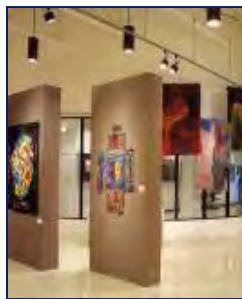


U Advantages

A Reference to UA's Services and Resources for Administrators, Faculty,
Contract Professionals and Staff Employees

Revised August 2010



Welcome Message

Welcome to The University of Akron!

As stated by the University's 15th president, Dr. Luis M. Proenza, "here you will discover an energized metropolitan University that has been physically transformed." And, inside the "energized metropolitan University's walls, you will find highly talented individuals such as yourself, who are driven to help mold our students into critical thinkers."

At The University of Akron, we take special interest in the well-being of our employees. We understand that in order to recruit, hire, and retain qualified and valued employees, we must also ensure that our employees are provided with the tools and knowledge needed to perform at their highest levels. Thus, useful information has been expressly compiled as a reference tool with our employees in mind.

Throughout this handbook you will find helpful information about the many benefits, services, and resources that are available to UA employees. As a UA employee of choice, we encourage you to take advantage of the many opportunities available which have been designed to help you create a positive work/life balance experience.

Lastly, we hope you will obtain much satisfaction and personal fulfillment in knowing the vital part that you serve in helping to shape the success of our University.

Sincerely,

The Staff of Human Resources

Disclaimer:

While every effort is made to provide accurate and up-to-date information, the university reserves the right to change, without notice, statements in this publication which include, but are not limited to, rules, policies, procedures, fees, resources, programs, activities, services, schedules, or other matters. Should a discrepancy occur between the information in this manual and the rules and regulations of The University of Akron, the rules and regulations will take precedence.

Campus Contacts

Athletics	http://gozips.com																					
Calendars																						
Payroll	http://www.uakron.edu/busfin/controller/payroll.php																					
Academic	http://www.uakron.edu/registrar/docs/AcadCal.pdf																					
Office of Equal Employment Opportunity and Affirmative Action (EEO/AA)	http://www.uakron.edu/hr/hr-services/eeo/																					
Dining Services	http://www.uakron.edu/aux/dining/																					
Health Benefits Information	http://www.uakron.edu/hr/benefits/																					
Holiday Schedule	http://www.uakron.edu/bot/holiday.dot																					
Human Resources	http://www.uakron.edu/hr/																					
Information Technology Services	http://www.uakron.edu/its/																					
Institute for Teaching and Learning	http://www.uakron.edu/itl/																					
Parking Services	http://www.uakron.edu/aux/parking/																					
Payroll	http://www.uakron.edu/busfin/controller/payroll.php <table border="1"> <thead> <tr> <th>If your last name begins with</th> <th>Contact</th> <th>Phone</th> </tr> </thead> <tbody> <tr> <td>A – Col</td> <td>Susan Allshouse</td> <td>(330) 972-6759</td> </tr> <tr> <td>Com - G</td> <td>Evon Harris</td> <td>(330) 972-6554</td> </tr> <tr> <td>H - Le</td> <td>Carla Corsaro</td> <td>(330) 972-6555</td> </tr> <tr> <td>Li - Pa</td> <td>Krista Podlogar</td> <td>(330) 972-2311</td> </tr> <tr> <td>Pe - Sr</td> <td>Pamela Wellington</td> <td>(330) 972-6553</td> </tr> <tr> <td>St - Z</td> <td>Cheryl Rinehart</td> <td>(330) 972-6558</td> </tr> </tbody> </table>	If your last name begins with	Contact	Phone	A – Col	Susan Allshouse	(330) 972-6759	Com - G	Evon Harris	(330) 972-6554	H - Le	Carla Corsaro	(330) 972-6555	Li - Pa	Krista Podlogar	(330) 972-2311	Pe - Sr	Pamela Wellington	(330) 972-6553	St - Z	Cheryl Rinehart	(330) 972-6558
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Seminars	https://www.uakron.edu/seminars/index.php																					
Student Recreation and Wellness Center	http://www.uakron.edu/srws/																					
UANet Password	https://auth.uakron.edu/zid/app/																					
University Rules	http://www.uakron.edu/ogc/index.php																					
University Strategic Planning Process	http://www.uakron.edu/strategic-plan/																					
Zip Card Office	http://www.uakron.edu/aux/zipcard/																					
Zipline to Access personal Information	https://zipline.uakron.edu/																					

ZIP Essentials *(Things you will want to know about right away)*

Parking Permit

Parking permits are required to park on campus. All parking violations are enforced during the first week of each semester. Any employee parking on campus is expected to have a permit displayed on the first day of classes. Most new employees will need to complete a paper parking permit application then forward the form to Parking Services located in the Parking Deck North on Buchtel Avenue. You may apply for a parking permit online *only if* you have a valid UAnet user name and password. To access Parking Services' website go to <http://www.uakron.edu/aux/parking/permits.php>. Note, you should verify with your department that your application has been approved prior to going to Parking Services to pick up your permit.

Handicap spaces are available in all University parking lots.

UAnet ID (University of Akron Network ID)

A UAnet ID is created for all employees upon hire to the University. The ID is printed on your Zip Card and provides access to various online systems and services. Your UAnet ID provides you access to your office computer, UA e-mail account, Zipspace (personal web pages and file storage), on campus internet access, ZipLine (personal employee information), including access to your UA e-mail account when off campus. You should change the pre-assigned password for your ID as soon as you receive it. The UAnet Services Web site at <https://gozips.uakron.edu/zid/app/request/> allows you to obtain and change the password and email settings for your ID.

Zip Card

The Zip Card is your University identification card with your photo. It is also used as a "key" to secured buildings on campus, a dining card, your pass to the Student Recreation and Wellness Center, your ticket to athletic events, your library card, a debit card on or off campus, to receive discounts on or off campus, and as a printing card through the campus Printing Services locations.

Zip Card offices are located in Student Union 106, Simmons Hall 103 and in the Summit College atrium which is located on the 3rd floor of the Polsky Building. For office hours or other questions, call 330-972-5637 or email zipcard@uakron.edu or visit the website at <http://www.uakron.edu/aux/zipcard/>.

Keys

In order to access many UA buildings on campus which do not use Zip Card access, you will need to complete a key card to request a key. Your department chair will need to sign the form along with other appropriate approval signatures. You must have a valid Zip Card for identification purposes in order to pick up your key(s). Key Cards are available through Locking Systems or from your department.

Mandatory Legal Compliance Training

The University of Akron is committed to an environment free of harassment and discrimination. Learning, Development & Communication Services provides Sexual Harassment and Discrimination Prevention training for all employees. This seminar is mandatory for ALL EMPLOYEES at The University of Akron (full-time and part-time faculty, contract professionals, full-time and part-time staff, and graduate assistants.) Visit <http://www.uakron.edu/seminars/> to register for a session. Note that to register online for a seminar, you will need to have a UAnet ID. Call 330-972-2320 with registration or attendance questions.

Part-time employees!!! You can complete the mandatory training online. Contact Human Resources at 330-972-2320 to obtain access to the training.



The Office of General Counsel has released the following topics as essential notices and noteworthy rules for the campus community. To view the topics, visit their website at www.uakron.edu/ogc/.

Essential Notices and Information

- Campus Safety & Security Act Brochure
- Contract Signature Authority
- Copyright Compliance Guidelines
- Crime Prevention Information
- Drug Free Schools & Communities Notice
- Ethics at The University of Akron Information
- Family Educational Rights and Privacy Act (FERPA) Notice
- Gramm-Leach Bliley Act Background Information and the University's Response to GLBA
- HIPAA and the University rule regarding Privacy, Confidentiality and Security of Selected Health Information
- Identity Theft Prevention and Recovery
- Immunity/Indemnity for UA employees
- P2P File Sharing - Frequently Asked Questions
- Plagiarism, Guidelines on Avoiding
- Plagiarism, Guidelines on Avoiding - available in PDF format
- Residency Requirements
- Sexual Assault Information
- Sexual Harassment Policy



FACT!

UA is the only public university in Northern Ohio to earn the Carnegie Foundation's Community Engagement Classification in two categories.

Noteworthy University Rules

- Drug-free Workplace Policy
- Alcohol Policy
- Conflict of Interest/Commitment/Scientific Misconduct Policy
- Background Information on Conflict Policy
- Conflict of Interest Rule Overview
- Initial Appointment, Reappointment, Tenure, and Promotion Policy
- Overview of RTP Rule
- Policies and Procedures for Release, Privacy, and Security of Selected Health Information
- Background Information on Release, Privacy, and Security of Selected Health Information Rule and HIPAA
- Information about Rules Related to the Security of Customer Information

University of Akron Police Department

University Police provides around-the-clock patrols throughout the campus, including parking lots and residence halls. Visit The University of Akron Police Department website at <http://www3.uakron.edu/police/> for updates, safety tips, and a variety of other safety resources or contact their office for general information at 330-972-2911.

Motor Vehicle Assistance

Motor vehicle assistance is available should you ever lock yourself out of your car, need a battery jump or other similar assistance. UA police regularly patrol parking facilities. Parking Services personnel also monitor UA's parking facilities.

Emergency Phones

The University of Akron maintains more than 200 emergency phones – both indoors (mainly in elevators) and throughout the campus. Emergency phones are tested weekly to ensure they are in working order. The blue phones automatically and instantaneously connect users to UAPD who responds immediately to all activated emergency phones, even if no words are spoken. For a list of locations, visit the University Police Web site at <http://www3.uakron.edu/police/id96.htm>.

Campus Patrol Escorts

A student escort service operates nightly for the safety of anyone walking alone on campus. The free service runs from 5 p.m. to midnight during the fall and spring semesters. When you call ext. 7263, an escort will come to your location and accompany you to any campus building or parking lot. Employed by the University Police, the campus patrol teams wear identifying T-shirts or jackets.

Crime Prevention

University Police presents educational programs to employees on personal safety, sexual assault/acquaintance rape prevention, drug and alcohol abuse prevention, and other related topics. If you would like to schedule an appointment for an educational program, call ext. 5914.

Department of Environmental and Occupational Health & Safety

EOHS addresses a wide variety of safety issues such as indoor air quality, ergonomics, lead, mercury, fire detection and prevention, hazardous materials management and disposal, emergency management and University radio communications. For more information, visit the UA EOHS website at www.healthandsafety.uakron.edu.

Emergency and University Information Line

In the event of severe weather or emergency conditions, call 330-972-SNOW or visit www.healthandsafety.uakron.edu for online emergency updates.

Emergency E-mail Notifications

If you would like to receive e-mail notifications of University closings or emergency updates, visit the EOHS Website at www.healthandsafety.uakron.edu to sign up for the UA-CLOSED listserv.



CONTACTS

Campus Patrol Escorts:
330-972-7263

Lost and Found:
330-972-7135

University Emergency Line:
330-972-7669 (snow line)

University Police Emergencies:
911 on campus
330-972-2911 off campus

University Police Non-emergencies:
330-972-7123

Vehicle Service Calls:
330-972-7123



Thu, May 6, 2010 7:48 AM

[Help Center](#) | [Feedback](#) | [Sign out](#)

My Page **Faculty/Staff** Students Campus Services

My Links

Personalize > [Content](#) > [Layout](#)

Employee Services



My Benefits
Review health, insurance, savings, and flexible spending accounts plans in addition to dependent and beneficiary information.
[Benefits Summary](#)
[Dependent/Beneficiary Info](#)
[Insurance Summary](#)
[Benefits Enrollment](#)



My Compensation
Access your online payslip, direct deposit, and other deduction or contribution information. Review your job, salary, and compensation history.
[Payroll Messages](#)
[View Paycheck](#)
[Voluntary Deductions](#)
[Direct Deposit](#)
[W-2/W-2c Consent](#)
[View W-2 Forms](#)
[W-4 Tax Information](#)



My Profile
[Personal Information Summary](#)
[Home and Mailing Address](#)
[Phone Numbers](#)
[Email Addresses](#)
[Emergency Contacts](#)
[Marital Status](#)
[Name Change](#)
[Education](#)
[Ethnic Groups](#)
[UA Directory Information](#)

School Services



Exchange Mail



Springboard!



OBEN



Seminar



UANET Services



ecrt

University Search

- Web
- Faculty/Staff
- Students

Computer Software Help!



Training Services Support
Get hands-on and web-based instruction on Microsoft Office, PeopleSoft, Faculty Self-Service, Springboard, and more.
[Sign up for a seminar](#)
[Web-based training and docs](#)



Atomic Learning
Quick Answers to How do I do that? questions. Access short, easy-to-view-and-understand tutorials for more than 100 applications.

Compliance Training

- Gramm Leach Bliley Act**
Gramm Leach Bliley Act tutorial and documents.
[GLBA Tutorial](#)
Video tutorial on the Gramm Leach Bliley Act.
[GLBA Summary](#)
A two-page summary of the Gramm Leach Bliley Act.
[GLBA Handout](#)
A printable PDF of the tutorial slides.
[GLBA Notes](#)
The tutorial slides with extra notes underneath.
- Family Educational Rights and Privacy Act**
Family Educational Rights and Privacy Act tutorial and documents.
[FERPA Tutorial](#)
Video tutorial on the Family Educational Rights and Privacy Act.
[FERPA Summary](#)
A two-page summary of the Family Educational Rights and Privacy Act.
[FERPA Handout](#)
A printable PDF of the tutorial slides.
[FERPA Notes](#)
The tutorial slides with extra notes underneath.
- Red Flags**
Tutorial and documents on Red Flags.
[Red Flag Tutorial](#)
Video tutorial on Red Flags.
[Red Flag Summary](#)
A two-page summary on Red Flags.
[Red Flag Handout](#)
A printable PDF of the tutorial slides.
[Red Flag Notes](#)
The tutorial slides with extra notes underneath.



Sign-up here for UA's free, emergency texting service. In the event of an emergency, or closings a text message will be sent to the mobile number AND/OR email address provided.

This is a free service provided by the university; however, the recipient will pay text-messaging fees as prescribed in his or her service agreement.
[Faculty & Staff sign up](#)
[Frequently Asked Questions](#)

Email Digest

- Regular Edition - May 04, 2010**
- Campus visits soar, set record
 - To save energy, thermostats set to 74 degrees
 - Don't forget to vote
 - Researcher probes Alzheimer's clues
 - Criminal background check information session
 - Retirement planning seminars this Thursday
 - New Employee Orientation
 - OECD iLibrary training
 - Z-TV and its general manager garner multiple Emmy nominations
 - Joan Lukich memorial service
 - UA Speech Team places seventh in national tournament
 - InfoCision Stadium Press Tower event opportunities

Academic Notices and Dates

- Friday, May 7**
7:00 PM - [Spring Commencement Friday](#)
9:00 PM
- Saturday, May 8**
10:00 AM - [Spring Commencement, 10 a.m. ceremony](#)
12:00 PM
2:00 PM - [Spring Commencement, 2 p.m. ceremony](#)
4:00 PM
- Sunday, May 9**
8:00 AM - [School of Law Summer 2010 Intercession I begins](#)
5:00 PM
2:00 PM - [Spring Commencement Sunday](#)
Full [Enrollment Services](#) [Academic Calendar](#) [Dates](#) [Calendar](#)

Forms for Faculty and Staff

- Award of Alternative Credit:** [PDF](#) | [Word](#)
- Certificate Program Application:** [PDF](#) | [Word](#)
- Class Roster/Attendance Discrepancy:** [Report](#)
- Course Title "Tag":** [Word](#)
- Credit By Examination:** [PDF](#) | [Word](#)
- Credits in Residence Waiver:** [PDF](#) | [Word](#)
- Degree Candidate Plan/Requirement Term Change:** [Word](#)
- Dissertation/Thesis Grade Change Form:** [Word](#)
- Distance Learning Reservation Request:** [PDF](#) | [Word](#)
- Grade Change Request:** [PDF](#) | [Word](#)
- Incomplete Extension Authorization:** [PDF](#) | [Word](#)
- Intercollege Transfer:** [Word](#)
- Late Undergraduate Graduation Application:** [Word](#)
- Minor Graduation Application:** [Word](#)
- Second Major Graduation Application:** [Word](#)
- Petition for Academic Reassessment (Undergraduate Students):** [PDF](#) | [Word](#)
- Repeat for Change of Grade:** [PDF](#) | [Word](#)
- Request to Encode a New Program of Study/Academic Plan:** [Word](#)
- Registration/Schedule Adjustment:** [PDF](#) | [Word](#)
- Retroactive Add Registration/Schedule Adjustment:** [PDF](#) | [Word](#)
- Retroactive Withdrawal Registration/Schedule Adjustment:** [PDF](#) | [Word](#)
- Undergraduate Guest (Transient) Permission:** [PDF](#) | [Word](#)

Quicklinks for Faculty & Staff

- [Academic Classroom Scheduling](#)
- [Employee Training and Development Services](#)
- [Information Services seminars](#)
- [Computer Based Assessment & Evaluation](#)
- [Zip Support Center](#)
- [Computer Solutions](#)
- [Human Resources](#)
- [Instructional Services](#)
- [Office of Research Services and Sponsored Programs](#)
- [Purchasing Department](#)
- [University Policies](#)

Academics Links

- [Provost's Office](#)
- [Graduate School](#)
- [Undergraduate Courses](#)
- Libraries: [Bierce & Science](#) | [Law](#) | [Wayne](#)
- [Buchtel College of Arts and Sciences](#)
- [College of Business Administration](#)
- [Summit College](#)
- [College of Education](#)
- [College of Engineering](#)
- [College of Fine and Applied Arts](#)
- [School of Law](#)
- [College of Nursing](#)
- [College of Polymer Sci & Engineering](#)
- [Honors College](#)
- [University College](#)

E-mail

The University of Akron offers a Web-based e-mail system for all employees that you can use anywhere Internet access is available. This is a free service provided for employees and students at The University of Akron. Your University e-mail is the preferred method of communication on campus and important UA information will be delivered to you via this account. Your e-mail address is your UAnet ID plus @uakron.edu. Example: training1@uakron.edu. You can access your email account from your office computer on the desktop under MS Outlook or with a Web browser at <https://exchange.uanet.edu> From this location, you can send and receive e-mail using your University e-mail account. For additional assistance in navigating MS Outlook you can access the tutorial at: <http://www.uakron.edu/its/learning/training/facstaffmail.php>.

Springboard

This Internet-based learning management system is used by many instructors to enhance their courses. Springboard enables electronic sharing of course materials (e.g., syllabi, class calendars, readings, PowerPoint presentations and multimedia) as well as communication. Log in with your UAnet ID and password at <http://springboard.uakron.edu>.

Voicemail

At the University of Akron all phones are connected to a voicemail system. You can access your messages from anywhere on or off campus by dialing 330-972-8000. For information on how to set up your personal voice mail box go to www.uakron.edu/its/telecomm/voicemail.php.

Z-Alert Emergency Messaging

The University of Akron has established a texting service to notify students, parents, and employees in case of an emergency. In the event of an emergency, a text message outlining the nature of the emergency will be sent to the mobile/cell phone number provided by the student, parents, or employee. This is a free service provided by the University. However, the recipient will pay text-messaging fees as prescribed in his or her service agreement. To sign up you should log into ZipLine at <http://zipline.uakron.edu>.



ZipLine

You will need our UAnet ID and password to access ZipLine at <http://zipline.uakron.edu>. In ZipLine you can check your e-mail, read announcements, view your paycheck stubs, access your benefits information, and update personal information such as your mailing address and telephone number. For additional assistance in navigating ZipLine you can access online instructions at <http://www.uakron.edu/its/learning/training/IEBasics.php>.

ZipSpace

ZipSpace provides 100 MB of disk space on the University network for personal Web pages and storage for each student, faculty and staff member. You can access this space securely from anywhere on the Internet (including the campus wireless network) and you can use it for storing all kinds of files. For more on how to setup ZipSpace, go to <http://www.uakron.edu/its/learning/training/OnlineStorage.php>. For more information about ZipSpace, visit http://www.uakron.edu/its/hoss/iss/zipspace_FAQ.php.

Email Digest and Zipmail

Every Tuesday and Thursday, a new edition of Email Digest is sent electronically to all UA employees. Zipmail, on the other hand, is the University's online information source for students. To have information submitted in Email Digest, send submissions to emaildigest@uakron.edu.



President's Letter

Dr. Luis M Proenza, The University of Akron's current president, addresses employees through timely letters that are published in a "Special Edition" Email Digest and, on occasion, in hard copy format and distributed via campus mail.

President's Webpage

The President's webpage features current news pertaining to the University and the president's accomplishments. This website also contains an archive of "state of the University" addresses, speeches, editorials, statements to the community and commencement addresses. To view the president's webpage visit www.uakron.edu/president/index.dot.

The Buchtelite

This newspaper is run by UA's students. The paper is available free of charge and is published twice a week during the fall and spring semesters. The Buchtelite is also available online at www.buchtelite.com.

UA Live

This communication tool features daily news updates and is located online at www.uakron.edu/facstaff.

HR Connections

HR Connections is the University of Akron's Human Resources newsletter which has been incorporated into the unit's website homepage. It features news items pertaining to changes in policy, employee recognition, benefits, upcoming learning opportunities and other topics related to the employee. View the newsletter <http://www.uakron.edu/hr/About-Us/connections.dot>



Points of Pride

- College of Business Administration – the College of Business Administration has "one of the best MBA programs in the world." According to the 2008 edition of The Princeton Review Best 290 Business Schools.
- School of Law – UA law school graduates had the highest pass rate (87.4 percent) among the state's nine law schools for the July 2008 Ohio Bar Exam.
- Summit College – UA's Summit College offers the only accredited Bachelor of Science in Emergency Management degree program in Ohio, and was the first in the nation to have an accredited emergency management degree program.

Presentation of a valid Zip Card entitles employees to many services and/or discounts on a wide range of goods and services throughout campus and beyond.

Computer Repair Services

Location – Computer Center

The staff of CRS provides knowledgeable assistance in the setup and operation of employee's personal computer equipment, and will install University-approved software, hardware and peripherals, and provide hardware and software diagnostics. CRS can help you setup dial-in access, direct network connections, or wireless connections to the University Computer Network. For more information contact 330-972-7626 or, visit <http://www.uakron.edu/its/hoss/dts/er/index.php>.

Fifth Third Bank

For your banking convenience, Fifth Third Bank is located on the first floor of the Student Union.

Finger Printing

As a service to the UA community, UAPD provides fingerprinting services for nominal fees. All persons wishing to be fingerprinted must go to the dispatch office located in station 1 at 146 Hill Street (Physical Facilities Operation Center). Contact 330-972-6181 or email Tcharlton@uapd.uakron.edu for more information.

Health Services

The Student Health Service unit located in the Student Wellness and Recreation Center provides medical care of uncomplicated illnesses and injuries that are of recent onset and short duration. Call ext. 7808 to schedule an appointment. To learn more, go to <http://www.uakron.edu/healthservices/>.

Notary Public

Notary public service is available in the offices of Human Resources and General Counsel at no cost to employees. It is recommended that you call prior to asking for this service. Contact ext. 7092 to schedule an appointment.

OBEN (Ohio Broadband Educational Network)

The University has an agreement with Time Warner to provide broadband high-speed Internet access to students living in the Time Warner Cable area. To learn more, go to <http://oben.uakron.edu>.

Off-campus Access

If you use another Internet service provider such as America Online, you will need to set up special programs to fully access UA services. Virtual Private Network (VPN) instructions can be found at <http://support.uakron.edu>.

Zip Support Center

The Zip Support Center is available to answer questions about computers and software. Contact this center if you need to activate your UAnet ID, or change your password, or have problems with your dial-up internet service. Call 330-972-6888, e-mail support@uakron.edu, visit Bierce Library 52C, Polsky Building third floor, or <http://support.uakron.edu>. To find out about the Zip Support Center's office hours, visit their website at http://support.uakron.edu/wiki/index.php/contact_us.

Campus Retail and Specialty Stores

Whatever you may want or need, odds are that you can find it at one of the many on-campus stores the University owns and operates.

CELLAR DOOR STORE

This shop features an array of Victorian and unique gifts. There is also an antique consignment room housed in the Cellar Door Store. Both are located in Hower House, an elegant Victorian architectural structure.

CUSTOM.U

Located in the Honors Complex, this store offers screen printing, embroidery and digital garment printing to individuals, groups, and University departments.

COMPUTER SOLUTIONS

Should you wish to purchase a computer, software, accessories, cds, cables, flash keys, etc. for your personal use, stop by the University's Computer Solutions store located in the Student Union on the 3rd floor. Take advantage of your employee discount by presenting your Zip Card upon purchasing any item. For more information, visit <http://www.uakron.edu/its/compstore> or email compstore@uakron.edu or call 330-972-5308.

DOCUZIP

Let the University's on campus multipurpose shops handle your personal printing, lamination, duplication of media, and much more. DocuZip is located on the 2nd floor of the Student Union x7870 as well as on the 3rd floor in the Polsky Building x2045. For a list of their services access their website at www.uakron.edu/aux/printing/docuzip.php.

HISTORIC QUAKER SQUARE

This unique hotel complex carries nostalgic candies, convenience items, the world famous Quaker Oatmeal Cookies, a General Store, hard-to-find gifts, Trackside Grille Restaurant, University of Akron apparel, and much more. To find out more about Quaker Square, visit http://www.uakron.edu/nll/Quaker_Square_Inn.php.

UNIVERSITY BOOKSTORE

Barnes and Noble is your campus bookstore with so much more. Located in the Student Union, Polsky Building and on Wayne Campus, this store offers collegiate items, sweat-shirts, captain's chairs, key chains to toiletries and light bulbs. Employees can enjoy a 15% discount on merchandise as well as a 15% discount on textbooks with proof of class registration. For more information view their website at www.shopakronzips.com.



Fact!

The Princeton Review listed UA among the "Best in the Midwest" in its 2010 edition of Best Colleges: Region-by-Region.

ZIPS TEAM SHOP

Located in Gate 3 of the InfoCision Stadium, the Zips Team Shop is the place to go for Zips T-shirts, hats and more on game days.

Dining on Campus

Whether you're craving subs or sushi, beef or chicken, waffles or wonton soup, cooked greens or a garden salad, there's an eatery on campus for you.

DINING PLANS

Employees may choose to purchase a dining plan at any Zip Card Office location. Dining dollars are added to your Zip Card. Dining plans are valid for one semester only. For more information, visit their website at www.uakron.edu/aux/dining/index.php.

UNIVERSITY DINING SERVICES

University Dining Services offers meals at numerous locations around campus. The most popular place is the newly remodeled **Rob's Café**, where you can enjoy a number of made-to-order foods at various specialty stations. There's also a deli, Mexican offerings, a pasta bar, vegetarian, pizza, soup of the day, omelets and more.

In the Student Union, you'll find the **Union Market**, with grilled foods, a bakery, Chinese dishes, pasta, pizza, soups, salad bar and comfort foods.

Quaker Square has the **Trackside Grille**, with a wide variety of menu options, including 13 sandwich choices, homemade salads and an ice cream bar.

To view a complete list of **other dining locations** such as Summit Bistro, Zee's Convenience Stores, Zippy Express, Starbucks, Auntie Anne's, Climbing Rock Café, Dairy Queen, Subway, to name a few, visit Dining Services' website at <http://www.uakron.edu/aux/dining/index.php>.

ADVANCED FOOD PREPARATION

Students in this program which is located in Shrank Hall South, provide a variety of themed meals to campus throughout the semester. Call x7721 for reservations and to find out dates and times of the meal events.

THE CRYSTAL ROOM RESTAURANT

Located in Gallucci Hall, this restaurant is a learning environment operated by the Hospitality Management students with direction from the Hospitality Management faculty. Visit their website for dates and times the restaurant is open and to view their specialty menu at www.uakron.edu/colleges/summit/crystal_room/.

STREET TREATS

Located in the College of Business Administration's concourse and on Buchtel Common, this food shop offers a variety of sandwiches, chips and soft drinks.



Traditional Dining Plans

Used exclusively at Rob's Café or Trackside Grille and can be purchased in meal numbers of 19, 15, and 10.

Gold Dining Plans

Provides the most flexibility and can be used on or off campus at eateries that accept dining dollars.

Unlimited Dining Plan

Eat at Rob's as many times as you wish throughout the day and use your card on or off campus at eateries that accept dining dollars.

Commuter Dining Plans

This meal plan is tailored to faculty, staff and nonresident students. Choose number of meals you would like to use per week or semester.

Access in the Workplace

The Office of Employee Relations and the ADA Coordinator work with other campus offices to remove environmental barriers and to provide reasonable accommodations to enable employees with disabilities to fully realize their potential and to contribute fully to the work of the University. Inquiries about access and reasonable accommodations should be directed to Becky Hoover, Director of Employee Relations and ADA Coordinator, at 330-972-6462 or hoover@uakron.edu.

Childcare Services

Are you looking for a quality childcare center for your children? The University of Akron Center for Child Development, an accredited Center by the National Association for the Education of Young Children (NAEYC), offers quality childcare services on campus. This program provides childcare for children three through five years of age. Contact the Center for Child Development at 330-972-8210 for current rates.



CHILDCARE OFF CAMPUS

For a listing of child care referrals off campus, contact the UA Adult Focus office at 330-972-5793.

Eldercare Resources

One in four Americans are responsible for the care of an older or aged loved one. These responsibilities range from preparing meals and arranging doctor appointments to managing finances and providing 24 hour supervision. Maintaining this level of responsibility can be emotionally, psychologically, and physically demanding. The University of Akron has teamed with the Area Agency on Aging to provide resources and seminars for employees. Topics range from planning for the future, caring for children and parents simultaneously, programs and services available to assist you and your loved ones, and much more. Contact Human Resources' at ext. 2320 for a schedule of upcoming seminars on this topic.



Conflict Resolution Services

Conflict Resolution Services provide a variety of tools to address workplace disputes in collaborative and creative ways. These tools include informal resolution through consultation, mediation, and special trainings or coaching for individuals and units. In addition to resolving the immediate issues presented by parties in conflict, this office assists individuals and units in strengthening their communication skills and building collaborative and collegial working relationships.



Employee Assistance Program

Healthy people get stuck! Most strong healthy people need a life adjustment once in a while. The University has contracted with Tri County EAP to provide prompt and confidential professional counseling services to eligible persons. Full-time employees as well as covered dependents are eligible for this service, which assists with concerns including depression, parent-child and marital conflicts, chemical and substance abuse, financial concerns, etc. Up to seven counseling sessions per year are available at no charge to each employee and qualified dependent(s). For more information about this program contact Tri County Employee Assistance Program at 330-762-7908.

Military Service Center

The Registrar's Office includes a Military Services Center to make it easy for veterans to enroll at UA and take advantage of the support services available to them. The Military Services Center provides enrollment information for military personnel and their dependents. For more information about this service, visit the center's website at <http://www.uakron.edu/veterans/>.

Parking Services

To find out where the best places are to park throughout the day, visit Parking Service's website at www.uakron.edu/facilities/parking/.

ROO EXPRESS SHUTTLE SERVICE

The Roo Express Shuttle Service is a free service that provides transportation to University buildings in the downtown area, neighborhoods near campus and the parking lots on the North side of campus. To ride, simply show your Zip Card. To obtain the most current shuttle routes and schedules go to Parking Services' website at www.uakron.edu/aux/parking/shuttle.php.

TWITTER

Check out Parking's twitter page for sudden changes in the Roo Express Routes and Parking updates! Visit <http://twitter.com/uaparking>.



UA Libraries

The University's primary library collection is housed in three main locations – Bierce Library on Buchtel Common, the Science and Technology Library in Auburn Science and Engineering Center, and Archival Services in the Polsky Building, lower level. In addition, the University has other collections, such as the law Library in the McDowell Law Center, that are available to all University students.

The libraries provide print and media resources on-site and access to well over 300 electronic databases, thousands of full text electronic journals, e-books and other online resources that can be accessed either on campus or remotely 24/7. Other sizable collections include government documents, curricular materials, audio and video material and maps.

Use the libraries' online catalog to find books, e-books, government documents, audio-visual material, journal titles and reserve materials for your courses. You also can renew materials online.

OhioLINK

The University belongs to OhioLINK, a computer network that links library catalogs and resources at Ohio's 86 state universities and community colleges, the State Library of Ohio and several private colleges. OhioLINK gives you access to millions of items. Through online borrowing, you can have materials sent to you at the University within three to five days. Visit the libraries' website to find more information at www.uakron.edu/libraries/.



Fact!

The Archives of the History of American Psychology is the largest and most famous resource of its kind in the world.

Educational Benefits

Educational Benefits

REDUCTION OF FEES

Active status employees, their eligible spouses and dependent children, and retired employees have been granted special educational privileges by the Board of Trustees, whereby eligibility accrues from employment as of the first day of the semester. Employees shall be permitted to take credit courses and select non-credit courses each semester including summers. Employees desiring to take advantage of the educational opportunities available at the University are encouraged to schedule classes outside the normal workday. Other arrangements are subject to applicable University rules and to department discretion.



Fee reductions may be taxable income to employees.

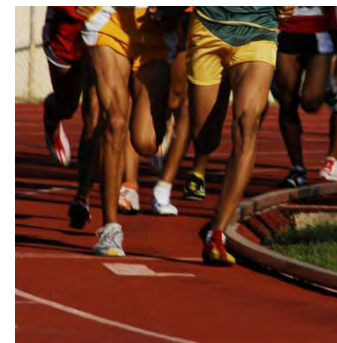
The reduction is subject to current Board of Trustees policy, which is subject to change without notice.



REDUCTION OF FEES FOR QUALIFIED DEPENDENTS

For the purposes of “reductions of fees”, spouses refer to individuals who have contracted the legal status of a marital relationship through religious or civil solemnized marriages and complied with all the statutory requirements pursuant to applicable law; and shall not include common law marriages which may be otherwise recognized under Ohio law or other relationships between persons not legally capable of making contract under Ohio law.

Unmarried dependent children include natural, adopted and step-children for whom the full-time employee (or surviving spouse) provides more than 50% support during the academic period for which education benefits are sought and who are not married at the start academic period for education benefits are sought. The employees may be required to submit proof of dependency to the University auditor on request. The term support shall include the provision of food, clothing, shelter, medical and dental care, provision of accident and health insurance, transportation, recreation, childcare expenses and other generally recognized indicia of financial assistance.



REDUCTION OF FEE DETERMINATION

To determine your reduction of fee eligibility status and/or your spouse and dependent’s eligibility status for receiving educational benefits, contact the Controller’s Office at ext. 6570 or beynon1@uakron.edu.

Lifelong Learning Opportunities

HUMAN RESOURCES

Human Resources offers classroom and online instruction for an employee's personal and professional development. Seminars such as the mandatory Sexual Harassment Prevention training, New Employee Orientation, personal financial planning, employment process coordination, and benefits information sessions are also provided through Human Resources. For more information about these topics and other seminars, visit <http://www.uakron.edu/hr/hr-services/learning/index.dot>.

ENVIRONMENTAL AND OCCUPATIONAL HEALTH & SAFETY DEPARTMENT

Explore this unit's website to learn more about health and safety training sessions covering topics such as chemical, biohazards, fire protection and safety practices. Visit <http://eohs.uakron.edu/>

HEALTH SERVICES

Although this unit's primary focus is the well-being of our students, from time-to-time seminars are made available to UA employees. Presentations cover a wide range of topics including nutrition and stress management. For more information contact Gwendolyn R. Blackshear, M.Ed., CHES, Coordinator, Health Education & Wellness, ext. 7390 or gblacks@uakron.edu

INSTITUTE FOR TEACHING AND LEARNING

The institute strives to coordinate, promote and support efforts to improve the success of our students both inside and outside the classroom, and to advance and disseminate scholarly investigations into the teaching and learning process as well as discipline-specific research activities involving students. For more information about available learning opportunities, visit ITL's web page at www.uakron.edu/itl

REGISTRAR'S OFFICE

This unit offers several technical training seminars for PeopleSoft and the Degree Audit Reporting System (DARS). Topics range from department course scheduling and using the automated record reflecting a student's academic progress toward degree completion. For information about seminars in this area email slauck@uakron.edu. For information about DARS, email DARS@uakron.edu

SOFTWARE TRAINING AND TECHNOLOGICAL SERVICES

In Information Technology Services, the Software Training group offers sessions throughout the year on topics such as Office 2007, Springboard and PeopleSoft, Atomic Learning, in addition to other technology related topics. To learn more about available seminars and to register for a session, visit IT's website at <http://www.uakron.edu/its/learning/training/index.php>.

UNIVERSITY OF AKRON POLICE DEPARTMENT (UAPD)

This unit helps to keep UA's campus and beyond safe by offering crime prevention talks and workshops. For more information visit their web page at <http://www3.uakron.edu/police/>.

Continuing Education and UA's Fee Reduction Policy

Did you know that as an employee you are eligible to participate in UA's fee reduction program for non-credit courses? Hundreds of noncredit courses, professional development and recertification programs are available at UA. Courses are conveniently offered during the weekday, evening and weekends. There are also online courses available in many subjects.

To find out more about fee reduction eligibility requirements review UA's online employee manual at <http://www.uakron.edu/ogc/rules/RulesbyNumber.php>.

To discover what non-credit courses are available this semester, visit the following web pages:

- **Summit College Workforce Development and Continuing Education**
View their web page at www.uakron.edu/ce
- **Wayne College Continuing Education and Workforce Development**
View their web page at <http://www.wayne.uakron.edu/ce/>
- **Medina County University Center Workforce Development and Continuing Education**
View their web page at <http://www.uakron.edu/mcuc/nc/>
- **Midpoint Campus Center Continuing Education**
View their web page at <http://www.midpointcampus.com/>



Health and Wellness Programs

THE STUDENT RECREATION AND WELLNESS CENTER AND OCASEK NATATORIUM



SRWC and the Ocasek Natatorium offer a variety of fitness and wellness programs that are either free or offer a discounted membership to employees. Current UA faculty and staff members can add ONE other person (17 and over) of their choice for an additional cost to their membership.

Facilities included in membership: activity areas, a wellness suite, leisure pool, 5-multi-function gymnasiums, two group exercise studios, indoor running/walking track, group exercise, 53-foot climbing wall, Olympic size pool, 8 racquetball courts, outdoor and adventure rental equipment, and much more.

There are a number of wellness programs that do not require membership such as the ZipFit program, intramurals, adventure trips and seminars, and an indoor sprint triathlon.



Wellness Services provides a variety of confidential evaluative tests and screens that are available to UA employees, students and the greater Akron community. The unit recommends and supports lifestyle changes through evaluation, education and action. Programs range from physical fitness evaluation, cholesterol screens, blood pressure, osteoporosis screens, metabolic testing, and body composition testing, to exercise program designs, ultraviolet light damage camera, and health risk appraisals.

In need of a massage? This unit also provides massages for a low rate to employees. To make an appointment for a service, call 330-972-6599 or stop into the Wellness Suite, SRWC 107.

To learn more about these programs, visit the Recreation & Wellness Services website at www.zipsrec.uakron.edu.



Employee Recognition



Employee Recognition

Each year The University of Akron recognizes faculty and staff members for outstanding accomplishments and leadership during the year. In addition, a service awards program is conducted each spring recognizing faculty and staff for their years of service.

Celebration of Excellence in Learning and Teaching Awards

The University of Akron recognizes exceptional achievement in its faculty by annually hosting an awards luncheon and presenting awardees with honorariums. Recipients include outstanding teacher-scholar; outstanding part-time teacher; outstanding teacher/mentor of first-year students; scholarship of community engagement; and service-learning and engagement. For more information on this program, visit <http://www.uakron.edu/itl/celt>.

Founder's Day Luncheon

Founders Day traces its history to 1872, and has become the academic year-end event at which the most distinguished members of its community are recognized for shared leadership awards. Categories include outstanding teacher, outstanding researcher, outstanding contract professional, outstanding staff, and unit shared leadership award.

Employee Appreciation Day

From time to time, the University will host employee events to show appreciation for all that UA employees do. The events usually include full- and part-time employees, and their families are also invited. Expect to enjoy games, activities, food and entertainment, along with the appearance UA's favorite marsupial mascot, Zippy.

Promoted and Tenured Faculty

Each year faculty who are promoted or granted tenure are recognized in a special ceremony during spring semester. Information about the event will be shared to campus via UA's Email Digest.

New Hire Employees

During fall semester of each year, new faculty, contract professionals and staff hires are recognized at a reception. Information about the event will be shared to campus via UA's Email Digest.



Athletics and Cultural Events

ATHLETIC EVENTS

A member of the Mid-American Conference (MAC), Akron sponsors 19 NCAA Division I athletic programs.

Tickets can be purchased for family and friends at the Athletic Ticket Office located in Gate 1 of the Infocision Stadium or by calling 1-888-99-AKRON.

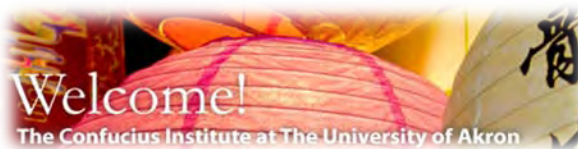
Game schedules for all athletic events are available at the Athletics Ticket Office in Gate 1 of the Infocision Stadium or online at www.GoZips.com, where you can view all the latest Zips sports information.



INCLUSIVE EXCELLENCE NEWS AND EVENTS

University of Akron community members, faculty, staff and students can experience a host of excellent events, articles,

videos, exhibits, interactive exercises and Web sites throughout campus. Each is designed to increase understanding of diversity and Inclusive Excellence. Learn more at <http://www.uakron.edu/ie/news--events.dot>.



VISUAL AND PERFORMING ARTS



Art exhibitions, dance performances, theatre productions, music concerts, operas, lectures, and much more are available on campus. University artists and nationally and internationally acclaimed guest artists share their talents with the campus and community, provide a vibrant arts scene, and boost the region's economic and cultural vitality. Many events are free, and all are open to the public.

To find out more about events sponsored by the College of Creative and Professional Arts, visit their website at <http://www.uakron.edu/artscollege/>.



Sign up for EJ Thomas Hall's eNewsletter and receive special offers and discounts. Receive updates on new shows just announced and the ability to buy tickets before they go on sale to the public. For more information, visit <http://ejthomashall.com>.

Financial Planning

APPROVED TAX SHELTERED ANNUITIES



As an employee of an educational institution, you have the option of participating in a Tax-Sheltered Annuity (TSA) program as authorized by Section 403(b) of the Internal Revenue Code. The University has also adopted a Deferred Compensation Plan as authorized by Section 457(b) of the Internal Revenue Code. This plan is available in addition to the 403(b) plan, with contribution maximums for each plan. Qualification and limitation of contribution of tax-deferred annuities are the responsibility of the employee.



For more information about these plans visit <http://www.uakron.edu/busfin/controller/annuities.php>.

CREDIT UNION

Towpath Credit Union presently confers membership to University employees who apply. Towpath is a full service credit union offering such services as direct payroll deduction for savings and loan payment, share draft checking, auto and personal loans, year round pay for nine month appointments, and Christmas and vacation club savings. Towpath also offers special event tickets at discounted prices for local events, amusement parks, “movie money” and many other services. Towpath is located off campus.

For more information contact 330-664-4700 or 1-866-634-4700 or visit their website at www.towpathcu.com.



FIFTH THIRD BANK

If you are a member of Fifth Third Bank, don't forget to check what banking benefits are available. Some membership banking benefits that may be available to you are free notary services, free travelers checks, and 1 free cashier's check per month. Stop by the nearest Fifth Third Banking Center or contact them at 1-800-275-4858 or visit them online at www.53.com. For your convenience, a Fifth Third Bank is also located on the first floor of the University's Student Union.

RETIREMENT

Employees of The University of Akron do not contribute to Social Security. Based on employee type, employees are eligible for membership in State Teachers Retirement System, School Employees Retirement System, or Ohio Public Employees Retirement system – LE Option (Police Officers only). Full-time status employees may also elect to participate in an Alternate Retirement Plan (ARP) with carriers approved by The State of Ohio Department of Insurance. All employees' contributions are on a pre-federal and state tax basis. The University of Akron also contributes to the retirement plan on behalf of the employee.

