



### **3344-63-01 Classified employee personnel policies.**

(A) Scope.

This Chapter of the Administrative Code applies to non-bargaining classified employees. Classified employees represented by a union are subject to the applicable collective bargaining agreements. This Chapter applies to represented employees to the extent that the relevant collective bargaining agreement does not address an issue.

(B) Authority.

The Cleveland state university department of human resources is responsible for all phases of the personnel program for classified staff members. This includes the administration and interpretation of laws and regulations pertaining to the State of Ohio civil service system, as well as the establishment and interpretation of university human resources policies. The associate vice president/chief human resources officer shall adopt procedures to implement this rule.

(C) Equal employment opportunity

Cleveland state university is committed to the principle of equal opportunity in employment and education. No person will be denied opportunity for employment or education or be subject to discrimination in any project, program or activity because of race, sex (including pregnancy), religion, color, age, national origin, veteran and/or military status, genetic information, disability, sexual orientation, gender identity or expression, marital status or parental status. Complaints of unlawful discrimination are filed with the office for institutional equity.

(D) Safety.

The university and its employees have a mutual interest in maintaining a safe working environment. The university promotes safe work practices on the job, and employees must observe safety rules and report unsafe conditions to supervisors. An employee who is involved in an accident, or who is injured on the job, is required to

report the incident to the supervisor as soon as possible.

(E) Drug-free workplace.

- (1) In an effort to protect the safety and well-being of the members of the campus community, Cleveland state university addresses substance abuse incidents in accord with the federal Drug Free Workplace Act. The university is committed to providing a rehabilitative and supportive approach for employees with substance abuse issues and when appropriate, to permit continued employment while received treatment for substance abuse issues.
- (2) Possession, use, offering or being under the influence of alcohol or drugs, as defined in the university's substance abuse testing procedures, is prohibited. Violations will result in sanctions against the employee up to and including employment termination.
- (3) Any employee who tests positive for drugs or a blood alcohol level of 0.02 or greater will be terminated unless the university decides in its sole discretion that it is appropriate to offer the employee a last chance agreement (LCA) and the employee agrees to comply with its terms.
- (4) Refusal by an employee to submit to a substance test and/or to authorize disclosure of the test results to the university as required by these protocols shall be deemed to have tested positive. As such, the employee will not be eligible for an LCA and may be subject to immediate employment termination.
- (5) An employee who refuses, evades, or delays testing, or tampers with the testing devices or samples, including dilution of samples, will be subject to immediate employment termination. The full description of the university's substance abuse testing procedures can be found on the human resources department website.

**Policy Name:** Classified Employee Personnel Policies.  
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