staff, university stakeholders (both internal and external).
- Departments will complete a Personnel Action Form (PAF) in advance of employee separation.
- Affected staff member interested in additional career support may contact Human Resources (Talent Management Center of Excellence) for resume review, interviewing tips, coaching, and other job resources that may be available.

Resources

Human Resources 937-775-2120

<https://www.wright.edu/human-resources/policies-and-resources/human-resources-business-partners>

<https://www.wright.edu/human-resources/careers>

Faculty and Staff Assistance Program, [impactsolutions](https://www.wright.edu/human-resources/benefits/additional-miscellaneous-benefits/faculty-and-staff-assistance-program)

<https://www.wright.edu/human-resources/benefits/additional-miscellaneous-benefits/faculty-and-staff-assistance-program>

Leaving the University Guide

<https://www.wright.edu/human-resources/benefits/leaving-the-university>

Relocation

At the university's discretion, you may be physically relocated to another building, department, or office. This change in physical location does not affect either your classification or your pay rate.

Personal Data Changes

Changes in personal information should be reported promptly to Human Resources. These changes may include:

- your name
- address or phone number

- marital status
- income tax exemption
- insurance beneficiary or coverage

Changes in your personal information should be reported promptly to Human Resources. Changes may include your name, address or telephone number, marital status, income tax exemption, insurance beneficiary or coverage as from single to family plan or vice versa. This information is necessary, in part, for accurate payroll preparation and tax deductions, to ensure appropriate insurance coverage, and for emergency notification. Your supervisor should also have your current address and telephone number.

The information in your personnel file, except for information identified by Ohio law as confidential, is available for review by you or the public. If you wish to review information contained in your personnel file, contact Human Resources.

Personal Conduct Policies

Wright State is a highly respected institution. As a representative of the university, you are expected to maintain high standards of conduct. There may be occasions when employees fail to meet performance standards or to abide by university policies, procedures, and rules. In order to address these situations in a fair and consistent way, Wright State has developed personal conduct policies. These policies are designed to reflect the university's standards for an orderly and efficient operation. They have been implemented to enhance the work environment and preserve the rights of the employee and the university.

Disciplinary action is normally progressive in nature; that is, repeated causes for disciplinary action or a combination of offenses should lead to application of more serious sanctions. However, some actions are so serious that they warrant bypassing one or all steps in the disciplinary process. The progression may include verbal warnings, written warnings, suspensions, demotions and terminations of employment when necessary. The following information defines and outlines the potential sequence of progressive disciplinary action.

- A **verbal warning** is written documentation of an oral discussion between a supervisor and an employee who fails to meet performance standards or exhibits unsatisfactory behavior. A verbal warning is generally issued for a minor offense such as loitering or tardiness.
- A **written warning** is issued if the behavior expected to improve from any previous verbal warning(s) is not exhibited within a reasonable period of time or if the offense is of a more serious nature. A copy of the written warning is given to the employee and the original forwarded to Human Resources to be placed in the employee's personnel file.
- A **suspension** results from continued unsatisfactory performance or from the commission of a serious offense. A suspension without pay can vary in length depending on the classification of the employee, the history of problematic behavior and the seriousness of the offense. A classified employee who receives a suspension of more than three days can appeal the suspension to the State Personnel Board of Review.
- A **reduction in pay or demotion** in position (temporary or permanent) is sometimes warranted for commission of a serious offense or a finding of just cause that warrants such action.
- **Removal (termination of employment)** is the most serious penalty and is imposed when a serious offense has occurred or when previous progressive discipline has not achieved behavior that meets expectations. Immediate removal may occur in cases such as theft of university property or use of alcohol or drugs on duty. A classified employee subject to a removal action can appeal to the State Personnel Board of Review.

When classified employees have exhibited behavior that may warrant progressive disciplinary action more than the standard verbal or written warning recommended, the following procedure is used:

- The supervisor (and/or department head) writes a memo to Human Resources stating the problem and requesting that just cause and potential disciplinary action be determined. A copy of this letter is sent to the employee.
- Human Resources will advise the employee in writing of the nature of the charges and of a scheduled meeting date. The employee may bring representation and may request witnesses to provide supporting testimony.
- The supervisor/department head will be advised of the meeting date and also be notified that witnesses may be requested to attend to substantiate the charges.
- A meeting will be held for the purpose of investigating all charges and to give employees the opportunity to respond to the allegation(s). The Chief Human Resources Officer (CHRO) will designate the presiding meeting officer(s).
- After relevant information has been relayed and relevant documents submitted, a decision will be made by the presiding meeting officer(s) as to whether there is just cause for discipline. If there is just cause for discipline, departmental management will provide a recommendation as to what level of discipline should occur. The CHRO or designee will render a conclusion to the matter, notifying concerned parties in writing.

When unclassified employees have exhibited behavior that may warrant progressive disciplinary action more than a written warning, supervisors are encouraged to contact Human Resources for guidance.

Dispute Resolution Procedures

The university's goal is to resolve workplace concerns equitably and quickly in the best interest of all parties. Procedures have been established to ensure that your complaints are handled in a fair and orderly way. Dispute resolution procedures for employees are outlined in the following paragraphs.

Informal and Formal Dispute Resolution

In any workplace, there is potential for misunderstandings and conflicts. In most cases, you will be able to resolve these differences by talking with your immediate supervisor. You are encouraged to promptly discuss any work-related problem or dispute with your supervisor. If you are not satisfied with your immediate supervisor's response or if you are uncomfortable going to your supervisor with the problem, the university provides dispute resolution procedures.

Dispute resolution procedures are available to all staff not covered by a collective bargaining agreement. The intention of the dispute resolution procedures is to ensure that you are treated fairly and that disputes are resolved promptly. You will not be retaliated against, and no adverse action will be taken against you for invoking the dispute resolution process, regardless of the outcome.

Dispute resolution procedures do not replace Wright State University procedures for filing discrimination or sexual harassment complaints. Those complaints should be submitted to the [Office of Equity and Inclusion](#). More information regarding the Dispute Resolution Procedure can be found on the [Dispute Resolution webpage](#).

Grievance Procedures for Bargaining Unit Employees

Classified employees who are members of a collective bargaining unit have a right to submit grievances for alleged violations of the bargaining agreement without fear of adverse consequences. Grievance procedures are detailed in your [bargaining agreement](#). Copies of the bargaining agreement may be obtained from Human Resources or your Union Steward.

Compensation

Our Compensation System

Wright State offers competitive levels of compensation to attract and retain effective, committed employees. The university's compensation policy emphasizes that salaries for both classified and unclassified positions will be determined within pay ranges competitive to the recruitment market.

The university believes that most staff members have job performance that meets expectations and that salary increases should recognize their accomplishments while remaining competitive. Pay increases for non-bargaining unit employees are normally granted once a year. Pay increases are not available to those who fail to meet minimum performance standards. Visit the [Unclassified Staff Salary Schedule](#) or the [Classified Salary Schedule](#) webpage(s) to view the current schedule(s).

Work Schedules

The standard work schedule for full-time employees is a five-day, approximately 40-hour week. However, a number of departments may vary this schedule because of university and departmental requirements.

For hourly employees, normal full-time daily schedules span eight and one-half hours and allow for eight hours work and one-half hour for an unpaid meal period normally scheduled near the middle of the shift. You are permitted two paid rest periods of 15 minutes each during each eight-hour shift. In some cases, by agreement, supervisors permit employees to combine their rest periods with their meal periods.

Rest periods are scheduled by your supervisor and are to be taken at a time and in a manner that does not interfere with the efficiency of your work unit. The rest period is intended to be a recess, which is preceded and followed by an extended work period. Thus, your rest period may not be used to cover late arrival to work or early departure. Rest periods are not cumulative, and are not paid if not taken.

Unclassified salaried employees should follow the established work schedules, recognizing, however, that departmental demands may require that you work more than a 40-hour workweek. Unclassified employees are exempt from the overtime provisions of the Fair Labor Standards Act and do not receive pay or earn compensatory time for overtime worked.

Paid Release Time

The University values the continuing education, training and development of its workforce, and the active participation of its employees in campus meetings and events. To that end, when possible you will be allowed paid release time to be engaged in such development opportunities. Supervisors are encouraged to use their discretion to be flexible with employee scheduling so that employees can participate.

A department's need for productivity and appropriate staffing, as well as an employee's record of attendance, are some, but not all of the criteria that will be considered in the decision to grant paid release time opportunities.

Payroll Matters for Classified and Unclassified Hourly Staff

Classified and unclassified hourly staff are paid every other Friday. On payday, you will receive pay earned for the two weeks that ended the previous Friday. Pay Remittance Advices are available for viewing one day prior to pay day. Access is available from Wings Express. Direct deposit of pay earned is mandatory. Your pay will be deposited directly to the bank, savings and loan, or credit union of your choice. Your pay advice—showing your deductions, sick leave and vacation balances—is available online. It should be noted that leave balances reflect accruals through the current month, but only reflect usage through the prior month.

Electronic Time Entry

You will record all hours worked on an electronic time sheet for each bi-weekly pay period. Your time sheet must accurately reflect all hours worked. Hours cannot be informally accumulated for future use. Videos are available for general assistance for leave reporting and electronic time sheet process.

Overtime

Classified and unclassified hourly employees are eligible for overtime for all hours worked over forty hours in an active pay status in a calendar workweek. All overtime must be approved in advance by your supervisor and then reported on the time sheet for the period in which it was earned. Active pay status includes sick leave, vacation leave, holiday pay, compensatory time (if applicable), and hours worked. Overtime is paid at one and one-half times the hourly rate of pay for each hour of overtime worked.

Compensatory Time (Classified Employees)

For classified employees, compensatory time may be granted at the discretion of the employee at a rate of one and one-half hours for every hour of overtime worked. You cannot volunteer to work without pay (either on the premises or at home) nor can supervisors require or allow you to work without pay. The Fair Labor Standards Act requires that all time worked be paid, or recorded as compensatory time, on the pay date for the pay period in which the overtime was worked. You cannot be required to take compensatory time instead of overtime pay. Unclassified hourly staff are not eligible to earn compensatory time but are instead paid overtime at one and one-half hours for every hour of overtime worked.

Call-Back

Full-time, classified employees are entitled to call-back pay when there is an unscheduled requirement to report back to work after the end of, or before the beginning of, the regular work schedule. This applies to cases only where the period worked does not immediately precede or directly follow the scheduled work shift. Under this provision, you would receive payment for a minimum of four hours no matter how short the time actually worked.

Unclassified Salaried Staff

Unclassified staff are paid monthly, on the last working day of the month. Pay Remittance Advices are available for viewing one day prior to pay day. Access is available from Wings Express. Direct deposit of pay earned is mandatory. Your pay will be deposited directly to the bank, savings and loan, or credit union of your choice. Your pay advice—showing your deductions, sick leave and vacation balances—is available online. It should be noted that leave balances reflect accruals through the current month, but only reflect usage through the prior month.

Electronic Leave Reporting

You will record all Sick Leave and Vacation hours taken on an electronic leave report for each monthly pay period. Your Leave Report must accurately reflect all hours taken. Comments should be included in the report to reflect the general purpose for sick leave taken. Hours cannot be informally accumulated for future use. Videos are available for general assistance for leave reporting.

Social Security Payroll Tax

Employees of Wright State University are not eligible to have Social Security withheld from their pay but are instead required to participate in a university-provided retirement plan. Wright State University does not withhold Social Security taxes. The Windfall Elimination Provision affects how the amount of your retirement or disability benefit is calculated if you receive a pension from work where Social Security taxes were not withheld. A modified formula is used to calculate the benefit amount, which may result in a lower Social Security benefit. For more information contact your local Social Security Office.

Medicare Payroll Tax

Wright State employees are exempt from paying social security taxes, however, employees hired after April 1, 1986 are required to make a Medicare contribution on their Wright State earnings.

Time Off Work

Attendance and Notification of Absence

All university employees are expected to maintain a good record of attendance. However, absence from work is sometimes unavoidable. When you are delayed or absent from work, your manager or designee must be notified. Check with your manager for procedures specific to your department. Failure to report an absence in accordance with your department's notification procedure may result in your being denied paid sick leave, being subject to disciplinary action, or both.

Holidays

Human Resources issues a University Holiday Schedule each year, summarizing holiday observances. You are granted 10 holidays per year. Below is a list of holidays:

Name of Holiday	Date of Holiday
New Year's Day	January 1
Martin Luther King Day*	January (third Monday)
Presidents' Day*	February (third Monday)
Memorial Day	May (last Monday)
Independence Day	July 4
Labor Day	September (first Monday)
Columbus Day*	October (second Monday)
Veterans' Day	November 11
Thanksgiving Day	November (fourth Thursday)
Christmas Day	December 25

*State law allows the university to move the observance of three holidays--Martin Luther King Day, Presidents' Day, and Columbus Day--to dates other than the actual holiday. Changes are noted in the annual University [Holiday Schedule](#) found on the Human Resources website. The university typically moves President's Day to the Day after Thanksgiving and moves Columbus Day to Christmas Eve.

Holidays that fall on a Saturday are observed the preceding Friday. Holidays that fall on a Sunday are observed the following Monday.

You are not eligible for holiday pay when:

- you have an unauthorized, unpaid absence on the day before the holiday(s).
- you are on a leave of absence without pay, are on a layoff, or you are receiving Workers' Compensation total disability benefits.

Sick Leave

Paid sick leave is earned and accrued by all employees. The rate of accrual for full-time unclassified salaried staff is 10 hours, or 1.25 days, per calendar month when you are in active status. The rate of accrual for full-time classified and unclassified hourly staff is 4.6 hours (approximately 15 days per year for full-time employees) for every 80 hours in an active pay status. Part-time employees accrue sick leave on a pro-rated basis.

Sick leave with pay may be requested only for leave already earned. Your supervisor has the right to approve or deny sick leave. The university may require you to provide a physician's certification of your need for leave after three consecutive days of absence, when you have been seen by a physician, or in cases of suspected patterned or excessive use. The physician's certification should include the reason why you are or were unable to work for the time period covered by the certification.

Sick leave will only be approved for absences due to the following reasons:

- Illness/injury of the employee or a member of the employee's immediate family that requires the attendance of the employee.
- Exposure of the employee to a contagious disease which could be communicated to and jeopardize the health of other employees. Such a request for sick leave must be reported immediately to the Leave and Disability Coordinator in Human Resources for approval.
- Medical, psychological, dental, or optical examination of the employee or a member of the employee's immediate family that requires the attendance of the employee. When the appointment requires the attendance or the full day absence of the employee, the university may require proof of the required attendance of the employee, or the full day absence.
- Death of a member of the employee's immediate family. Use of sick leave is limited to five days.

Your immediate family is defined as including your spouse, domestic partner, parents, children, children of a domestic partner, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, legal guardian or other person who stands in place of a parent.

Upon death or retirement, with 10 years of state service, you or your estate will receive a payment equivalent to one-fourth of the value of accrued but unused sick leave, up to a maximum of 240 hours. Payment is based upon your rate of compensation at the time of retirement or death. This payment eliminates all of your sick leave credit. If you retire, a payment will be made to you one-time only. If you return to state service after a payment has been made, you can accrue and use sick leave as before, but cannot receive a payment for the unused sick leave at the time of a subsequent retirement.

Bargaining unit employees should refer to their respective collective bargaining agreement for the specific provisions on sick leave. You may also transfer accrued sick leave from one state agency to another, provided the time between separation and reappointment does not exceed 10 years. An official verification of prior public service employment dates and sick leave balances that are known must be submitted to Operations section of Human Resources.

Vacation

The University provides you vacation time based on your assigned job classification, full-time equivalency (FTE), and length of service.

Length of service is defined as service time at Wright State University, plus any previous service time with the state of Ohio or any political subdivision of the state, provided the employee presents an official letter documenting the start date, end date, and FTE status of the previous state service to Human Resources.

Unclassified Salaried and Unclassified Hourly Staff Accruals

Unclassified salaried (exempt) and hourly (non-exempt) staff who are appointed on 100 percent full-time equivalency (FTE) contracts earn vacation as follows:

Length of Service	Annual Vacation	Accrual Rate (Salaried/Hourly)	Maximum
0-24 years	22 days	14.67 hours/6.77 hours	352 hours (44 days)
25 or more years	25 days	16.67 hours/7.69 hours	352 hours (44 days)

Unclassified staff appointed to work 51-99 percent FTE over a twelve-month period earn vacation on a prorated basis of the above schedule. Vacation accruals shall be automatically computed and added to the accrued balance each pay period. On August 31 of each year, all excess balances shall be reduced to 352 hours (44 days) Unclassified staff who are employed for a partial month either at the beginning or termination of employment or who work a partial month because of unpaid leave status will accrue vacation prorated on the basis of actual days worked during that month. You will be paid for earned, but unused, vacation leave upon separation from the university or upon retirement up to the maximum accrual. For employees who work less than full time but are entitled to earn vacation, the maximum accrual is determined on a prorated basis. Special contract unclassified staff may accrue vacation at the prescribed rate. However, this vacation is for use only and will not be paid on separation. Personnel in these categories are encouraged to use all accrued vacation before termination of the contract.

The use of vacation is an administrative decision, requiring the prior approval of your manager, except in the case of [Family Medical Leave Act \(FMLA\)](#) eligible leave.

Classified Staff Accruals

Classified staff working at least 51% of full time based on a 12-month period earn paid vacation leave. Prior Ohio public service is credited toward that probationary period and establishes longevity for vacation accrual.

You may accrue vacation up to the maximum rate based upon your years of service as indicated in the table below.*

Length of Service	Annual Vacation Earned	Maximum that can be Accrued
0-7 years	80 hours (10 days)	240 hours (30 days)
8-14 years	120 hours (15 days)	360 hours (45 days)
15-24 years	160 hours (20 days)	480 hours (60 days)
25 yrs & over	200 hours (25 days)	600 hours (75 days)

*For employees who work less than full time but are entitled to earn vacation, the maximum accrual is determined on a prorated basis.

The use of vacation leave is an administrative decision, requiring the prior approval of your supervisor except in the case of [Family Medical Leave Act \(FMLA\)](#) eligible leave. Designated holidays will not be charged to vacation leave.

Earned but unused vacation leave will be paid to you (up to the maximum accrual) upon separation from the university, provided you have completed one year of state service, or upon retirement.

Leaves of Absence

Wright State provides several leave of absence categories that cover specific circumstances. Any leave of absence is subject to the approval of your department head and Human Resources. Paid leaves (sick leave, vacation and compensatory time), when applicable, run concurrently with leave under the Family and Medical Leave Act (FMLA), Worker's Compensation, and other applicable leaves.

Disability and Maternity Leaves

If you are a full-time employee and have completed one year of continuous state service, or are a part-time employee who has worked at least 1,500 hours within the preceding 12-month period, and you become unable to work, you may be approved and granted an unpaid disability leave in six month increments.

Human Resources must receive a written statement from your attending physician, noting that you are disabled and unable to perform your normal duties. Accumulated sick leave must be exhausted before you can begin an unpaid disability leave. At your option, vacation leave may be used.

If you are hospitalized or institutionalized because of a medical disability, Human Resources may grant a disability leave upon expiration of accumulated sick leave and vacation leave.

If you are on disability leave, you have the right to return to a position in the same classification, provided you remain in good standing and abide by the rules pertaining to disability leaves. When returning to work, you must provide a statement from the attending physician, psychiatrist, or licensed psychologist verifying that you can resume your usual duties. In addition, you may be required to undergo examination by a university appointed physician (at the university's expense) to determine your fitness for duty. Employees who do not return to work at the expiration of the disability leave are subject to being involuntarily disability separated from the university.

According to federal law, a maternity leave of absence is considered to be a disability leave. As with any disability leave, you must exhaust all accumulated sick leave before disability leave without pay begins. You must specify that you wish to exercise the option of using any or all of your accumulated vacation leave before going into an unpaid leave of absence. To be eligible for maternity leave, a physician's written statement is required, specifying the date you must discontinue work and the date you are able to return to work. An additional physician's statement is required if you are unable to continue working prior to the requested leave or are unable to return on the expected date because of medical complications associated with the pregnancy or birth.

Paid Parental Leave

Paid Parental Leave (PPL) is a paid benefit available to eligible staff for the birth of a child or adoption of a child under the age of 6. Staff must work full-time, 75% FTE or greater, for a minimum of 1 year, prior to the date of birth or placement for adoption in order to be eligible.

Birth mothers are eligible for up to 6 weeks of paid leave. Birth fathers and adoptive parents and domestic partners are eligible for up to 3 weeks of paid leave. Paid Parental Leave begins on the actual date of birth or actual date physical custody is obtained, and is not intermittent. Paid Parental Leave is regular pay and therefore is not extended for holidays, snow days, closure days, etc. Parental Leave runs concurrently with any leave under the [Federal Family and Medical Leave Act \(FMLA\)](#), and runs currently with leave required by the [Pregnancy Discrimination Act \(PDA\)](#).

Personal and Educational Leaves

Employees sometimes need extended time off from work for unanticipated personal needs or educational reasons. Written requests for unpaid personal and educational leave, submitted to your supervisor, must state the reasons and dates for which the leave is being requested. Your supervisor's recommendation and the written request are then sent to Human Resources for approval or denial.

You may be granted personal leave without pay for a period of up to six months. It may not be renewed or extended. Educational leave without pay may be granted for a period of six months and may be extended in six-month increments up to a period of two years. If you use this leave for any purpose other than that for which the leave has been granted, disciplinary action may be taken. You may not be employed elsewhere while on personal or educational leave.

Court and Jury Duty

If you are serving on a jury or are subpoenaed to appear as a witness for the federal, state, or local government, you will be excused from work with pay during the time required. Employees appearing before a court or other legally constituted body for reasons other than specified above may be granted vacation leave or leave of absence without pay. If you are a second or third shift employee and are called for jury duty, you are considered as having changed shifts during your jury duty assignment and therefore are working overtime hours if you are required to report to work after a day on jury duty.

Any fee received for serving as a juror or a witness during paid working hours is permitted to be kept by the employee and is not to be remitted to the university. For classified employees, court leave or jury duty should be identified as such in the comments section of your time sheet and shown on the "Regular Earnings" line.

Military Leave

Employees who are members of the Ohio National Guard, the Ohio Defense Corps, the Naval Militia, or a reserve component of the United States Armed Forces are eligible for a leave of absence with pay for field training or active duty, up to 31 days per year. A copy of your military orders or other legal written proof must be submitted to your manager and Human Resources to qualify for military leave.

You may be eligible for more than 31 days leave for field training, active duty, or a declared emergency and will be compensated in compliance with Ohio law. If you are called for active duty, contact Human Resources to receive current information about the extension of benefits during the military leave of absence.

Family and Medical Leave Act (FMLA)

Some employees may find it necessary to take a leave of absence from their jobs to address specific family responsibilities or their own serious health conditions. In accordance with the [Federal Family and Medical Leave Act \(FMLA\)](#) you are entitled to up to 12 weeks of leave in a 12-month period. Medical disability leaves and maternity leaves that are granted under state law and university policy will run concurrently with FMLA leave.

Family and medical leave will be granted to all eligible employees for the following purposes:

- The care of your child in the year after birth, adoption, or placement in foster care
- A serious health condition which makes you unable to perform your essential job duties
- The care of one of the following family members who has a serious health condition: spouse, domestic partner, parents, children, children of a domestic partner, grandparents, siblings, grandchildren, brother-in-law, sister, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, legal guardian or other person who stands in place of a parent.

A packet of information containing Wright State's FMLA policy, request forms, required documentation, and a copy of Employee Rights Under the Family and Medical Leave Act of 1993 is available in Human Resources. Visit [University Policy 4203](#) to view the full policy.

Returning from a Leave of Absence

Upon completion of any leave of absence, you normally return to the position held before the leave. If that position vacancy no longer exists, you return to a similar position in the same classification. If you wish to return from a leave of absence prior to the originally scheduled date of return, you must submit written notification to Human Resources and the employing department at least 30 days prior to the date of return. If you fail to return from a leave of absence, you may be subject to disciplinary action up to and including termination of employment.

Benefits

The benefits information contained in this handbook provides a summary for employees of Wright State. This information does not list all the provisions and does not supersede the individual provisions of our group insurance contracts, benefit plans and university policies that it describes. Similarly, the information presented does not guarantee that the university, the State of Ohio, and/or others responsible for these contracts, plans, programs, and policies will not make future changes in the provisions applicable to each.

Medical/Pharmacy, Dental, and Vision Insurance

The university makes [medical /pharmacy, dental, and vision insurance](#) with a substantial employer contribution available to staff members who are appointed to work at least 51 percent of full time for a minimum of 90 days.

Medical/pharmacy, dental, and vision coverages are effective the first day of eligible employment. You may also enroll for these benefits during an annual open enrollment or within thirty (30) days after a qualifying life event, e.g. birth, marriage, or divorce. Your paid medical premium contributions are automatically deducted from your pay on a pre-tax basis.

In compliance with the [Consolidated Omnibus Budget Reconciliation Act \(COBRA\)](#), if you are leaving the university for reasons other than gross misconduct and presently receive university- provided medical/pharmacy, dental, and vision insurance, you may purchase, at your own expense, continuing coverages through the university's group plan for up to 18 additional months. If your spouse or child becomes ineligible for continuing health coverages due to a loss of dependent status, your spouse or child can purchase continuing coverage for up to 36 additional months through the university's group plan.

When you terminate employment at the university, your healthcare benefits continue until the end of the month of separation. Visit Human Resources webpage to find more information about healthcare benefits.

Flexible Spending Accounts

If you are appointed to work at least 51 percent of full time based on a 12-month period, you are eligible to enroll for a [Flexible Spending Account \(FSA\)](#). A FSA allows you to set aside money out of your paycheck to pay for eligible expenses on a pre-tax basis (exempt from federal and state taxes). There are two types of FSAs available: a healthcare account and a dependent care account.

A healthcare FSA allows for reimbursement for out-of-pocket healthcare expenditures that you incur on behalf of yourself and/or your dependents. Your elected contributions are deducted from your paycheck on a "pre-tax" basis and are subject to IRS regulations.

A dependent care FSA can be used for work-related eligible child-care and elder-care expenses, that allows you (and if married, your spouse) to work, seek employment, or attend school full-time. Your elected contributions are deducted from your paycheck on a "pre-tax" basis and are subject to IRS regulations.

For additional information please visit [Flexible Spending Account](#) webpage.

Life and Accidental Death and Dismemberment Insurance

The university provides [life and accidental death and dismemberment insurance](#) to you effective the first day of employment if you are appointed to work at least 51 percent of full time, based on a 12-month period. To assure coverage, you must complete enrollment forms as soon as employment begins. You are provided term life insurance in an amount equal to two times your annual salary. An equal amount of accidental death and dismemberment insurance is also provided. You and your eligible dependents may purchase additional life insurance within the first 30 days of employment or during the annual enrollment period.

The [Internal Revenue Service Code](#) stipulates that employer-provided group term insurance coverage in excess of \$50,000 is subject to taxation. The amount of tax can be computed using a formula available in Human Resources. You have the option to waive all or a portion of the life insurance provided by the university to limit your taxable income. Forms to waive coverage are available in the employee benefits section of Human Resources.

Your life insurance is extended for 30 days following termination of university-provided or purchased coverage. During this period you can convert all or a portion of the coverage to another form of individual life insurance without a physical examination.

Short-Term Disability Insurance

[Short Term Disability Insurance \(STD\)](#) is a voluntary benefit available to eligible staff who work full-time, 75% FTE or greater. Eligible new employees are able to enroll with guaranteed acceptance within 30 days of hire. Employees that do not currently have STD coverage may apply during annual open enrollment, however, a medical health questionnaire must be completed and acceptance is not guaranteed.

Employees pay the premium for STD coverage via payroll deduction on a post-tax basis - i.e. the benefit will not be taxed. The benefit amount is equal to 60% of your regular gross earnings. The benefit would be reduced by other sources of income e.g. Social Security, OPERS, or another group insurance plan. Employees may draw the benefit for up to 6 months. The STD benefit only provides pay during your leave. The leave itself runs concurrently with any leave under the Family and Medical Leave Act (FMLA) as well as WSU Disability leave.

Long-Term Disability Insurance

Long-Term Disability Insurance (LTD) is provided to you if you work at least 75 percent of full time based on a 12-month period. The disability income benefit is 60% of your regular gross earnings, less any income benefits payable to you by the Ohio Public Employees Retirement System, the State Teachers Retirement System of Ohio, Social Security, or workers' compensation benefit(s). This benefit becomes effective after six months of disability and usually lasts until age 65 or when the disability is no longer recognized as such by a physician. If disability occurs after age 65, the benefit will cease no later than age 70. The LTD benefit only provides pay during your leave. The leave itself runs concurrently with any leave under the Family and Medical Leave Act (FMLA) as well as WSU Disability leave.

Faculty and Staff Assistance Plan

Balancing the many priorities of our professional and personal lives can prove to be challenging. Resources for navigating work/life problems are important. The Faculty and Staff Assistance Program (FSAP) is a confidential employee assistance resource for all employees—regardless of benefit eligibility—and family members in their home, as well as dependents living away from home and the employee's parents and parents in-law. FSAP services are provided at no cost to employees, and include:

- 24/7 live toll-free telephone access to licensed and experienced counselors offering guidance, counseling, problem-solving and referral services
- A customized local/national provider network offering face-to-face counseling
- Financial and legal assistance

Additional Benefits

- [Adoption Assistance](#)
- [Health Savings Account \(HSA\)](#)
- [Long-Term Care Insurance](#)
- [Supplemental Life Insurance](#) (for the employee and the employee's family members)

Retirement Plans

Staff members who are appointed to work at least 75 percent of full time based on a 12-month period are eligible to enroll in either the [Ohio Public Employees Retirement System \(OPERS\)](#) or the [Wright State University Alternative Retirement Plan \(ARP\)](#). This choice must be made within 120 days of the initial hire date or date that the employee becomes eligible. Staff members whose appointment is less than 75 percent of full time are only eligible to be enrolled in OPERS.

OPERS offers staff members the option to select one of three retirement plans. The plans are: (1) a Traditional Plan where defined benefit retirement, disability, and survivor benefits are determined by formulas using the employee's age, amount of service credit, and final average salary; (2) a Member-Directed Plan where defined contribution retirement benefits are determined by the amount of money, including investment earnings, which the employee accumulates; and, (3) a Combined Plan which has some defined benefit plan and some defined contribution plan features. The employee contribution to OPERS, currently 10 percent of the employee's pay, is deducted on a pre-tax basis from the employee's earnings. The employer contribution to OPERS, currently 14 percent of the employee's pay, is determined by the OPERS Board.

The Alternative Retirement Plan is a defined contribution plan where the retirement benefit is determined by the amount of money, including investment earnings, which the employee accumulates in an annuity account. The employee contribution of 10% to the ARP is deducted on a pre-tax basis from the employee's earnings and is deposited in the employee's account with an approved annuity provider that the employee selects. The employer contribution to the employee's ARP account is equal to the OPERS employer contribution less any mandated additional contributions the university must make to OPERS. The current employer contribution is equal to 14 percent of the employee's pay.

Wright State University does not administer the above retirement plans nor does it have any decision-making authority over these plans.

All staff members are exempt from Social Security contributions on earnings from the university. Staff hired on or after April 1, 1986 are required to pay a Medicare contribution of 1.45 %of earnings.

Supplemental Retirement Plans

At Wright State University, two [Supplemental Retirement Plans](#) are available to all staff members to invest via payroll deduction on a pre-tax basis to either a 403(b) or a 457(b) account. Plans such as the 403(b) and 457(b) are tax-deferred retirement plans available to employees of public educational institutions such as Wright State University. These plans allow you to make pretax contributions (“deferrals”) by convenient, payroll deduction in order to save money for your retirement. These deferrals are then deposited into the account that you set up with an approved provider.

Pre-tax amounts deferred into a 403(b) or 457(b) account, and any earnings on those deferrals, are generally not taxed until you make a withdrawal from the account following a distributable event as described below.

The 403(b) and 457(b) plans were created to encourage long-term savings. Distributions are generally available when you reach age 59 ½ and mandated at 70 ½ years of age. As you discuss the 403(b) or 457(b) plans with eligible vendors, you may wish to talk about distribution opportunities when you leave employment or loan opportunities. Distributions may also be available in the event of hardship, unforeseeable emergencies, death, or disability. Bear in mind that distributions before age 59-1/2 might be subject to federal restrictions and a federal tax penalty.

For more information and a list of approved vendors, visit <http://www.wright.edu/human-resources/benefits/retirement/supplemental-r>

Educational Benefits

Wright State University encourages employees and their dependents to enroll for classes at the university. For this reason, the university offers educational benefits under a Fee Remission Plan.

A. Employees:

Employees who are appointed to work at least 75 percent of full time based on a 12-month period are eligible for educational benefits, for a maximum of eight credit hours of class work per semester at Wright State University.

[Fee remission benefits](#) for eligible employees provide for the remission of all of the instructional, general, and out-of-state tuition fees for bachelors, masters and Ph.D. level courses taken at Wright State University. Fee remission benefits are not provided for courses offered in the School of Medicine or the School of Professional Psychology.

Graduate course work taken by the employee under the Fee Remission is not subject to federal income taxation up to the annual maximum amount provided for by [Internal Revenue Code Section 127\(a\)](#) (currently an amount equal to \$5,250 per individual per calendar year). Employee benefits in excess of the Internal Revenue Code Section 127(a) maximum are subject to federal income taxation and appropriate payroll withholding.

An eligible employee may also enroll in certain university workshops and non-credit hour courses with a fee remission benefit equal to 75 percent of the fee for the workshop or non-credit course. This benefit is not extended to family members. With your supervisor's approval, you may take one class or workshop during working hours.

Benefits provided for fee remission for an eligible employee are not subject to income taxation for the employee.

B. Dependents:

Qualifying dependents (spouse, domestic partner, son, daughter, stepson, stepdaughter, and children of domestic partner) of eligible employees receive fee remission benefits for bachelors and masters level courses taken at Wright State University, with no limit on the number of courses per quarter. Qualifying dependents pay an amount equal to 20 percent of the current undergraduate fee for courses taken with fee remission benefits. Tuition and fees waived for undergraduate courses for qualifying dependents are not considered taxable income to the employee. Federal tax laws require that the tuition and fees waived for qualifying dependents for graduate courses be considered taxable income to the employee. This fee remission amount is included as part of the employee's gross taxable income for W-2 purposes. In addition, fee remission plan benefits for all undergraduate course work are subject to federal income taxation for all registered domestic partners and their tax dependent children unless the employee has filed a "certification of tax-qualified dependents" with Human Resources certifying the recipient of the fee remission as an [Internal Revenue Code](#) defined tax dependent.

Supervisors are encouraged to consider granting release time for employees to attend credit hour courses during working hours, particularly when: the course is a degree requirement and is not offered at another time; the course is sequential and is not offered at another time; the course is pertinent to the employee's work; or the course will count toward a degree. Released time should not exceed the class time for credit hour courses for which educational benefits are provided.

Employees are expected to cooperate with their supervisors in ensuring that the workplace is operational during periods of released time. Employees should submit requests for released time to attend credit classes, in writing, prior to enrolling for classes during work hours. Employees are also encouraged to be flexible in making up hours granted for released time with their immediate supervisor. Accrued vacation hours may be approved in place of released time at the supervisor's discretion.

Credit hour courses taken as a development opportunity should be considered on the same basis as non-credit courses or workshops for purposes of granting released time to attend. Released time for such professional development opportunities is generally limited to one course or workshop per term.

Workers' Compensation Benefits

As an employee in the State of Ohio, you are covered by state worker's compensation laws. [Workers' compensation](#) laws provide medical expense and disability income benefits for you, as well as death benefits for surviving dependents. Disability income compensation is payable effective on the eighth day of total disability. It is the employee's responsibility to initiate a workers' compensation claim. Benefits are also payable for the first seven (7) days off work if you are disabled for a minimum of fourteen (14) consecutive days.

Work-related illnesses or injuries must be reported immediately to your manager and the [Department of Environmental Health and Safety](#). Your supervisor will complete an incident report describing the occurrence. Visit [University Policy 6032](#) for more information.

Unemployment Compensation Benefits

Your employment at Wright State is covered under Ohio Unemployment Compensation law. If you are dismissed from the university and meet the eligibility requirements, you may be eligible for unemployment compensation. Complete details are available on Office of Unemployment Compensation website.

Your Rights

Knowing Your Rights

It is important that you know your rights as an employee. Human Resources staff members are available to:

- provide guidance in conflict resolution and avoidance,
- interpret university employment policy, and
- supply information about privileges accorded you at both the university and state level.

Ohio Civil Service Laws

As a classified civil service employee, you are afforded the protection and benefits of civil service as defined in the Ohio Revised Code, Chapter 124. These statutes govern many aspects of your job. Consequently, Wright State's employment practices have been established in accordance with the state's civil service laws. For more information, visit [Ohio Revised Code website](#).

Health, Wellness, and Safety

Wright State University Police Department (WSUPD)

The [Wright State University Police Department](#) is responsible for ensuring a safe environment for you at Wright State and provides the highest level of law enforcement service to the Wright State campus community through the enforcement of laws and the protection of life, property and the constitutional rights of all. The department ensures a safe and secure educational environment that promotes diversity, tolerance, academic freedom and respect for the individual.

Police officers are on duty 24 hours a day, seven days a week and respond to all calls for assistance. They patrol the campus in marked police vehicles, on bike patrol and on foot. The Police Department Communications Center is staffed 24 hours a day and can be reached by dialing 2111 or 911 in an emergency.

[Emergency telephones](#) are placed at strategic locations, including campus buildings, parking lots, and remote locations. When you lift the receiver, these telephones ring directly into the Communications Center. A [map of emergency telephone locations](#) is available on the university website.

Safety escorts are available should you be concerned about safety issues when walking to campus buildings or your automobile. The department offers motorist assistance and a variety of crime prevention and personal safety programs. Visit [WSUPD website](#) for complete list of services provided.

Lake Campus Safety

The Wright State University Police Department currently employs one Police Officer full time at the Lake Campus. This officer serves the Wright State University Lake Campus community including faculty, staff, students and visitors. The Lake Campus Police Officer is certified through the Ohio Peace Officers Training Commission.

The Lake Campus Police Officer's office is located at Room #170D Dwyer Hall. The Lake Campus Police Officer may be contacted via office phone: 419-586-0249, fax: 419-586-0358, or email: tyler.pottkotter@wright.edu.

Environmental Health and Safety

Wright State is committed to providing a safe and healthful work environment for its employees. Each employee, from the President to non-supervisory employees, has specific responsibilities. To assist the university community in this regard, the Department of Environmental Health and Safety employs a staff of professionals to assist employees by: (1) resolving health and safety concerns, (2) promoting job safety and environmental sustainability, (3) providing health and safety related training and education, and (4) ensuring compliance with health, safety, and environmental laws and regulations.

You are expected to be aware of, and fulfill, your responsibilities in regards to environmental health and safety, commensurate with your level of employment, as listed in University Policy 6001.

Concealed Carry Law

Wright State University will comply with State of Ohio laws regarding the concealed carry of weapons. Firearms are not permitted in university buildings, except as permitted by the Wright State University Chief of Police.

Emergency Conditions

Emergency closing of Wright State University is implemented only under severe and extreme circumstances. All employees are expected to report to work unless they specifically hear otherwise. Further information about closures can be found on [University Policy](#).

Wright State University is committed to ensuring the university is prepared to respond to emergencies of all hazards. The Director of [Emergency Management](#), under the direction of the Office of the President, coordinates all emergency preparedness, response, recovery, and mitigation activities for the university.

Wright State University has developed Emergency Action Plans (EAPs) to help members of the Wright State community understand how to be prepared for our most likely hazards, what to do if those hazards were to actually occur, and what to do after the hazard has passed. These EAPs are available on the emergency management website at <http://www.wright.edu/emergency-management>.

Wright State Alert is the primary method by which the university will communicate delays and/or closings due to severe weather; as well as other emergencies that may occur on campus. Go to your Wings Express account to ensure your information is up-to-date. [Wright State Alert](#) has several methods to distribute emergency messages, including email, website, text message, voice calls, and social media. More information is available on [Wright State Alert website](#).

Smoking on Campus

Effective July 1, 2017, per Policy 7230 Wright State University is tobacco-free. Tobacco use, including the sale, advertising sampling and distribution of tobacco products and tobacco related items is prohibited in all university facilities, on all university owned or leased grounds, university owned or operated residence halls and apartments, and at all university sponsored events regardless of location. Tobacco use is also prohibited in all university vehicles or on any equipment owned, leased or operated by Wright State University. This policy applies to anyone on campus including students, faculty, staff, visitors, consultants, vendors, patients, volunteers, and contractor employees.

Drug and Alcohol Policy

The university is committed to maintaining a workplace free of illegal drugs or the unlawful use of alcohol. Wright State prohibits the possession, manufacture, distribution, dispensation, or use of illegal drugs and the unlawful use, possession, or distribution of alcohol or controlled substances on all university property. This applies to any locations where university-related business or activities are conducted, when using university vehicles, and when using private vehicles for university activities or on university business.

The university is also committed to giving assistance to employees who need substance abuse counseling or therapy. The university's Faculty and Staff Assistance Program and health insurance providers refer employees to appropriate local resources. Human Resources staff members are available to aid employees in obtaining professional assistance. Inquiries and referrals are handled in the strictest confidence.

Lactation Rooms

Wright State University is proud to support new mothers and their families. Two lactation rooms are available on campus for students, faculty, staff and visitors to WSU, and additional rooms are under development. These family-friendly rooms provide a quiet, private place for moms to nurse

or express milk. The locations and room accommodations are:

051 Biological Sciences

- Visit the [Women's Center](#) in 148 Millett Hall during business hours for key code access.
- Room available via key code (24 hours)
- Chairs, table, refrigerator (24 hours), resources, and outlets

110 Oelman Hall

- Visit the [Women's Center](#) in 148 Millett Hall during business hours for key code access.
- Room available via key code (24 hours)
- Chair, table, resources, and outlets.

Any questions or concerns about the lactation rooms should be directed to the Women's Center.

Fitness Center

Campus Recreation offers a wide range of exercise and fitness opportunities for faculty and staff. Located on the lower level of the Student Union, this area is comprised of the recreation desk, fitness center, swimming pool, group exercise studios, locker rooms, and racquetball courts*. There are also programs and special events designed to help individuals of varying fitness levels and capabilities work toward their personal fitness goals. These include Personal Training, incentive programs and free consultations for personal training and nutrition. Visit the Campus Recreation website for more information.

* Effective fall 2015, a membership fee will be required for those staff members who are not enrolled in the Living WELL program described below.

** Requires purchase of a group exercise pass

Employee Wellness Program

University Wellness's goal is to deliver a comprehensive, employee centered, holistic health and wellness program. The wellness staff is excited to offer tools, education and support to guide each employee to achieve optimal health and life balance. General program information and offerings, such smoking cessation and the web-based Living WELL Program, can be found on Employee Wellness website.

University Facilities and Services

Child Care

Employees have access to on-campus child care through the child development center operated by [Mini University](#). Mini University is an independently-owned child care facility that employs highly qualified, degreed teachers in every classroom with low teacher – child ratios. They are NAEYC Accredited and 5 Star rated by the State of Ohio. Children may attend half days or full days with fees based on the child's age and desired schedule. Private, full-day Kindergarten and Back-Up Care (advance registration required) are also offered. Mini University also offers year-round programs for school age children, including After School Care and Summer Camp. They provide transportation from Beaver Creek Schools during the school year.

Mini University is open to faculty, staff, students, and the general public. The hours of operation are from 6:30 a.m.-6:00 p.m.; Monday-Friday. Care is provided for children 6 weeks to 12 years of age. Discounts are available for faculty, staff and students. For more information, please contact the Wright State University Child Development Center at (937) 775-4070 or by email to Kim Grisez, director, at kgrisez@miniuniversity.net.

For more information, visit [Mini University website](#).

Disability Services

Wright State is a national leader in accommodating the needs of individuals with disabilities. The [Office of Disability Services](#) provides assistance and support services which promote equal access and inclusion for members of the university community with disabilities. Disability Services can direct staff to appropriate resources on topics such as the [Americans with Disabilities Act](#), assistive technology, adapted equipment, architectural barrier removal, and other disability-related topics.

Accessible parking areas are available on campus; to utilize accessible campus parking, motorists must display both a valid campus parking permit and a disability parking placard or plates issued by the [Bureau of Motor Vehicles](#). For more information about obtaining authorization for a temporary or permanent disability parking placard or plates, please contact the [Ohio Bureau of Motor Vehicles](#) or equivalent state agency.

University Libraries

The University Libraries consist of the [Paul Laurence Dunbar Library](#) and the [Lake Campus Library](#). The University Libraries provide collections and services to meet the learning, teaching, and research needs of the University's faculty, staff and students. In addition, the University Libraries are members of the [OhioLINK consortium](#). Through this membership the Libraries have access to an important array of electronic resources including online journals, e-books, and research databases, as well as to 48 million books and other library materials housed in academic libraries and research institutions throughout the state.

Materials can be ordered online from OhioLINK libraries and received on campus for checkout within two to three days. The Wright State University Libraries Web site provides online access to a wide variety of information resources—including complete articles from magazines, journals, newspapers, e-books, and Internet sources.

You may check out materials at the libraries by presenting your Wright1 card. Information about library hours, collections, and services is available on the University Libraries website or by calling (937) 775-4125.

Student Union

The Student Union serves as Wright State's multi-purpose community center. It includes most student service departments, meeting rooms, gallery space, lounges, a food court, bookstore, fitness center, banking facility, and other services for the entire university community. A map of the building and the services provided are available on Student Union website.

University Bookstore

The university bookstore, operated by Barnes & Noble, is located in the Student Union. It provides many services and supplies—including textbooks and class materials, as well as Wright State merchandise—from sweatshirts to coffee mugs. The bookstore also has an extensive general book department. You can obtain a discount on purchases by presenting your Wright1 card. Visit

the bookstore website for further information, including hours of operation.

News and Information

Campus news and information is available in the Wright State University Newsroom. Information specific to faculty and staff can be found in Dialogue, which links to the Newsroom.

Wright State University Magazine

The Wright State University Magazine is published two times a year and delivered to all faculty and staff. It is also available online, wright.edu/magazine.

Dining Services

Wright State's [Dining Services](#) experts work to ensure that our students, faculty, staff and guests receive high-quality food service, with a variety of menu options in well-maintained dining areas on main and [Lake Campus](#).

Allyn Hall's 'The Hangar', offers customers many familiar dining options for breakfast and lunch. Guests can enjoy Pizza Hut Express®, a huge salad bar, a fresh bakery, and machine-dispensed frozen yogurt.

The Student Union features Union Market, the largest dining facility on campus. It consists of a deli, home style cooking, pizza, pasta, a soup and salad bar, international cuisine and more, and it is a place where guests can watch their meals being prepared before their eyes. Union Market also features a cyber café, a lounge and Tim Horton's® coffee shop. Also visit Wright State's own convenience store, The C-Store, located in the Honors Community. Don't forget to visit the two new locations: Boston Stoker at Rike Hall and Reynolds Espresso Lane in Russ Engineering. Visit the [Dining Services website](#) for more information about all dining locations, activities, and events.

Special Events and Activities

Staff Recognition

Wright State recognizes that its ability to grow and provide a broad range of services is due to a loyal and dedicated staff. In appreciation, the university formally acknowledges staff members who have given long-term service by sponsoring an annual recognition ceremony for employees completing 10, 15, 20, 25, 30, or 35 years (or more) of service. In addition, supervisors and department heads are encouraged to recognize outstanding employees regularly within their units. Wright State's president has also established a process for honoring employees who demonstrate excellence in the workplace. The President's Award for Excellence is an annual recognition event.

Cultural, Educational, and Recreational Activities

As an employee of Wright State, you have access to a wide array of activities and special events. Concerts, art exhibitions, lectures, athletic events, including NCAA Division I sports, recreational, and entertainment activities are available to you and your family. Notable among these offerings are: the Artist Series, School of Music concerts, Department of Theatre Arts plays and musicals,

and intramural athletics. Notice of these events appears in Dialogue, a monthly faculty/staff newsletter, on bulletin boards located throughout the university, and through distribution of flyers sent to university personnel. Information can also be found on the appropriate websites such as School of Music , Department of Theatre Arts , Athletics, etc.

Support Centers

In addition to special events and activities, the Bolinga Black Cultural Resources Center, the Office of Latino Affairs and the Asian and Native American Center promote cultural diversity and support

the cultural, academic, and social needs of students and employees at Wright State. Other opportunities are offered by the Women's Center, a resource and support center that promotes diversity and gender equity through educational programs and activities, as well as Gay, Lesbian, Bisexual, Transgender, Questioning and Ally Resource Room (GLBTQA) which cultivates community development for students, faculty, staff and alumni of all sexual orientations and gender identities. You may also want to check out Campus Ministries, for religious activities on campus.

Wright State University's Nutter Center

Wright State University's [Nutter Center](#), a state-of-the-art facility, is southwest Ohio's premier sports and entertainment complex and is home to NCAA Division 1 Wright State Athletics.

Wright State Nutter Center's standard of excellence and versatility has made it one of the premier stopping points for approximately 12 national touring concerts and performances each year including musicians from every genre and world renowned family shows. It has also become home for high profile sporting events including regional and state high school volleyball, basketball, and wrestling tournaments.

In addition to the main arena, WSU's Nutter Center also houses four basketball courts, a recreational running track, a fully equipped fitness center, 60,000 square feet of exhibit space, several classrooms and dressing rooms. The contemporary Berry Room holds 250 people for weddings, receptions, conferences, and seminars.

With a maximum seating capacity of 11,200, Wright State University's Nutter Center has been recognized nationally for venues of its size. For a list of upcoming events, please visit [Nutter Center website](#).

Campus shuttle service is provided throughout the day and evening between main campus and the Nutter Center. Shuttle schedules are available on the [Parking and Transportation website](#).

A Final Word

We have attempted to anticipate many of your questions about working at the university in the pages of this handbook. You are welcome to visit Human Resources for additional information and assistance on any issue concerning your employment. Your respective Staff Advisory Council also invites your questions and encourages you to participate fully in university life. We look forward to the contributions you will make in helping Wright State University fulfill its mission.