

General information.

- (A) The following items address policies, procedures and benefits that are available to the university of Akron staff employees. Individuals governed by the articles of collective bargaining agreements should refer to contractual language of such agreements for certain provisions.
- (B) The university of Akron follows the provisions of Revised Code in adopting human resource policies and procedures. ~~Since these items are subject to change as rules and regulations are modified, new pages with corrected information will be provided for insertion in this handbook. However, it is the responsibility of employees to ask questions, to keep information relevant to university policies and procedures, and to insert applicable communications into this manual as they become available.~~
- (C) Some policies and procedures may refer to "exempt" or "non-exempt staff." The term "exempt" includes biweekly salaried staff personnel who are not eligible for overtime. Exempt staff members are not required to complete payroll time records. The term "non-exempt" includes hourly classified and unclassified staff personnel who are eligible for overtime. Non-exempt staff members, whether full-time or part-time, are required to complete payroll time records.
- (D) Also the civil service of the state is divided into the classified service and the unclassified service as defined by section 124.11 of the Revised Code. All staff employees are appointed to the classified service unless specifically exempted through provisions of the code.
- (E) It is expressly agreed and understood that these policies and procedures create no expectancy of employment, continued employment, or re-employment of the employee, upon which the employee may rely; and, that no services of the employee can be counted or used toward any expectancy of employment, re-employment or continued employment at the university of Akron, the branch campus or any of the university's other affiliates.

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M. Celeste Cook
Secretary
Board of Trustees

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