

# 2015-2016 AULTMAN COLLEGE FACULTY HANDBOOK UPDATES

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## **POLICY UPDATE: Aultman College Email**

**(new)**

Aultman College IT provides an official aultmancollege.edu email account for all students, faculty, staff, contracted employees, and designated college departments.

- This is the official address listed in appropriate college publications, including the directory, and to which all college email communications are sent.

Email accounts are created based on the official name of the individual as reflected in Human Resource (HR) and registrar records.

- Requests for mail aliases based on name preference, middle name, nicknames, etc. are not accommodated.
- Requests for a name change will be processed to correct a discrepancy between email account name and official college records or for a legal name change.

All email owners are responsible for complying with appropriate email use as defined in [Technology Resources Acceptable and Responsible Use Policy](#) and are expected to routinely check their college email.

An individual may forward college email to another personal email account, but the college does not support non-college email service providers (e.g., Yahoo, Gmail, etc.).

College emails are retained for the duration of employment or college enrollment. Graduated students transfer to an alumni email account.

Alumni and retirees may retain their college email accounts indefinitely provided they adhere to college policies.

- Violations of college policies may result in permanent loss of college email privileges.

Additionally, as members of the Aultman Health Foundation, all college employees receive an aultman.com email account provided by Aultman IT. Aultman College IT is not responsible for any aultman.com account.

### **Faculty, Staff, and Contracted Employees Account Deletion**

Upon termination notification from HR, Aultman College IT:

1. Removes the college email for faculty, staff, and contracted employees.
2. Deletes the account in Office 365
3. Updates the CAMS email field

### **Faculty, Staff, and Contracted Employees Name Changes**

Legal name change requests must be completed via the HR Name Change form.

- Upon receipt of the form, Aultman College IT:
  1. Updates the name in Office 365
  2. Updates the CAMS email field

### **Retiree Email**

Retirees continue to have access to all existing emails and contacts but are no longer visible in the address book and will lose access to all stored information in other Office 365 features including but not limited to Microsoft Office, OneDrive, Lync, and SharePoint access.

### **POLICY UPDATE: Aultman College System Access**

**(new)**

Only authorized users are granted access to information systems. Users are limited to specific, defined, documented applications and approved levels of access rights. System access control is achieved via unique user IDs to provide individual accountability.

**User Scope:** This policy affects all employees, students, contractors, consultants, temporary employees, and business partners of Aultman College. Users who deliberately violate this policy will be subject to disciplinary action up to and including termination or expulsion.

**System Scope:** This policy applies to all computer systems, including all operating system platforms, communication systems, and all application systems owned or administered by Aultman College.

**Authentication:** Any user (remote or internal) accessing college networks and systems must be authenticated.

Entity authentication includes but is not limited to:

- Unique User Identifier
- Password

**Workstation Access:** All workstations on or off campus used for college business activity must use a college approved access control system. Workstation security includes password-enabled screen savers with a time-out-after-no-activity restriction. Active workstations are not to be left unattended for prolonged periods of time. Users are required to lock their workstation when leaving their immediate work area. Users will be held responsible for all actions taken under their unique user identifier.

**Access Approval:** System access will only be granted with appropriate managerial approval. Managers must immediately notify college IT staff when significant changes in end-user duties or employment status occur. User privileges will be appropriately updated when job duties change or a transfer to another job occurs. Likewise, access will immediately be revoked when a user terminates employment.

**Need-to-Know:** Users are granted access to information on a “need-to-know” basis. They will only receive access to the minimum applications and privileges required for performing their jobs.

**Unauthorized Access:** Users are prohibited from gaining unauthorized access to any other information systems or in any way damaging, altering, or disrupting the operations of these systems.

**Definitions:**

Authentication – Verification of a user accessing a system

Authorization – Verifies the access a user is permitted to have

System Access – Authority or ability to interact with an internal computer system; access implies authorization

**Procedure:**

Students: Access is granted to students a week before their orientation date.

Adjuncts: Adjuncts receive system access to work-required applications upon successfully completing the college HR process and background check.

Faculty and Staff: Faculty and staff members receive appropriate system access upon successfully completing the college HR process and background check.

**POLICY UPDATE: Faculty Rank and Promotion (formerly Rank and Promotion)**

(located on p. 23 of handbook)

The rank and promotion process operates in congruence with the annual evaluation cycle and applies to full-time and part-time faculty. Academic Council oversees the peer-reviewed rank and promotion process, as outlined in the governance bylaws and the Faculty Handbook. The promotion system is designed to follow a hierarchy and to recognize the experience, contributions, accomplishments, and academic background of faculty members.

**Procedure:**

1. The rank and promotion process is self-initiated, meaning faculty are eligible for promotion in rank by meeting the minimum ranking requirements (e.g., enrollment in a doctoral program or completion of any degree); however, this does not guarantee an automatic increase in rank—one must apply by January 31 for consideration of increased rank during the annual rank and promotion period (February/March). The minimum ranking requirements must be met by January 31 when the application is submitted.
2. Faculty members are to document activities on an ongoing basis in a professional portfolio for use in evaluation and the rank and promotion process (see the Faculty Handbook for “Portfolio General Guidelines”).
3. Candidates eligible for rank will follow the guidelines set forth in the Faculty Handbook by submitting a letter of intent (form is located in the Faculty Handbook and online at the Aultman College Center for Teaching and Learning website) to the chair of Academic Council and the appropriate program director and/or dean by January 31 (the same date when the portfolio is submitted for annual evaluation).
4. The Academic Council chairperson (hereafter referred to as the “chair”) also serves as the chair for the rank and promotion ad hoc committee (hereafter referred to as the “committee”). Starting in mid-January of each year, the chair selects Academic Council members to form the committee.
  - In addition to the chair, one Academic Council member per Discipline Council should be represented (with those holding the highest rank selected first), plus one non-faculty member on Academic Council, for a total of five members. Term is for one year.
  - The chair is charged with confirming with college human resources that all rank and promotion candidates meet the minimum requirements for rank as defined in the rank and promotion table found in the current Faculty Handbook.
5. In the event that an Academic Council member is seeking rank and promotion, that faculty member will recuse him/herself from selection to the rank and promotion committee.
  - Should the chair apply for increased rank, then the Academic Council chair-elect shall become acting chair, and lead the committee for the duration of that process.
  - If no Academic Council members from a particular Discipline Council are available to serve on the rank and promotion committee, a representative outside of Academic Council, but from the same

Discipline will be selected (based on rank and/or seniority) to serve on the rank and promotion committee for the duration of the rank and promotion process.

- At least four of five committee members are required to be present to form a quorum.
6. Candidates who submit hard copy (non-electronic) portfolios are responsible for notifying the chair of the portfolio's availability, after their respective dean and/or program director has reviewed the portfolio for the annual faculty evaluation. Electronic portfolios should be accessible immediately by the committee using the information provided in the letter of intent.
  7. The committee chair will send an acknowledgment (e.g., email) to schedule the interview for each candidate. A brief description of interview expectations will be included in this correspondence.
  8. The Academic Council secretary may assist the chair in coordinating the interview schedule, and if the chair so chooses, may send out the meeting requests on his/her behalf. The interviews will be scheduled and conducted in the months of February and March, in order to present the final recommendations to the president and vice president of academic affairs by April 1.
  9. All five committee members are required to review each candidate's portfolio and are expected to attend the scheduled candidate interviews. The chair *must* be present for each interview; however, a quorum is not required at the candidate interviews because no voting will occur. There must be at least three committee members (including the chair) present for an interview to occur.
  10. The committee will meet prior to the first interview to agree upon potential interview questions (suggested around the themes of teaching, scholarship, service, and the vision/mission/values of the college). This communication can be conducted via email. The interview questions should not be shared with those outside the committee.
  11. A candidate may be asked to provide further written information (CV, transcripts, publications, etc.) to the committee prior to or during the interview. The candidate has five (5) working days to submit the additional information.
  12. Candidates should make every effort to include all information in their portfolio by the January 31 deadline; however, if an important portfolio piece is mistakenly omitted, the candidate is strongly urged to contact both his/her program director, dean, and the chair.
  13. After the candidate is called into the interview room, the interview proceeds, with the chair taking the lead. Discussion ensues and the candidate is dismissed at the conclusion of the interview. Committee members are permitted to keep their own individual notes from all interviews until the end of the interview process for all candidates when all notes must be surrendered to the chair. The chair will appoint a secretary to keep official minutes during the interview.
  14. At the conclusion of all interviews, the chair will schedule a final committee meeting. A quorum of the committee will be required at this meeting, as each candidate's promotion will be called to a vote. As stated in the College bylaws, the chair only votes in the case of a tie.
  15. The committee will draft a letter, outlining the committee's recommendations, and forward such to the college president and vice president of academic affairs no later than April 1.
  16. The chair will mail a separate letter to each candidate's home address, notifying the candidate of the committee's decision on the request for increased rank. This letter should be sent as soon as possible and no later than April 1.
    - The chair will notify each candidate (e.g., by email) that he/she will be receiving a letter at home in the coming days.
    - If the request for change in rank is denied, the candidate may appeal the committee's decision by filing a grievance letter to the president, as outlined under the "Faculty Grievance" process in the Faculty Handbook.
    - At the conclusion of the "Faculty Grievance" process, the president and/or the vice president of academic affairs will inform the candidate and the Academic Council chair of the faculty grievance committee's decision.
  17. The president will report approvals for promotion to the college community and college Board of Directors at the next college Board of Directors' meeting and College Assembly.
  18. Promotions are effective at the start of the fall semester of the next academic year (in conjunction with the faculty contract).

- Adjustment in salary occurs at the start of the fall semester of the next academic year (in conjunction with the faculty contract).
  - Ranked staff positions (program director, dean, and vice president of academic affairs) are not eligible for an adjustment in salary but will receive a one-time lump sum payment at the start of the fall semester of the next academic year.
19. The rank and promotion process will strive for candidate anonymity whenever possible. Official meeting and interview minutes (i.e., minutes kept by the appointed secretary) will be saved in a restricted-access rank and promotion file within the Academic Council governance folder on the T drive.
- Access will be restricted to the vice president of administrative and student affairs and the vice president of academic affairs.
  - The minutes will not include candidate names, but instead will be reflected as “Candidate #1,” “Candidate #2,” etc.
  - The Academic Council chair will be responsible for destroying (i.e., shredding or permanently deleting) all other personal/individual Committee notes and correspondence.

**HR Procedures**

1. At the time of hire,
  - Rank will be assigned to faculty at the time of hire by the vice president of academic affairs and the vice president of administrative and student affairs. Rank will be determined based upon Aultman College’s criteria and the experience of the individual as found on his/her resume.
  - Aultman College will honor the rank of a faculty member who is hired from another college or university.
2. Adjunct faculty are not eligible for rank and promotion..
3. Earned rank is not applied to staff members who teach as adjunct faculty for Aultman College; however, should a staff member shift into a full-time or part-time faculty role, earned rank will be applied as described above or reinstated (if a rank was previously held).

The exceptions to this staff designation are the positions of program director, dean, and vice president of academic affairs, which should hold a rank. This rank is assigned as it would be to any other faculty member.

4. Full-time or part-time faculty members who move into staff or administrative roles will retain earned rank held at the time of role change. However, such employees are not eligible for promotion in rank unless they transition back into full time or part time faculty roles. At that time, if they desire to advance in rank, they may follow the process outlined above.
5. If a faculty/staff member who holds/held a rank at any point during his/her employment at Aultman College seeks employment elsewhere, his/her rank will be validated by the vice president of academic affairs and/or the vice president of administrative and student affairs.

**Minimum Ranking Requirements and Benefits**

<b>Rank</b>	<b>Minimum Requirements</b>	<b>Benefits</b>
<b>Instructor</b>	Bachelor’s Degree	3 emergency days

<b>Assistant Professor</b>	<p>Master's Degree</p> <p>Full time - 2 years teaching experience in a collegiate environment at time of promotion application</p> <p>Part time - 4 years teaching experience in a collegiate environment at time of promotion application</p>	<p>Adjustment in salary*</p> <p>3 emergency days*</p> <p>3-5 year contract eligibility*</p>
<b>Associate Professor</b>	<p>Master's Degree and enrolled in a Doctoral program</p> <p>Full time - 4 years teaching experience in a collegiate environment at time of promotion application</p> <p>Part time - 8 years teaching experience in a collegiate environment at time of promotion application</p>	<p>Adjustment in salary*</p> <p>4 emergency days*</p> <p>3-5 year contract eligibility*</p> <p>Sabbatical eligibility for full-time faculty</p>
<b>Professor</b>	<p>Doctoral Degree</p> <p>Full time - 6 years teaching experience in a collegiate environment at time of promotion application</p> <p>Part time - 12 years teaching experience in a collegiate environment at time of promotion application</p>	<p>Adjustment in salary*</p> <p>5 emergency days*</p> <p>3-5 year contract eligibility*</p> <p>Sabbatical eligibility for full-time faculty</p>

\*Ranked staff positions (program director, dean, and vice president of academic affairs) are not eligible for these benefits. Though those positions do not receive adjustment in salary, there is a one-time lump sum payment (as outlined in the procedure above).

## **POLICY UPDATE: Inclement Weather**

(located on p. 18 of the handbook)

During inclement weather conditions, the college president or designee may declare a weather emergency which necessitates the delay or cancellation of classes or other scheduled college activities, or the closing of campus.

When a weather emergency declaration is being considered, variables such as nature of the storm, weather forecasts, temperature, wind chill, conditions at campus, road conditions, and decisions being made by other colleges in the area will be assessed and projected. Because weather conditions vary throughout the school day, certain classes may be cancelled even though others may occur as usual.

Student clinical hours normally begin at 7:00 a.m. If a decision is made to delay the opening or close the college, the announcement will be made by 6:00 a.m. whenever possible. For evening clinicals and classes, the announcement will be made by 3:30 p.m. whenever possible. Should the college be unable to disseminate delay and closing information in a timely manner, notifications will be sent through college email and the student portal. Additionally, students may contact college faculty and staff via phone or email.

When inclement weather has caused the college to cancel classes and/or close, employees should NOT report to work; they will be paid a regular day's work if the college closes early, delays opening, or if classes are cancelled. If the college remains open during inclement weather and employees believe that travel to work will be unsafe, they should report off to their immediate supervisor and use an accrued PTO/emergency or vacation day.

### **Definitions:**

College Closed: All classes cancelled and offices closed.

College Delayed: All classes delayed and offices closed until college is open.

College Close Early: Classes starting after a designated time are cancelled and offices closed early.

WENS: The student alert system that sends a message via text, phone and email.

**Procedure:** The president or designee and the vice president of administrative and student affairs collaborate and determine whether to cancel classes/delay opening/close the college.

- The vice president communicates the decision to the campus coordinator.
- Campus coordinator sends a WENS alert to all college students and employees
- Campus coordinator notifies the appropriate radio/TV stations (see list in Related References section)
- The student life coordinator posts the WENS alert on the student portal
- The web site administrator places the WENS alert on the web site.

## **POLICY UPDATE: NAH: (NUR) Faculty Responsibilities Related to Supervision of Students**

(new)

A faculty member of a nursing education program is responsible for

- Planning the students' clinical experience
- Evaluating the students' performance
- Providing experiences that meet course objectives and learning needs

Faculty, teaching assistants, adjuncts, or preceptors shall

- Supervise student practice that involves the delivery of care to an individual or group of individuals

- Provide guidance, direction, and support in all clinical situations

The supervision of a nursing student for each clinical experience in the delivery of nursing care to an individual or group of individuals shall be provided by a faculty member, teaching assistant, adjunct faculty, or preceptor who functions only as a faculty member during the student's clinical experience. The faculty member, teaching assistant, adjunct faculty, or preceptor must meet the qualifications set forth in Ohio Administrative Code (OAC) 4723-5-10 (OAC 4723-5-20).

The teaching assistant, adjunct faculty, or preceptor supervising students shall

- Be competent in the clinical practice(s) for which student supervision is provided
- Work in accordance with the directives of the faculty member
- Participate in student evaluation (OAC 4723-5-20-B)

### Definitions:

**Clinical experience** – an activity planned to meet course objectives or outcomes and provide nursing students with opportunities to practice cognitive, psychomotor, and affective skills in the supervised delivery of nursing care to an individual or group of individuals needing such care.

**Faculty** – individuals (full or part time) contracted to teach students in laboratory, classroom, and other settings. For nursing courses, each individual must be a registered nurse with an active, unencumbered license, two years of experience, and a master's degree ([4723-5-10](#)).

**Laboratory experience** – an activity planned to meet course objectives or outcomes and provide nursing students with opportunities to practice cognitive, psychomotor, and affective skills in the performance of nursing activities or tasks in a simulated clinical environment. This may include practicing nursing skills through the reproduction life-like healthcare experiences using computerized models and simulator programs.

**Nursing education program** – an approved nursing education program that leads to initial licensure to practice as a nurse and that issues a program completion letter to the board.

**Observational experience** – faculty assigned learning experiences during which a student observes the delivery of care to patients but does not participate in providing nursing care.

**Preceptor** – a registered nurse with a current, valid license and two years of experience who demonstrates competence in a clinical area ([4723-5-10](#)), and who supervises a nursing student's clinical experience at the clinical agency where the preceptor is employed.

**Supervision** – a faculty member, teaching assistant, adjunct faculty, or preceptor is immediately available to the nursing student at all times to provide guidance and review of the student's performance.

**Teaching assistant** – a registered nurse with a current valid license, two years of experience, and a bachelor degree in nursing who is employed to assist and work at the direction of a faculty member providing instruction in the classroom, laboratory, or clinical setting in which nursing care is delivered to an individual or group of individuals ([4723-5-10](#)).



**Adjunct faculty** – a clinical adjunct faculty member maintains a degree as defined by the discipline and is contracted to facilitate students through their clinical rotation. Clinical adjunct faculty work under the guidance of a full-time faculty member (*Faculty Handbook*, 2015 p. 21). Adjunct faculty must also meet the definition of a Teaching Assistant (4723-5-10).

**Procedure:**

Clinical and laboratory experiences are assigned by faculty based on course objectives and student learning needs.

The faculty member providing supervision shall:

- Establish clinical/laboratory objectives/outcomes within the framework of the course in which the student is enrolled
- Communicate clinical/laboratory objectives/outcomes to
  - a. The student
  - b. The teaching assistant and/or preceptor (if utilized)
  - c. The staff at the clinical site
- Provide for orientation of each student to the clinical/laboratory site, including introduction to staff
- Make assignments in conjunction with the teaching assistant, adjunct faculty, or preceptor (if utilized) for the student’s experience, consistent with the specific objectives/outcomes of the course in which the student is enrolled
- Complete documentation of supervision and direction for each course offering
- Provide supervision of each student in accordance with OAC 4723-5-20
- Evaluate the student’s experience, achievement, and progress in relation to the clinical/laboratory objectives/outcomes with input from the teaching assistant, adjunct, or preceptor (if utilized)
- Assign an observational experience as appropriate to meet the course objectives

The faculty, teaching assistant, or adjunct faculty to student ratio for direct patient care experiences shall be no greater a ratio than ten students to one faculty, teaching assistant, or adjunct faculty.

- A smaller ratio may be followed in clinical settings where it is necessary to ensure the safe delivery of nursing care.

A preceptor shall provide supervision to no more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.

The teaching assistant, adjunct faculty, or preceptor providing supervision of a nursing student shall at least:

- Have competence in the area of clinical practice in which the clinical instructor or preceptor is providing clinical supervision.
- Design, at the direction of the faculty member, the student’s clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled

- Clarify with the faculty member
  - a. The role of the teaching assistant, adjunct faculty, or preceptor;
  - b. The responsibility of the faculty member
  - c. The course and clinical objectives or outcomes
  - d. The clinical experience evaluation tool

Contribute to the evaluation of the student’s performance by providing information to the faculty member and the student regarding the student’s achievement of established objectives or outcomes

**POLICY UPDATE: Program Accreditation**  
**(located on p. 7 of the handbook)**

The Associate of Science in Nursing program (ASN) is approved by the Ohio Board of Nursing (OBN) and accredited by the Accreditation Commission for Education in Nursing (ACEN). The OBN awarded full approval on May 17, 2012, for a period of five years. ACEN conducted a scheduled visit in February 2015; the next scheduled visit will take place in 2020.

**POLICY UPDATE: Protection of Minors**  
**(formerly Minors on Campus)**

The college is committed to providing a safe, supportive environment for minors on campus. Minors come to campus as prospective students, as participants on field trips, to attend camps, to attend classes, or for other occasions. Whatever the reason for their presence, the college’s employees are to be particularly vigilant regarding their safety and security.

The college requires that any employee who knows or has reasonable cause to suspect that a minor has been, is being, or may be subjected to abuse or neglect must report such to appropriate authorities.

**Campus:** All buildings, facilities, and properties owned, operated, managed, or controlled by the college.

**Employee:** This term includes anyone employed by the college as well as volunteers and students who are working with minors in a field experience, clinical environment, camp setting, or other similar situations (e.g., nursing interns, camp counselors, etc.).

**Minor/Child:** For purposes of reporting abuse or neglect under this policy, a minor is any person under the age of eighteen years old and any person with a physical or mental disability under the age of 21. “Minor” and “child” are used interchangeably in this policy.

**Procedure:**

*Reporting Suspected Abuse or Neglect*

- A. Consistent with Ohio law, it is the college’s policy that any employee who knows or has reasonable cause to suspect that a minor has been subjected to abuse or neglect, may be subjected to abuse or neglect, or faces a threat of abuse or neglect shall immediately make a report to:
  - Stark County: Public Children Services Agency
    - Child Abuse & Neglect Hotline:  
330-455-KIDS (5437) or 1-800-233-KIDS (5437)

- In person report:  
300 Market Avenue North, Canton, OH 44702 (Hours: 8-4:30, Mon-Fri)

or

- Canton City Police Department
  - Emergency: 911
  - Non-emergency: 330-489-3100

or

- Ohio's Child Abuse Reporting Hotline at 1-855-OH-CHILD (1-855-642-4453)

- B. To the extent possible, the report made pursuant to Section III.A should include the following information:
  - The names and addresses of the child and the child's parents or the person or persons having custody of the child.
  - The child's age.
  - The nature and extent of the child's injuries, abuse, or neglect (or the threat thereof) that is known or reasonably suspected or believed to have occurred, including any evidence of previous injuries, abuse, or neglect.
  - Any other information that might be helpful in establishing the cause of the injury, abuse, or neglect (or the threat thereof) that is known or reasonably suspected or believed to have occurred.
- C. Subsequent to the report made pursuant to Section III.A, the reporter should promptly provide relevant information to the following college official: VP Administration and Student Affairs, or in his/her absence, the Title IX Coordinator.
- D. "Reasonable cause" does not require that the individual making the observation conduct an investigation prior to making the report of his or her suspicion that a child has been abused or neglected or is at risk of it.
- E. The college will make every reasonable effort to conduct its investigation of reported child abuse or neglect in a manner that protects the confidentiality of the person making the report. However, it may be necessary to disclose details in the course of an investigation or when required by law.
- F. Nothing in this policy is intended to prevent non-employees, such as students and visitors, from making a report if they have reasonable cause to suspect that child abuse or neglect has occurred or may occur.

**POLICY UPDATE: Travel Policy**  
**(located on p. 29 of the Faculty Handbook)**

The college reimburses employees who travel on college business for all ordinary, necessary, and reasonable expenses incurred.

- Trip travel must be pre-approved, properly documented, and approved on the required reimbursement form.
- Any out-of-policy expenditures must be explained on each expense report and approved by the employee's manager.

Reimbursement will be withheld when travelers do not comply with this policy.

### **General Guidelines**

Trip travel will be reimbursed for the actual mileage or up to the airline fee for the same time frame, whichever is the least cost to Aultman College.

- Employees who choose to drive over air travel must submit airline fees for the same time frame with their expense reimbursement forms and enter the lesser amount for reimbursement.
  - Exceptions are subject to review by the person responsible for finance and may include travel where multiple employees are driving in the same vehicle and if the airfare still exceeds the mileage cost.

When personal travel is combined with a business trip, additional costs incurred for transportation, meals, and lodging are not reimbursable.

### **Car Rental**

- Rental cars must be booked prior to travel and should only be used when:
  - Public or private transportation is not a practical cost saving alternative.
  - Lack of accommodations near a facility requires use of an automobile
- Car class should be midsize or lower unless traveling with more than one other employee or business contact.
- Charges for personal navigation systems and cell phones in rental cars are not reimbursable.
- Gas tanks must be filled prior to returning the car to the rental agency to avoid the excessively high refueling charges.

### **Airport Transportation & Parking**

- Airport parking and mileage is fully reimbursable, but employees are required to utilize the most cost-effective transportation to and from airports.
- Mileage will be paid from home to the airport or Aultman College to the airport.

### **Air Travel**

- Travel will be economy class accommodations and/or the lowest airfare available.
  - Standard airline fess will be covered.
    - Employees should never upgrade airline seats.
  - Flight insurance should not be purchased.
  - The cost of lost baggage or cancellation insurance is not reimbursable.
- Airfare must be booked at least seven (7) days prior to departure (further in advance is preferred).
  - Exceptions to this require the president's approval.
- Lost tickets are the employee's responsibility.
  - As soon as it is discovered that a ticket is lost, report it to the airline so a lost ticket form can be submitted.
- Unused tickets or cancellations must be returned to administration for a refund or subsequent use, even if such tickets are "non-refundable."

### **Trip Extensions**

Airfares with a Saturday night stay can produce substantial savings. If the Saturday night stay is a cost savings to Aultman College, the employee can take advantage of the savings, use the Saturday night stay airfare, and be reimbursed for related expenses (such as hotel room, car rental, and food).

- Related expenses must not exceed the savings realized on airfare.
- Any trip extensions must be approved in advance.

### **Lodging**

- Employees must use reasonably priced hotels in close proximity to the location visited.
  - If an employee is participating in an offsite meeting or attending a seminar at which a lower group rate is being charged, the employee should stay at the participating hotel.

- The daily cost of lodging includes only the single room occupancy rate and applicable taxes.
  - Exceptions to this would include employees sharing a room.
- Employees should avoid cancellation fees and early checkout fees whenever possible.
- Loss of personal property, including items stolen from rental cars or hotels, is not a reimbursable expense.
  - Losses of this nature may be covered under the employee's homeowner or personal property insurance policies.
- Purchases (clothing, luggage, or other personal items), in-room movies, laundry service, traffic fines, court costs, and resort services are not reimbursable.

### **Meals**

Employees will be reimbursed for meal expenses up to ***\$35 per day with itemized receipts.***

- Meal cost exceptions can be made with vice president approval.
- Meal expenses may be claimed when travel includes a flight, an overnight stay, or driving in excess of 200 miles round trip.
- Dinner allowance will be reimbursed only if travel extends beyond 6:00 p.m.
- Lunches with co-workers, while traveling, are reimbursable only to the appropriate per diem amount.

### **Procedure**

1. Obtain managerial approval prior to making travel plans.
2. After payment for travel has been made,
  - a. Complete the expense report and the expense reimbursement form, attach itemized bill, and give to manager.
    - i. Credit card summarized statements may not be used.
      1. The cost savings for Saturday night stay must be completely documented and attached to the expense report.
    - ii. Additional costs that are not reimbursable should be reflected and deducted from the expense report. Any additional charges for nonemployees are not reimbursable.