



## Ohio Administrative Code Rule 3357:3-1-04 Employment of Personnel.

Effective: March 8, 2010

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The following rules of the college are established regarding employment of personnel:

(A) To be an equal access/equal opportunity employer and to hire individuals upon the basis of their qualifications suitability, and ability to do the job that is vacant. Unless otherwise provided in writing, employment with the college is considered at-will so that either party may terminate the relationship at any time.

(B) To separate employment because of an employee's resignation, termination, retirement, the expiration of an employment contract or a reduction in the work force. Termination can be for any reason not prohibited by law. In the absence of a specific written agreement, employees are free to resign at any time and for any reason.

(C) To pay compensation and benefits, which are nondiscriminatory and competitive with rates and benefits being paid for similar jobs by other employers in the labor market. However, all policy decisions regarding compensation and benefits must take into consideration the college's overall economic condition and competitive position. The college will pay employees on a regular basis and in a manner so that the amount, method, and timing of such payments comply with any applicable laws or regulations.

(D) To provide vacation, sick, jury/court-related, workers' compensation leaves; other leaves of absence and holidays in accordance with established guidelines.

(E) To implement fair and effective personnel policies and other conditions relating to the employment of personnel and to require all employees to serve the college's best interest.

The president is authorized by the board of trustees to establish policies to implement these rules, to execute all employment contracts and appointments, to establish compensation and to make adjustments in the staffing as deemed necessary for carrying out the mission of the college.