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Department of Psychology Staff Handbook



Table of Contents

<i>Introduction</i>	1
<i>Mission Statement</i>	1
<i>Psychology Department Website</i>	1
<i>Overview of Department & Areas</i>	1
<i>Pattern of Administration</i>	1
<i>About your employment</i>	1
<i>New Employee Onboarding</i>	2
<i>Sexual Misconduct Training</i>	2
<i>Benefits/Staff Tuition Benefit</i>	2
<i>Holidays</i>	2
<i>Job Description</i>	2
<i>Personnel Files</i>	2
<i>Paycheck and direct deposit</i>	2
<i>Pay dates</i>	2
<i>Taxes</i>	2
<i>Staff Training</i>	3
<i>Participation in cross-training</i>	3
<i>Performance Reviews</i>	3
<i>Raise Process</i>	3
<i>eTime and eLeave</i>	4
<i>Attendance</i>	15
<i>Accrual of Vacation and Sick Leave</i>	4
<i>Planned Absences</i>	4
<i>Absences Due to Illness or Emergency</i>	5
<i>While You're Away</i>	5
<i>Flexible Work</i>	6
<i>Compensatory/Overtime policy</i>	6
<i>Work outside the Department</i>	6
<i>Work outside the University</i>	6
<i>Conflict of interest policy</i>	6
<i>Termination process</i>	6
<i>Building Services</i>	6
<i>Mail</i>	7
<i>Employee Grievances</i>	7
<i>Injuries on the Job</i>	7
<i>Weather or Short Term Closure</i>	7
<i>Interruption of Building Services</i>	8
<i>Keys & Access</i>	8
<i>Locked out of office</i>	8
<i>Lost & Found</i>	8
<i>Equipment Theft</i>	8
<i>Faxes</i>	8
<i>Use of Departmental resources</i>	8
<i>Use of Departmental computer resources and internet access</i>	9
<i>Software copyright compliance</i>	9
<i>Room Scheduling</i>	9

<i>Records Retention Schedule</i>	10
<i>Surplus property disposal</i>	10
<i>Equipment tracking</i>	10
<i>Security of confidential information</i>	10
<i>A/V equipment availability/sign-out</i>	12
<i>Ohio Ethics Law</i>	11
<i>Ethics Committee</i>	11
<i>Useful Tidbits</i>	11
<i>Department List Servs</i>	11
<i>HR Policies</i>	12
<i>Self Disclosure of Crimonal Convictions & Background Check</i>	11
<i>Equal Employment and non-Discrimination</i>	12
<i>Harassment policy</i>	12
<i>Drug Free Workplace Policy</i>	12
<i>Workplace Violence statement</i>	12
<i>Whistleblower Policy</i>	12
<i>Safety & Security -- Suspicious Persons</i>	12
<i>Safety & Security -- Environmental Health and Safety</i>	12
<i>Safety & Security – Fire/Tornado</i>	13

Welcome to the Department of Psychology at The Ohio State University. Our department has a long tradition of excellence in research, teaching, and service. With approximately 50 faculty, 150 graduate students, and 1800 undergraduate majors, we are one of the largest departments at Ohio State. We are also one of the top ranked psychology departments in the country, providing extensive course offerings and research opportunities in eight program areas. Faculty in the department work in diverse areas of human and animal cognition, emotion, and behavior and engage in many interdisciplinary research activities.

Introduction

The information presented in this handbook is primarily geared to administrative and grant staff and is intended to supplement existing policies and procedures already formalized at the university level. Please refer to the official university policy where indicated. Faculty may find this handbook useful to answer questions they have about department services, policies & procedures.

Mission Statement

The Department of Psychology at Ohio State is dedicated to the continuing pursuit of eminence in research, in teaching, and in service to the profession, university, citizens of Ohio and the nation. The department is committed to being at the forefront of the creation, transmission, and application of new psychological knowledge and to educating psychological scientists of the 21st century. The foundation of the department's mission is research. Research informs our teaching and service activities, and is itself a specialized form of teaching which guides students and faculty in their search for new psychological knowledge. The undergraduate mission, centered around psychology's role as a pivotal social sciences discipline, focuses on maintaining a high quality undergraduate major, currently the largest at the university. The graduate mission is focused upon achieving international distinction in research and training for each of the specialty areas offered by the department. Both the undergraduate and graduate programs are research intensive in emphasis and thus provide unique opportunities for its students.

Psychology Department Website

The department's web site <http://www.psy.ohio-state.edu/> is loaded with useful information about the department and provides information about daily events. To make changes to information on the website, contact the chair's associate (Kevin McCarthy) at 292-6742.

Overview of Department & Areas

The department has 9 program areas as well as our Center for Cognitive and Brain Sciences **and** Center for Cognitive Behavioral Brain Imaging and the Neuroscience Major. Program descriptions and faculty research interests are outlined on the department's web site <https://psychology.osu.edu/about/programs>. Faculty or staff wishing to update their information on the web site can do so by emailing the department's web manager at Psych.Website@osu.edu.

Pattern of Administration

The Pattern of Administration provides a description of the departmental organization, responsibilities of key support personnel, and provides an overview of department programs and standing committees. While this document is geared primarily towards faculty, support staff may find it useful to answer questions they may have about how the Department operates. Go to: <https://services.psy.ohio-state.edu/documents.php> and scroll to New Pattern of Administration 2017.

About your employment

You are expected to give your best efforts at all times toward your assigned job duties. While you are on the job, you are expected to be working and using your time and departmental resources for the purpose of doing your job. Every employee, regardless of the position held, has general responsibilities to the department. These responsibilities include: maintaining high standards of quality and productivity; properly caring for departmental equipment and property; having regular attendance; complying with all rules, regulations, policies and procedures of the university; cooperating with and respecting other members of the department (including supervisors, co-workers, faculty and students) and their property; and generally demonstrating integrity as an employee of The Ohio State University Psychology Department.

New Employee Onboarding

The Office of Human Resources employee onboarding site includes detailed checklists, important information and helpful resources as you navigate your new role within the university. Go to: <https://hr.osu.edu/new-employees/> to ensure the best possible start in your career journey at OSU.

Job Description

Your job description describes the functions, minimum requirements and qualifications, and other job content elements for your particular position. A copy of your individual job description will be given to you and reviewed with you at the beginning of your employment in the department. The job descriptions are also reviewed for accuracy and completeness yearly during the time of your regular performance review.

Personnel Files

Personnel files are maintained in the ONBASE system. The HR Manager has access to all personnel files. Employees have the right to inspect and request a copy of the information in your file.

Benefits

Ohio State offers a comprehensive package of benefits that is competitive compared to other local and national employers. For complete details about all the benefits available to you, please see the Human Resources website: <https://hr.osu.edu/benefits/>

Staff Tuition Benefit

Ohio State offers tuition benefits to qualified faculty and staff. For more information on the Faculty/Staff Tuition benefit go to: <https://hr.osu.edu/benefits/faculty-staff-tuition-assistance/>. If classes will be taken during work time, the [Request For Course Enrollment During Regularly Scheduled Work Hours](#) form must be reviewed and approved by your supervisor prior to the start of the semester.

Holidays

The university observes 11 paid holidays in a calendar year. For complete details, visit the University Registrar's calendar: <https://registrar.osu.edu/staff/bigcal.asp>.

Pay Check & Direct Deposit

As of July 2019, Ohio State will no longer issue paper checks and will instead distribute pay solely by direct deposit. Any employee can choose to have your paycheck deposited electronically in an existing bank account or through a new option: a Global Cash Card pay card. Additional information can be found on the Payroll Services web site at: <https://busfin.osu.edu/buy-schedule-travel/accounts-payable/payroll-services>

Pay Dates

Non-exempt employees are paid on Fridays on a bi-weekly basis. Depending on Payroll Processing, the university may hold back the first two weeks of pay of a bi-weekly paid employee. Faculty and exempt staff are paid on the last working day of the month. Refer to Human Resources payday website below to determine your first pay date. When a university holiday falls on a Friday payday, paychecks will be issued the last working day of that week. If you have questions, contact the HR manager. <https://busfin.osu.edu/buy-schedule-travel/payroll/paydate-schedule>.

Taxes

If you have any questions concerning federal, state and city income taxes, contact the university's Tax Office, 292-2521.

Sexual Misconduct Prevention Education Training

Upon hire, newly hired faculty, staff, and student employees will be required to complete two trainings (one on the Sexual Misconduct Policy and the prevention course), and both will be assigned to your [BuckeyeLearn](#) transcripts.

1. “Report = Support: Identifying and Responding to Sexual Misconduct” is an interactive, easy-to-follow course in BuckeyeLearn that takes less than 30 minutes to complete. It will continue to be assigned to every employee’s BuckeyeLearn transcript each year.

Workplace Violence Training

ALL EMPLOYEES, REGARDLESS OF ROLE (FACULTY, STAFF, LECTURERS, AND GRAD STUDENTS) are encouraged to complete an online course in Workplace Violence. To complete the training go to [BuckeyeLearn](#). Search for *Workplace Violence Awareness*.

Staff Training

While the department encourages and expects individuals to participate in professional development and training activities, department support for these activities must be prioritized based on available resources and coverage. If applicable, providing time away for training must be made available on the basis of whether such training is necessary for an individual to perform their current duties effectively/efficiently and maintaining an appropriate level of staff support.

For information about training available through Human Resources: <http://hr.osu.edu/ohrd/home.htm>

For information related to the HR System and Financial System (HRIS) and human resource training: <https://ocio.osu.edu/services/service-details/hrfin/training>

Training may also be available on the various software packages you may be required to use on your job. During your first month on the job, an assessment will be made about training needs and appropriate classes will be scheduled. For administrative staff the department may bear the cost of these classes which may be attended during regular working hours. For grant staff the PI, at their discretion, may bear the cost of these classes.

Participation in Cross-training

It’s very important that faculty and departmental needs are met on a daily basis. During times of position vacancies or planned/unplanned staff absences, you may be asked to lend a hand and perform some tasks that are not part of your regular duties. This will allow all staff appropriate time off for vacation and sick leave.

Performance Reviews

Ohio State is committed to fostering a high-performance culture. To achieve this, we strive to provide each member of our community with clear performance objectives, ongoing coaching and feedback, professional development, and recognition for outstanding work.

For departmental administrative staff: Your main supervisor solicits input from the individual(s) you primarily work with and provide service to and produces the final performance appraisal document. A meeting will be scheduled by your supervisor to review both your current job description and the performance appraisal document. You will have an opportunity to review and make comments on the document. During the review process, goals for the coming year will also be discussed. A Self Evaluation is also part of the review.

For research grant staff: the principal investigator conducts the performance review and determines your annual raise, within the % guidelines established by the university and college. A meeting will be scheduled by your supervisor to review both your current job description and the performance appraisal document. You will have an opportunity to review and make comments on the document. During the review process, goals for the coming year will also be discussed. A Self Evaluation is also part of the review

Raise Criteria and Process

Raises are based on centrality of position to department operations, market considerations, and meritorious performance. The department expects that its employees will:

1. Demonstrate thorough knowledge of job requirements and responsibilities
2. Provide quality customer service

3. Accurately and timely execute job responsibilities
4. Continue to develop position and willingly try new approaches
5. Establish and maintain a respectful and cooperative work environment

However individual positions vary, and performance criteria will vary accordingly.

Feedback on the above criteria is solicited from supervisors, faculty, and staff most centrally involved with each staff member during the performance evaluation process.

Raises become effective Pay Period 20 for non-exempt staff and September 1 for exempt staff.

Time/ Leave

Time and Leave are entered through the Workday system and all time for the period must be entered by the close of the bi-weekly payroll period. All vacation, sick leave, compensatory time, jury duty and/or university business times must be submitted and approved in Workday. Time must be accurately entered for the period of work. Falsification of reported time is considered a criminal offense and may lead to criminal prosecution and termination of employment.

Accrual of Vacation & Sick Leave

Vacation days are accrued at different rates depending on your classification and your years of service. Contact the HR manager to find out how much vacation and sick leave you are eligible for or see the Human Resources policy manual: <http://hr.osu.edu/policy/policy627.pdf>

University policy states that no employee can carry a negative sick leave or vacation balance. If you do not have enough time accrued, any uncovered amount will be considered time off without pay and will be deducted from your next paycheck.

Attendance

Attendance and punctuality are important to the department. Every employee is expected to work during their approved office hours and to arrive on time. You should always notify your supervisor if you anticipate being late to work or absent.

Please note that individual supervisors set the protocol for their staff attendance policy and the following are general guidelines.

Planned Absences

All staff are expected to work their assigned schedule which is approved by their supervisor. Any change to the assigned schedule, such as tardy arrival, vacation and sick leaves must be discussed and pre-approved by your direct supervisor. You should submit requests to your supervisor for any planned absences with as much advance notice as possible. In most cases, absences planned and discussed in advance can usually be accommodated. In some cases, however, departmental needs may be such that your request cannot be approved, and you may be asked to consider alternative dates. Requests for vacation days either before or after official university holidays are sometimes problematic and will be resolved on a seniority basis.

Requests for planned absences (vacation as well as sick leave) must be submitted in Workday and approved by your supervisor in advance.

For all planned absences, once your leave is approved by your direct supervisor, you should notify via email the individual(s) that may be affected by your absence.

Absences Due to Illness or Emergency

If you are ill or unable to come to work due to an emergency, you should contact your direct supervisor. The employee should follow the supervisor's protocol for making unexpected leave requests, such as via call, text, or email. If your direct supervisor is not available, you should notify someone else in your office/lab of the absence.

You must submit your Workday immediately upon your return to the office the business day following the unexpected leave.

For any sick leave absence of 3 days or more, documentation from a health care provider may be required.

While You're Away

As part of our commitment to ensure quality customer service, all staff are encouraged to share with their back-up any details regarding deadlines that may occur during their absence.

1. If you are out of the office for 1 or more days, you must place an “out of office” auto-reply message on your email to reflect your absence and direct individuals to your back-up if immediate assistance is needed.
2. If you are out of the office for 3 or more days, you must place an “out of office” auto-reply message on your email to reflect your absence and direct individuals to your back-up if immediate assistance is needed.

Compensatory/Overtime Policy

Please note that individual supervisors set the protocol for their staff attendance policy and the following is a general guideline.

Overtime pay for non-exempt employees is generally not permitted. Compensatory time granted in lieu of overtime pay is permitted on a limited basis only through a request submitted by the employee to the supervisor for **prior approval**. The request should include a justification as to the work to be completed and the reason that the work cannot be completed within the normal work schedule. Approved overtime worked should be reported on your eTimesheet and will be credited to leave balances as compensatory time at a rate of 1.5 hours for each 1.0 hour worked.

Non-exempt employees requesting to work additional hours in exchange for an equal number of hours to be taken off need to obtain prior approval for such an arrangement with their supervisor. Examples of this type of arrangement may include taking a shorter lunch break in order to leave early or working additional hours to make up for hours missed, or planned to be missed, during the normal work week in lieu of taking vacation or sick leave. This type of arrangement is intended to provide flexibility to supervisors and employees. In order not to create an undo administrative burden of accounting for such time, this should be done on a very limited basis. If an employee should feel that they need additional flexibility in their schedule to accommodate their needs, an alternative work schedule may be appropriate.

As noted above, all overtime must have prior approval by the supervisor as well as any deviation from the employees approved work schedule. If, in unforeseen events, the employee must notify the supervisor and HR Manager as soon as possible with the reason for the overtime or deviation from the approved work schedule. If an employee does not seek prior approval or notify the supervisor as soon as possible in unforeseen events, the following disciplinary actions will occur:

1st warning – verbal

2nd warning – via email

3rd warning – formal letter

4th warning – formal letter and civil service disciplinary proceedings will begin

Flexible Work

The department recognizes and supports alternative work arrangements and flexible scheduling to enable employees to integrate work and personal lives. The department supports the university [Flexible Work Policy, 6.12](#). If the operational needs of the unit can be met, supervisors are encouraged to support flexible work arrangements for employees who meet or achieve performance expectations. You will need to fill out a Flexible Work Agreement found at <https://hrconnection.osu.edu/esc>

Work Outside the Department

Staff are sometimes requested to render service for other units of the university. In such instances, the individual may be eligible to receive supplemental compensation if release time is not a feasible option for the department. Supplemental

compensation is intended for short-term arrangements and should not conflict with or reduce the effectiveness of your performance of your duties in the Department of Psychology. Performance of work outside the Department of Psychology must have prior written approval from your supervisor and the main office. For complete details, please see the university's Human Resource policy: <http://hr.osu.edu/public/documents/policy/policy335.pdf?t=20141023153210>

Work Outside the University

Full-time faculty and staff are expected to devote their professional activities primarily to functions of the University. They may, however, engage in professional extramural activities outside their regular working hours provided that such activities do not detract from the performance of their duties and responsibilities to the University and/or create conflict of interest with their assigned University responsibilities.

Conflict of Interest Policy

Faculty and staff will not use their positions to secure any item or benefit that would not ordinarily accrue to them in the performance of their official duties. Nor will they accept any compensation from any other agency or individual for work performed in the course of their salaried employment by the university. Staff engaged in consulting or other outside employment must avoid the use of information or procedures that might involve a conflict of interest with assigned university responsibilities. This policy applies to sponsored research programs with contractual restrictions such as patents and copyrights, and to any outside employment that interferes with satisfactory job performance in a university position. <http://hr.osu.edu/policy130.pdf>

For example, to avoid conflict of personal interests with university interests, an employee may not be in a position of deciding for the university if his or her personal economic interest may be directly affected by the outcome.

Any questions or concerns related to this policy should be discussed with the HR Manager or department chairperson.

For complete information, please see OSU's official Conflict of Interest policy: <http://hr.osu.edu/public/documents/policy/policy130.pdf?t=2014102314653>

Termination Process

Employees are expected to give two weeks' advance notice to their supervisor and the HR manager, when voluntarily leaving the department. The following procedures should be followed for termination of employment:

1. Discuss with supervisor and HR manager in the main office. A written letter of resignation is required for our files and to process the termination.
2. Computer and voice mail passwords and building keys must be returned to the main office on your last day of employment.
3. If you are not moving to another campus position, your ID card must also be turned in to the main office. It's important that you leave a forwarding address. Your parking permit must be returned to OSU's Traffic & Parking Department to obtain a refund for the unused portion of your yearly parking fees.

Building Services

A building coordinator is assigned in both the Psychology Bldg. & Lazenby Hall to coordinate and facilitate the use of Physical Facilities services to maintain the building. Requests and questions concerning building maintenance and repairs should be directed as follows: Psychology Building and Lazenby Hall problems: Steven Cessna (Cessna.19@osu.edu).

Mail

Mailboxes are in 129 Psychology Bldg. Campus mail is picked up and delivered to the building around 7 a.m. each weekday morning. Outgoing mail to be metered is also picked up at that same time. Metered mail requires the use of a Meter Mail Request form (available from the area associates), or University Mail Services will return the item to the department. This form should be taped or rubber-banded to the package(s). Arrangements for pickup of large quantities of mail for metering can be made by calling University Mail Services at 614-292-6967.

The U.S. mail usually arrives between 1 and 3 p.m. each weekday afternoon and is sorted no later than the next day. UPS, FedEx and other express mail services deliver at various times throughout the day to the main reception area in the Psychology Bldg., and the receptionist will call your office or area associate to notify you of a delivery.

The university's preferred method of shipment for overnight and express delivery is UPS Worldwide. There are UPS drop boxes located at numerous points on campus. University Mail Services picks up from these locations at clearly indicated times and the shipments are taken to the Mail facility on Kenny Road to be sent. A meter mail request slip is also necessary for UPS shipments and an appropriate box to indicate method of shipment is included on the form. Please call University Mail Services at 614-292-6967 to arrange for pickup of UPS/express shipments that cannot be placed into the drop boxes.

Employee Grievances

The department and the university recognize that disputes may arise in the employment setting. The university encourages parties involved to seek **informal resolution first**. If a dispute cannot be resolved satisfactorily or an employee has hesitations about meeting with their supervisor(s) and/or HR manager for any reason, the employee should then contact the following: 1) department vice-chair for human resources, 2) college office human resources representative, 3) the Office of Human Resources to seek a resolution. It is the department's intent to facilitate fair and equitable resolution of disputes if they should arise. If an informal resolution cannot be agreed upon, then the employee may file a formal grievance with the University.

Injuries on the Job

All university faculty, staff, and student employees are covered by the provisions of the Workers' Compensation Law of Ohio. Workers' compensation provides medical, income, and survivor benefits in the event of accidental injury, occupational disease, or death occurring in the course of, and arising from, employment. All work-related injuries and illness are to be reported immediately to your supervisor, and the HR Manager in the main department office who will help you through the university process. Injury Reporting Packet: <https://hr.osu.edu/wp-content/uploads/injury-reporting-packet.pdf>

Weather or Short Term closure

The Department of Psychology follows the closure policies/procedures of the university when faced with short-term closures in regards to extreme conditions due to severe weather, major utility failure or other reasons. Please familiarize yourself with HR policy 6.15 Weather or other Short-term Closings <https://hr.osu.edu/wp-content/uploads/policy615.pdf>

Closures longer than five days are addressed in Disaster Preparedness and University State of Emergency Policy 6.17 <https://hr.osu.edu/wp-content/uploads/policy617.pdf>

If you are designated as an essential employee, contact your supervisor to determine if you should report to work or work from a remote location. Essential employees need to make sure they have access to appropriate Call Lists in case of the need for activation. Essential Employees will notify supervisors, and it will be the supervisor's responsibility to notify their staff. Please be advised that classifications for alternate and standby individuals can be changed to essential if the need arises.

- Department procedure
 - Refer to department's Building Emergency Action Plan (BEAP)
 - If campus is NOT closed, but you cannot make it in to work, contact your immediate supervisor.
- For information on weather or potential emergency related events:
 - Listen to WOSU 89.7 FM Radio, wosu.org
 - Call OSU Emergency Information at 614-247-7777
 - Check OSU Emergency Management web site <http://ap.osu.edu/emergency/>
- Level Snow Emergencies:
 - If an employee lives or travels through a county that is under a Level 3 snow emergency, but OSU is not under a Level 3, and the employee chooses not to report to work, then employee is required to take vacation or leave without pay. Details need to be worked out between the employee and their immediate supervisor.
 - Employees are encouraged to use their own best judgment in deciding to come to campus in a level 1 or 2 snow emergency. If offices are open and the employee chooses not to report to work, then employee is required to take vacation or leave without pay. Details need to be worked out between the employee and their immediate supervisor.

Interruption of Building Services

- Campus-wide – refer to HR Policy 6.15
- Department-wide (LZ & PS)
 - Notification of closure via email and/or phone, if available, or word of mouth
 - Refer to LZ/PS BEAPs
 - Emergency floor coordinators are assigned in case of evacuation of building and will assist with other related emergency situations.
- For information on campus criminal activities, active shooter, terrorism:
 - Check OSU Buckeye Alert, www.buckeyealert.osu.edu

Keys and Access

The department does not issue traditional keys to staff currently. Each staff member will utilize their Buck ID to access buildings, offices, or labs they are assigned.

- Swipe will not work on outside door after hours for those that do not have 24/7 access.

Locked out of office

- If no staff members are available to assist you, you can call Campus Security (614) 292-2121 as a last resort.

Lost & Found

Contact the main office front desk (614-292-8185) in the Psychology Building lost and found items.

Equipment Theft

Any stolen equipment must be reported to the main office and the OSU Police department. It is important that you provide the main office with all pertinent information (date of theft, date of police notification, police report number) for insurance and inventory purposes.

Other Departmental Policies & Procedures

Faxes

There are numerous fax machines in the department. They are in the main department office and in some of the area associate offices. Faxes are retrieved and sent by office staff and students. Faxes will not be sent “while you wait” because of limited staff availability. Generally, incoming faxes will be placed in the mailbox of the recipient within two hours of receipt. If you are expecting a fax that you would like to receive immediately, contact the staff member to alert them of your needs. Because of the high amount of traffic in our offices, it is not advisable to send or receive very important, confidential or sensitive documents via fax.

Use of Departmental Resources

The department’s supply budget is intended to serve the administrative and instructional needs of the department. It is sometimes difficult to distinguish between research expenditures related to instruction as opposed to research expenditures that benefit the research activities of a particular faculty member. In an effort to keep costs down, the department continually monitors individual long distance, meter mail, and copying use. It is the administrative associate’s responsibility to refer any questionable expenditures to the department chairperson.

Department letterhead is available from the area associate and is only to be used for official department business.

The department does not provide office supplies to graduate students. All requests for supplies, toner cartridges, letterhead, etc., for collaborative work with a faculty member should be made from the area faculty.

Faculty and staff requesting the use of university capital equipment away from campus for university business need to complete and submit the Request to Use Equipment Off-Campus form to the department chairperson for approval. Use of departmental resources for personal commercial purposes or for personal financial or other gain is clearly improper and, under some circumstances, may be illegal. The department should be compensated for any personal use of resources (i.e., long distance, copying, mail, supplies, etc.). Reimbursements to the department for these resources must be made by personal check.

In certain limited circumstances, university property may be used in connection with activities authorized under the University Policy on Paid External Consulting (for complete details: <http://oaa.ohio-state.edu/handbook/paidexternal.html>). However, prior approval must be obtained from the department chairperson and the university must be reimbursed for the fair market value of such use.

Use of Departmental Computer Resources and Internet Access

In compliance with the university's official policy, all users of the department's computing resources must:

- Comply with all federal, Ohio, and other applicable law; all generally applicable University rules and policies; and all applicable contracts and licenses (examples: copyright, Computer Fraud and Abuse Act, child pornography and the university's sexual harassment policy).
- Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Accounts and their passwords may not be used by persons other than those to whom they have been assigned.
- Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.
- Refrain from using those resources for personal commercial purposes or for personal financial or other gain.
- Refrain from stating or implying that they speak on behalf of the department or university and from using university trademarks or logos without authorization to do so.
- Respect all applicable software licenses. Do not make unauthorized copies of software even when the application is not physically protected against copying.
- Be aware that individual use of university computing resources is not completely private and that under certain circumstances, the activity and accounts of individual users may be monitored.

For complete information, please see OSU's official policies on computer use: <https://ocio.osu.edu/policy>

Software Copyright Compliance

It is the policy of The Ohio State University and the Department of Psychology to abide by the conditions of the license agreements that accompany all commercial software programs and shareware software distributed via computer networks, bulletin boards, user groups or individuals. Those agreements spell out in detail the extent to which legitimate copying and distribution may be done. This is usually limited to creating a backup disk to insure against accidental loss. In the case of the Buckeye Bundles, the number of computers or printers on which the software may legally be used is limited.

It is your responsibility to make sure that the software on the computers under your direction is in compliance with copyright laws and license agreements. If you are using unauthorized software, either remove the software or purchase a legal copy. Many software packages can be purchased at academic prices, which is a substantial savings over regular retail price. If you are unsure about the legality of the software on your computer(s), contact a member of the technical services group (www.psy.ohio-state.edu, click on help on the Tech Support link).

Room Scheduling

Room scheduling for classes is handled by the University Registrar's Office and is done when the Department's quarterly class schedule is submitted to their office (usually six to eight months before the quarter begins). The room assigned is based upon the size of the class and available rooms within the classroom pool. Faculty unfamiliar with the classrooms on campus should visit their assigned classroom before classes begin to ensure their needs are met since it is very difficult to move a class at the beginning of the quarter.

The instructor, student or staff member using the room is responsible for seeing that the room is left in good order following the meeting. Trash should be removed, lights should be turned off, and doors should be closed and locked.

To Schedule a department- controlled conference room: see the addendum in the appendix.

Records Retention Schedule

The department has adopted the following schedule for records retention based on the recommendations of the University Archives Office. <http://library.osu.edu/documents/records-management/general-schedule.pdf>

Questions about items not listed should be referred to the main Department office. The proper method for destruction of these records is shredding. Under no circumstances should paper records be put into the trash intact.

Surplus Property Disposal

All equipment purchased with OSU & OSURF funds is owned and controlled by the Ohio State University and can be disposed of or transferred to Surplus only with prior approval. The Department typically arranges movers to take items to Surplus two times a year and will send a general announcement out to faculty & staff about 30 days prior. Contact the facilities manager if you have items that need to go to Surplus. It will be necessary for you to provide us with the OSU or OSURF equipment inventory number, the serial number, and general condition of the item to be transferred.

Equipment Tracking

As above, all equipment purchased with OSU & OSURF funds is owned and controlled The Ohio State University. We must, at all times, be in a position to provide auditors with the correct current location of all equipment pursuant to the Arts and Sciences equipment tracking policies. It is, therefore, extremely important that you notify the equipment manager any time a piece of equipment under your control is moved to a new location. The main office will periodically send you an Equipment Status Report which you need to review, sign and return.

Security of Confidential Information

Information contained in department files and records, whether paper or computer records, is to be used for its intended purposes only. Inappropriate employee access to, use of, or disclosure of such information will subject an employee to disciplinary action up to and including discharge.

A/V Equipment Availability/Sign-out

The department has various types of A/V equipment (slide projectors, TV's, VCR's, overhead projectors) available for occasional use. Please contact the technical staff in room 025 Psychology Bldg. for assistance.

Ohio Ethics Law

The Ohio Ethics Law expressly states that public employees may not use their position to obtain anything of value that would improperly affect them in carrying out their duties. Thus, gifts from prospective vendors or consultants or potential future employees may not be accepted unless they are of minimal intrinsic value. This applies to gifts of all kinds, including but not limited to goods, services, meals, and entertainment. This law applies to all individuals in the department. A copy of the relevant sections of the Ohio Revised Code will be provided to you at the time of your employment.

Ethics Committee

The Department of Psychology has an Ethics Committee that is responsible for overseeing all matters of professional, institutional, and academic ethics that arise in the Department. See the Committee list in the Appendix for current members of this committee.

Useful Tidbits

The main phone number for the Psychology Department is 614-292-8185

Ohio State's website: www.ohio-state.edu

Office of Human Resource's website: <http://www.hr.osu.edu/>

Psychology's website: <http://www.psy.ohio-state.edu/>

Psychology's "Cost Center" = CC12409

Center for Cognitive Brain Science = CC12408

Center for Cognitive & Behavioral Brain Imaging = CC12419

Neuroscience Major = CC12417

Behavioral Decision Making=CC12407

The fiscal year at Ohio State runs from July thru June

The address for the Psychology Bldg is 1835 Neil Avenue, Columbus, OH 43210

The address for Lazenby Hall is 1827 Neil Avenue, Columbus, OH 43210

The Psychology Department is part of the College of Arts and Sciences, Division of Social and Behavioral Sciences

The university's academic year is on a semester system

The emergency # for Police, Fire & Rescue is 911

Department List Servs

The Chair's Associate is responsible for maintaining the department's email distribution lists (i.e. Psychology Faculty, Psychology Staff, etc.). See appendix for comprehensive list.

HR Policies

Self-Disclosure of Criminal Convictions and Background Check

All faculty, staff, graduate associates and student employees, appointees, volunteers, and staff provided by third party vendors will be required to self-disclose criminal convictions that occur on or after **July 1, 2011** within three business days of the conviction. Auxiliary faculty who have a break in service of less than 12 months must disclose any convictions that occurred during the break within three business days of returning to university employment.

Criminal convictions will not necessarily bar continued employment. Once a conviction is disclosed, a determination regarding suitability for continued employment will be made based on the information received and collected regarding the conviction.

Background Check Policy: <https://hr.osu.edu/wp-content/uploads/policy415.pdf>

Self-Disclosure of Criminal Conviction: <https://hr.osu.edu/wp-content/uploads/policy417.pdf>

Equal Employment and Non-Discrimination

The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or identity, national origin, disability status, or protected veteran status.

For complete information, please see OSU's official equal employment policy: <https://hr.osu.edu/services/affirmative-action/>

Harassment Policy

The Ohio State University and the department are committed to maintaining a learning and work environment free from any and all forms of harassment.

For information on reporting harassment or abuse, please contact the Office of Human Resources (OHR) Employee and Labor Relations by calling 614-292-2800 or the Wexner Medical Center Employee Relations (WMC) by calling 614-293-4988 or submit OHR's Workplace Complaint Form: <https://hr.osu.edu/wp-content/uploads/form-workplace-complaint.pdf>

Workplace Violence Statement

For complete information, please see OSU's official Workplace Violence policy: <https://hr.osu.edu/wp-content/uploads/policy705.pdf>

Drug Free Workplace

The unlawful possession, use, distribution, dispensation, sale, or manufacture of controlled substances is prohibited on university premises. For complete information, please see OSU's official Drug-Free campus policy: <https://hr.osu.edu/wp-content/uploads/policy730.pdf>

Whistleblower Policy

The Ohio State University encourages all faculty, staff, students, and volunteers, acting in good faith, to report suspected or actual wrongful conduct. The University is committed to protecting individuals from interference with making a protected disclosure and from retaliation for having made a protected disclosure or for having refused an illegal order as defined in this policy. For complete information, please see OSU's official whistleblower policy: <https://hr.osu.edu/wp-content/uploads/policy140.pdf>

Safety & Security – Suspicious Persons

The Department has experienced thefts in both Lazenby and the Psychology Bldg. It is very important that you report suspicious persons in the building to the campus police (phone 911) and to the main office immediately. To avoid theft, employees should be careful not to leave personal or department property unattended during absence from their work place, no matter how short the absence. The department and university are not responsible for loss of or damage to an employee's personal property.

Safety & Security – Environmental Health and Safety

Your health and safety in the performance of your duties are of the utmost concern. Please exercise appropriate caution and judgment to assure that these needs are met. If you become aware of circumstances that could jeopardize the health and/or safety of any individual, it is your responsibility to alert the respective building coordinator so that appropriate measures can be taken to correct the situation. While the information on this topic is by far not all-inclusive, some source information/web site links are included below to assist in meeting the health and safety needs of all faculty, staff and students. Although client/patient contact in the department would be much less than in a more clinical setting such as the Health Sciences College, this information is included solely to heighten your awareness of potential risks you may encounter.

Please see the Institutional Laboratory Biosafety Manual – http://www.orrp.ohio-state.edu/manual_toc.html and Universal Precautions for Prevention of Transmission of HIV and other Blood borne Infections – <http://www.cdc.gov/ncidod/hip/blood/universa.htm> for further information.

Safety & Security – Fire/Tornado

If a fire alarm sounds in the building, do not assume it is a drill or false alarm. Evacuate the building immediately. Stand at least across the street (Neil Avenue) from the building to allow fire/rescue personnel quick and easy access.

In case of a tornado warning (outdoor sirens will sound for a period more than one minute), take shelter immediately in the lower level of the building and stay away from windows and other glass areas.

I acknowledge receipt of the Psychology Department's staff handbook.

Version August 2021

Employee signature

Print name

Date