



2022-2023 WILEY COLLEGE EMPLOYEE HANDBOOK

WILEY

Wiley College

Marshall, Texas



2021-2022 Employee Handbook

A coeducational, liberal arts
baccalaureate degree-granting institution
founded in 1873

College Colors: Purple and White
Affiliation: The United Methodist Church

Dr. Herman J. Felton, Jr., J.D., Ph.D.
President and CEO



Employee Handbook

The provisions of this handbook do not constitute a contract expressed or implied between an employee and Wiley College.

Employees are informed herewith that the College publishes numerous handbooks/manuals that guide the day-to-day operations of individual divisions/departments/units. Should there appear to be an apparent conflict between the policies and procedures in these documents and those in the Employee Handbook, the Employee Handbook will supersede.

Employees are expected to abide by the policies in this handbook. Failure to do so may lead to appropriate disciplinary action.

The College reserves the right to alter or amend the terms of this handbook, employment policies or educational policies at any time. The College further reserves the right to correct errors that may have occurred in the printing of this document.

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SECTION I: INTRODUCTION

This *Handbook* has been prepared to give all employees an overview of basic College policies, practices and benefits. It does not establish any contractual rights for the benefit of any employee. Like many other states, Texas is an "employment-at-will" state. Employment with the College is "at-will", in that either the employee or the College can terminate the employment relationship at any time, with or without cause or notice. Any change or modification of the "at-will" nature of employment must be set forth in writing and signed by the President of the College. Continuing to work following acceptance of the *Employee Handbook* constitutes acknowledgment and acceptance of the "at-will" relationship.

The *Handbook* is divided into seven major sections and the policies outlined herein reflect the usual way of handling various situations. It is important that employees understand these policies in order to be well-informed about expectations. The College, however, reserves the right to deviate from existing policies at its discretion because of individual circumstances or special needs. Also, there may be situations that require a change in policies, practices and benefits described in this *Handbook*. Accordingly, the College reserves the right to modify, add, delete or revise any provisions contained in this document as well as other guidelines, policies or practices of the College at any time, as it deems necessary or appropriate at its sole and absolute discretion.

It is also important to understand that this *Handbook* may not cover every circumstance and that the College reserves the right to interpret policies at its sole discretion. Normally, but not in all situations, this may include the review of current and past practices and/or precedents. Updates will be distributed to employees as policies and benefits are changed. All benefits described in this handbook apply to regular full-time employees and to regular part-time and temporary employees as specified. Employees should keep this *Handbook* readily available and insert any revised material promptly so that the *Handbook* is kept current at all times.

SECTION II: OVERVIEW OF WILEY COLLEGE

2.1 - HISTORICAL OVERVIEW

In 1873, less than eight years after all hostilities were quieted from the Civil War, the Freedman's Aid Society of the Methodist Episcopal Church founded Wiley College near Marshall, Texas for the purpose of allowing Negro youth the opportunity to pursue higher learning in the arts, sciences and other professions.

Named in honor of **Bishop Isaac T. Wiley**, an outstanding minister, medical missionary and educator, Wiley College was founded during turbulent times for Blacks in America. Although African-American males were given the right to vote in 1870, intimidation of America's newest citizens in the form of violence increased. The U.S. Supreme Court helped pave the way for segregation with the 1896 Plessy v. Ferguson decision that approved of the "separate but equal" doctrine.

Bishop Wiley was born in Lewistown, Pennsylvania, on March 29, 1825. He became interested in the Christian ministry as a boy, joining the church at 14 years of age and became active in missionary work. At 18, he was authorized to preach under ministerial direction. Due to difficulties with his voice, he studied medicine and upon graduation from medical school became a medical and educational missionary in China. Wiley was elected bishop in 1864 and organized a Methodist conference in Japan. Bishop Wiley died on November 22, 1884 in his beloved China.

Wiley College opened its doors just south of Marshall with two frame buildings and an overwhelming desire to succeed in a climate fraught with racism and Jim Crow laws. So entrenched was their desire to succeed that in 1880, rather than moving Wiley College farther out of town, the founders of the College moved nearer to Marshall on 55 acres of wooded land where the College stands today. Land was cleared and four additional buildings were constructed as student enrollment soared to 160 students with seven full-time faculty members. Wiley College had effectively become the first Black college west of the Mississippi River.

The College is currently organized into four degree granting divisions and one service unit; the Division of Social Sciences and Humanities, Division of Sciences, Division of the Division of Education and Non-traditional Studies, the Division of Business and Technology and the Division of General and Special Studies. The latter division, although not degree granting, is responsible for the College's general education and developmental education programs, and provides initial support and advisement to freshmen and transfer students.

There is an unyielding conviction among the faculty and administration today that learning occurs best in an environment that is academically challenging, supportive and that embraces the principles of academic freedom, professional security and shared governance. Overall, Wiley College remains a viable force in the academic community. The institution has continued to be a leader in innovation. It was the first "Thinkpad College" west of the Mississippi River. This initiative afforded all students the opportunity to use a laptop in their daily class work. This type of technologically advanced classroom allows students to become more proficient in the use of technology by obtaining class assignments, tests, and research projects via the Internet on a "24/7" basis. Each residence hall is equipped with Internet capabilities for students to perform extensive research from the comfort of their rooms.

For more than 139 years, Wiley has offered educational opportunities to the citizens of Texas, the nation and the world. The Wiley spirit remains vibrant in the face of remarkable social change, global terrorism, economic strife and adversity. The beacon light that is Wiley College will shine forth unsullied for generations to come. The insightful vision of years past that made Wiley College a preeminent black college in the south is alive and well.

2.2 - ACCREDITATION

Wiley College was the first of the “Negro Colleges” west of the Mississippi River to be granted the "A" rating by the Southern Association and Secondary Schools in 1933 under the leadership of President M. W. Dogan and Dean Vattel Daniel.

Today, “Wiley College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane in Decatur, Georgia 30033-4097 or call 404- 679-4500 for questions about the accreditation of Wiley College.” The Commission should only be contacted about accreditation related issues. All other inquiries should be directed to the institution at: Wiley College, 711 Wiley Avenue, Marshall, Texas 75670 903-927-3300 or 1-800-658-6889, www.wileyc.edu. The College is also listed with and approved by the Texas Education Agency to offer certain licensure programs for teacher candidates. Wiley College is approved for the training of veterans as prescribed by the Veterans Administration Office. Wiley College is authorized under Federal law (the Immigration and Naturalization Service) to enroll non-immigrant students.

Wiley College is recognized by the Commission on Black Colleges of the University Senate of the Board of Higher Education and Ministry of The United Methodist Church.

2.3 THE PRESIDENTS OF WILEY COLLEGE

Surviving for more than a century, Wiley College has exhibited its stamina and vitality within the ever-evolving arena of higher education. The standing of the College among institutions of higher learning can always be traced to its leadership. Those who have brought Wiley College to this point in its illustrious history and the dates of their service are shown in Figure 1.

**FIGURE 1
THE PRESIDENTS OF WILEY COLLEGE**

	President	Years of
1	F. C. Moore	1873 - 1876
2	W. H. Davis	1876 - 1885
3	N.D. Clifford	1885 - 1888
4	George Whitaker	1888 - 1889
5	P. A. Pool	1889 - 1893
6	Isaiah B. Scott	1893 - 1896
7	Matthew W. Dogan	1896 - 1942
8	E. C. McLeod	1942 - 1948
9	Julius S. Scott, Sr.	1948 - 1958
10	Thomas Winston Cole, Sr.	1958 - 1971
11	Robert Hayes, Sr.	1971 - 1986
12	David L. Beckley	1987 - 1993
13	Lamore J. Carter	1993 - 1996
14	Julius Scott, Jr.	1996 - 1998
15	Ronald Swain	1998 - 2000
16	Haywood L. Strickland	2000 - 2018
17	Herman J. Felton, Jr.	2018 - Present

2.4 WILEY COLLEGE MISSION STATEMENT

Wiley College is a premier liberal arts institution, affiliated with the United Methodist Church, with an intentional focus on social good and leadership.

2.5 THE ORGANIZATIONAL STRUCTURE

The mission of Wiley College is carried out in an educationally responsible fashion that brings together institutional resources and allocates them effectively to accomplish major institutional goals and advance the mission. The organizational structure of the College is under continuous review and modification as needed to achieve goals of the institution.

The structure as it currently exists is presented in Figure 2. This organizational structure reflects the purpose and philosophy of the College and it facilitates cooperation and collaboration among functional units to enhance operational efficiency and effectiveness.

Below is a description of the positions or offices responsible for various functions within the College. All positions/offices within the College are defined and communicated so that resources are utilized optimally.

Board of Trustees

The Board of Trustees is a mirror of Wiley College reflecting the values, goals and quality of the College. The Board is the entity that shapes the institution and determines its future. The authority and responsibilities of the Board are described clearly and thoroughly in the *Bylaws of the Board of Trustees*. In discharging its functions and responsibilities, the Board has a number of salient roles. These include:

1. selecting the President and Chief Executive Officer of the institution.
2. establishing and monitoring institutional purpose and goals.
3. fund raising and management of fiscal affairs.
4. determining basic policy to guide its functions.
5. relating and bridging the College to its various public constituencies.
6. serving as the court of final appeal in grievance matters.
7. performing periodic self-evaluations of its organizational effectiveness

Office of the President

The Chief Executive Officer of the College is the President. He is appointed by the Board of Trustees and is responsible to the Board. He is charged with operating the College under and in accordance with such policies as is, from time to time, established by the Board. He works with the Trustees in selecting and appointing key personnel and in determining general plans and policies of the College. He represents the College in major educational organizations and has other responsibilities as the Board of Trustees may indicate.

The President, therefore, as chief administrator of the institution, has the responsibility of implementing the policies established by the Board. The major officers of the College may report to the Board upon the request of the President. No faculty or staff member reports directly to the Board or in any liaison capacity. Other key staff members may participate in committee meetings, but they do not vote. Student representatives also may meet with the Board of Trustees in formal sessions, but they do not vote.

Senior Vice President for Business and Finance

The Vice President for Business and Finance reports directly to the President and is responsible for assuring integrity and adequacy of the fiscal and administrative foundation of the College, thus, assuring adequate support to the academic, student and development activities of the College. Under the direct supervision of the Vice President are the Business Office, Financial Aid Office, Security, and Facilities/Maintenance.

Vice President for Academic Affairs

The Vice President for Academic Affairs reports to the President and is the officer primarily responsible for the development, implementation, and assessment of the instructional program, and for faculty recruitment and development.

Vice President for Administration/Chief Operating Officer

As the principal aide to the President, the Vice President for Administration/Chief Operating Officer handles a wide range of matters of institutional importance on behalf of the President, and oversees all operations of the Office of the President, to include management of staff, budgets, administration, policies, and procedures. This position also provides coordination and oversight in the development of defined core initiatives for the Office of the President. Serves as the President's primary strategic liaison with University and community constituencies. Plan, direct, or coordinate operational activities at the highest level of management with the help of vice presidents, other executive staff and department managers.

Vice President for Student Affairs and Enrollment Management

The Vice President for Student Affairs and Enrollment Management provides leadership for the Admissions/Recruitment and is also responsible for the non-academic aspects of student development services, and reports to the President. The Division of Student Affairs and Enrollment Management exists primarily to support and enhance the College's academic mission of educating students. Education does not stop at the classroom door, but continues in outside settings where opportunities exist for emotional, moral, social and spiritual development. The Division works to support and enhance the College's academic purpose of educating students.

The Vice President for Student Affairs and Enrollment Management is responsible for the non-academic aspects of student services and reports to the President. The Office of the Vice President for Student Affairs and Enrollment Management provides leadership for the Admissions/Recruitment, Student Life, Student Development, and Student Health, Counseling, and Wellness offices. These offices are staffed by managers who have responsibility for the development and implementation of policies and procedures that are designed to improve the delivery of enrollment services.

Vice President for Institutional Advancement

The Vice President for Institutional Advancement reports directly to and works closely with the President in fundraising, community relations and constituency programs, and communicating the goals and programs of the College to the public. Under the supervision of this officer are the departments of Alumni Relations, Marketing and Communications, and Donor and Gifts Records Management.

SECTION III: EMPLOYMENT AT WILEY COLLEGE

3.1 - PERSONNEL ADMINISTRATION

The responsibility for maintaining personnel records and related administrative functions at Wiley College is assigned to the Office of Human Resources. Questions about insurance, wages, and interpretation of policies may be directed to the Office of Human Resources.

The Office of Human Resources maintains a personnel file on each employee and faculty member of the College. The personnel file contains all permanent and official records for faculty and staff. Copies of faculty records are maintained in the Office of the Vice President for Academic Affairs. The personnel files contain the job application, resume, official transcripts, letters of recommendation (if requested), records of training, documentation of performance appraisals, salary increases, correspondence, and other employment records.

Personnel files are the property of the College and are confidential. Employees who wish to review their own file may do so by making a request in writing to the Director of Human Resources. With reasonable advance notice, employees may review their own personnel file during normal business hours and in the presence of a Human Resources representative. The Human Resources Office may duplicate all documents in the file that are signed by the employee. Employees are not always entitled to copies of all records maintained in the personnel files. Employees may be required to reimburse the College for cost of duplication.

It is to the employee's advantage to keep the Human Resources Office apprised of any change in personal status such as:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Changes in benefit coverage for dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if the employee operates any Wiley College vehicles
9. Military or draft status
10. Exemptions on the W-4 tax form

Entitlement to coverage or benefits under Wiley College's benefits packages could be negatively affected if the information in the personnel file is incorrect and/or incomplete.

Any information concerning an employee's health or record of medical treatment will be kept in a separate, confidential medical file, as required by law. This includes workers compensation records.

3.2 - CLASSIFICATIONS OF EMPLOYMENT

This section defines how each person working at Wiley College is classified based on the nature of his/her work and the business needs of the College.

3.2.1 Regular Full-Time Employees

Regular full-time employees are hired by Wiley College into positions that require at least forty (40) hours per week. The expected need for the position and period of employment is long-term. All regular full-time employees have completed the probationary period (see Section 3.3.20: Probationary Period) and their employment continues at will.

If a regular full-time employee is laid off, that employee will be considered a regular full-time employee upon return to work, provided that the employee was not on layoff longer than one (1) year.

If a regular full-time employee goes on an approved leave of absence, upon return that employee will be considered a regular full-time employee, provided that employee returns to work as agreed in the provisions of the leave.

3.2.2 Regular Part-Time Employees

Regular part-time employees are hired by Wiley College into positions that require less than forty (40) hours per week. The expected need for the position and period of employment is long term. All regular part-time employees have completed the probationary period (see Section 3.3.20: Probationary Period) and their employment continues at will. Regular part-time employees are not eligible for benefits described in this handbook, except as granted on occasion or to the extent required by provision of state and federal laws, which is covered in Section 5.4 – Government Required Coverage – of this handbook.

3.2.3 Temporary Employees

Wiley College may hire employees to work either a full- or part-time schedule for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees.

Temporary employees are not eligible for benefits described in this handbook, except as granted on occasion or to the extent required by provision of state and federal laws, which is covered in Section 5.4 – Government Required Coverage – of this handbook. Temporary employees, like all other employees, are expected to adhere to all Wiley College policies and procedures.

3.2.4 "Nonexempt" and "Exempt" Employees

At the time of hire, all employees are classified as either "exempt" or "nonexempt." Nonexempt

Employees

Nonexempt employees are eligible for the overtime pay provisions of the Fair Labor Standards Act (also known as the FLSA or Wage and Hour Act) and will be paid one and one-half times their regular hourly rate for time worked in excess of forty (40) hours in one week. All nonexempt employees are to complete accurate weekly reports showing all time actually worked. These records are used to calculate pay. At the end of each week, the employee, his or her supervisor and vice president must sign the time sheet attesting to its correctness before forwarding to payroll in the Office of Business and Finance.

Exempt Employees

Exempt employees are administrators, supervisors, professional staff, technical staff officers, directors and others whose duties, responsibilities and salaries allow them to be "exempt" from the overtime pay provisions of the Fair Labor Standards Act and do not receive overtime pay.

Employees are advised of their exemption classification at the time of hire, transfer or promotion.

3.3 - EMPLOYMENT POLICIES

3.3.1 ADA Compliance and Reasonable Accommodations

In compliance with the American with Disabilities Act (ADA), Wiley College does not discriminate against qualified individuals with disabilities in any aspect of the employment relationship, and does provide reasonable accommodation as required by law to otherwise qualified employees or applicants with disabilities. Employment opportunities and privileges will not be denied to an otherwise qualified employee or applicant because of the need for reasonable accommodation for the individual's disability. Discrimination based on an employee's or applicant's association with a disabled individual is also prohibited.

Employees needing reasonable accommodation should make such requests to their supervisor and to the Office of Human Resources. Reasonable accommodation shall not place undue hardship on the College's financial integrity. The President and the Vice President for Business and Finance shall make the determination for any accommodation from the financial perspective.

3.3.2 Anniversary Date

The first day an employee, whether new or rehired, reports to work, is the "official" anniversary date. The employee anniversary date is used to compute *years of service and to qualify for various* benefits described in this handbook.

3.3.3 At-Will Employment

All employment and compensation with Wiley College is "at will" and can be terminated with or without cause, and with or without notice, at any time, at the option of either Wiley College or the employee, except as otherwise provided by law.

If employee performance is unsatisfactory, the employee will be notified of the problem. If satisfactory change does not occur within a prescribed period of time, the employee may be dismissed. Some incidents may result in immediate dismissal (see section 3.5, Standards of Conduct).

3.3.4 Attendance and Punctuality

To maintain a productive and safe work environment, the College expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on the College and other employees. Employees who are not able to report to work as scheduled, must notify the immediate supervisor in advance or as soon as possible. A non- exempt employee neglecting to "call in" may not be paid for time missed.

Any absence from work (including tardiness) that is not an approved leave with the permission of the supervisor or granted as an excused absence may not be subject to payment.

It is expected that the employee speak with the supervisor directly. It is unacceptable to have others relay messages or leave a voice mail message without a follow-up call to determine whether the message was received by the supervisor. The employee is also responsible for keeping his/her immediate supervisor informed on a daily basis of the anticipated date of return to work from an illness. Absence without notice for three (3) consecutive days is considered job abandonment and is treated as a voluntary resignation.

It is the responsibility of the employee to be at work on time. Emergencies are understandable, but frequent absences, tardiness, and failure to give proper notice of absences impair the value of services and may result in disciplinary action, leading to eventual release from College employment. Non-exempt employees may not be paid for a full day when they do not work a full day due to tardiness.

3.3.5 Bonding Requirement

Under certain circumstances, Wiley College may require that an employee be bonded. Maintaining bondable status is the responsibility of the employee. Wiley College will pay the cost of securing bonding. Failure to maintain these qualifications will result in transfer to another position, if another suitable position is available, or dismissal.

3.3.6 Business Hours

The official workday is Monday through Friday from 8:00 a. m. to 5:00 p. m. with an hour for lunch. Most employees are assigned to work a forty (40) hour workweek and are required to take a one (1) hour unpaid lunch period daily between 11:00 a.m. and 2:00 p.m. as stipulated by the supervisor within this time frame. Employees should note that it is not permissible to "work through lunch" in order to arrive late or leave early or work extra time.

3.3.7 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by Wiley College to assist employees in obtaining work related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All data that is composed, transmitted, or received via the College's computer communications systems is considered to be part of the official records of Wiley College and, as such is subject to disclosure to law enforcements or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and unlawful.

The equipment, services and technology provided to access the Internet remain at all times the property of Wiley College. As such, Wiley College reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employees or other person. For instance, an unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

3.3.7.1 Computer, Email, and Voice Mail

All computer, electronic mail (email), and telephonic communication systems, including voice mail, and all communication and information transmitted by, received from, or stored in these systems are the property of Wiley College and such are to be used solely for job-related purposes. Unless employees obtain the prior permission of a supervisor or manager, use of the College's business systems or equipment, including, but not limited to, facsimiles, computers, and copy machines, for personal purposes is prohibited.

Employees are not permitted to use a code or encryption, access a file, or retrieve any stored communication unless authorized to do so, or unless they have received prior clearance from an authorized College representative. All pass codes belong solely to Wiley College, and are not to be shared with others outside the College. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

To ensure that the use of the College's computer systems and equipment is consistent with the College's legitimate organizational interests, authorized representatives of the College may monitor the use of such equipment from time to time. All e-mail and voice mail messages are College records. The College reserves the right to access all messages sent over its e-mail system or voice mail systems for any purpose. Please note that back-up copies of e-mail messages may be retained or accessed by the College even though such messages have been "deleted".

3.3.7.2 Use of Phone and Mail Systems

The telephone system is critical to the daily operation of the College. Employees are asked to keep personal phone calls to a minimum and, unless there is an emergency, should discourage relatives and friends from calling during working hours. Necessary personal conversations

should be kept brief. For personal long distance calls, a personal calling card or cell phone should be used.

Good telephone etiquette is important since it conveys an image of both the employee and the College. The voice on the telephone is often the only contact with the College that the caller remembers. As such, employees should observe these simple rules of telephone courtesies:

- Use a pleasant and helpful voice at all times.
- Identify yourself by department and name.
- Give callers a choice to hold the line, call back, leave a message, or, if applicable, be connected to voice mail or call notes where available.
- If you cannot help the caller, transfer the individual to a department that may be able to provide assistance.
- In closing the call, remember to say "thank you" and "good bye," hanging up carefully.

3.3.8 Confidentiality of Information

Constituents entrust Wiley College with important information relating to their personal records. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, Wiley College earns the respect and further trust of its constituents. Those who gain employment with Wiley College assume an obligation to maintain confidentiality, even after leaving the College's employ.

All employees of the College must adhere to the Family Educational Rights and Privacy Act (FERPA) of 1974. Information protected by FERPA may not be made available to any person without the written authorization of the student except in the following cases: to officials of other schools in which the student intends to enroll, and other persons and agencies identified by the statute. Under FERPA, employees of the College may be given access to student information based on having a legitimate educational need. Additional information about the privacy of student records may be obtained from the Office of the Records (Registrar).

Any violation of confidentiality seriously injures Wiley College's reputation and effectiveness. Therefore, employees are admonished not to discuss Wiley College business with anyone who does not work for the College, and not to discuss personnel transactions with anyone who does not have a direct association with the transaction.

Even casual remarks can be misinterpreted and repeated; as such, employees should develop the personal discipline necessary to maintain confidentiality.

If questioned by someone outside Wiley College or the employee's department and there is concern about the appropriateness of giving certain information, employees are urged to remember that they are not required to answer, and that the College prefers that the employee not answer. Instead, as politely as possible, refer the request to the appropriate supervisor.

No one is permitted to remove or make copies of any Wiley College records, reports or documents without prior management approval.

Because of its seriousness, disclosure of confidential information could lead to dismissal.

3.3.9 Conflict of Interest, Conflict of Commitment, and Outside Activities

The Conflict of Interest, Conflict of Commitment, and Outside Activities policy is intended to protect the credibility and reputation of Wiley College, and its faculty and staff by providing a transparent system of disclosure, approval and documentation of employee activities outside the College (including but not limited to: engaging in outside employment or outside board service and owning certain interests in business entities) that might otherwise raise concerns about Conflicts of Interest or Conflicts of Commitment. Finally, it is intended to provide the framework for rules and procedures that will clearly delineate allowable outside activity.

Making a Disclosure/Requesting Approval

All Wiley employees are required to disclose and request prior approval for outside activities in accordance with Policy 3.3.18 by completing the Outside Activity Approval Request Form which can be retrieved from the Office of Human Resources. As a Wiley College employee, it is your responsibility to submit an annual disclosure of your outside activities and update the disclosure within 30 days of any changes. Your disclosure ensures compliance with state ethics laws. Information should be reported if outside activities could appear to be related to your institutional responsibilities.

Contact Information

For questions regarding the Conflict of Interest, Conflict of Commitment and Outside Activities disclosure/approval process, please e-mail the Office of Human Resources at: hr@wileyc.edu or call 903-927-3345.

Definitions

Conflict of Interest (COI) - A significant outside interest or activity of an employee or immediate family member can be considered a conflict of interest if it directly or significantly affects the employee's performance of his/her institutional responsibilities (Conflict of interest is generally an issue of financial or personal gain).

Conflicts of Commitment (COC) - A state in which the time or effort that a Wiley College employee devotes to an outside activity directly or significantly interferes with the employee's fulfillment of his/her institutional responsibilities or when the employee uses State property without authority in connection with the employee's outside employment, board service, or other activity. Exceeding the amount of total time permitted by institution policy for outside activities creates the appearance of a conflict of commitment.

Outside Activities - An outside activity is any activity – compensated or uncompensated – that occurs outside the duties and responsibilities of your Wiley College appointment.

Institutional Responsibilities – Includes professional responsibilities on behalf of Wiley College. For faculty, this includes research, teaching, administration and service activities. For staff, this includes the employee's responsibilities related to their job duties and performance expectations.

3.3.10 Contractual Obligations

Acceptance of employment at Wiley College carries with it the contractual obligation to participate in each of the College's formal academic events. There are four such events each calendar year in which all employees are required to participate: the Opening Fall Convocation, Opening Spring Convocation, Founders Day Convocation, and Commencement. All faculty and staff with graduate degrees are required to participate in full dress academic regalia for the Opening Fall Convocation, Founders Convocation and Commencement. Full academic regalia may be required on other specific occasions.

3.3.11 Customer Relations

The success of Wiley College depends upon the quality of the relationships between Wiley College, employees, constituents, and the general public. Institutional constituents' impression of the College and their interest and willingness to seek College services are formed largely by the people who serve them. In a sense, regardless of position held, each employee is an ambassador for the College. The more goodwill that is promoted, the more constituents will respect and appreciate Wiley College. Below are several things that each employee can do to help give customers a good impression of Wiley College:

It is the duty of each employee to be courteous to co-workers and to every person who visits the campus -- students, parents, alumni, or others. If an employee should be discourteous, or if an employee's actions in any way are disruptive to or reflect unfavorably upon co-workers or the College, the employee will be subject to disciplinary action or dismissal. Employee conduct has a direct bearing on the general public's perception of the College; therefore, it is imperative that employees respect the rights of others and conduct themselves in a professional and businesslike manner.

3.3.12 Driver's License and Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to the College's insurer. Drivers must have a copy of their driver's license on file in the Office of Business and Finance. Any changes in an employee's driver's license or record must be reported to the Office of Business and Finance immediately. Failure to do so may result in disciplinary action, including possible dismissal.

3.3.13 Drug-Free Environment

The Federal Drug-Free Workplace Act of 1988 requires institutions that receive federally funded grants, including student aid, to undertake certain actions and adopt various procedures relating to the misuse of controlled substances in the workplace. As required by the statute, the College has adopted the policy printed below:

It is the policy of Wiley College that a drug-free educational and work environment be maintained. The College, therefore, prohibits the manufacture, sale, distribution, possession or use and misuse of any controlled substance, including alcoholic beverages, as defined in Schedule I through VI of Section 202 of the Controlled Substance Act.

The possession, sale or use of mood altering substances at the workplace, or coming to work under the influence of such substances is a violation of safe work practices and will be subject to disciplinary action, including possible dismissal.

3.3.14 Inclement Weather and Adverse Conditions

If the College has to close during the course of a day due to adverse conditions, employees will not be charged leave for the day. Adverse conditions include inclement weather, fire, flood or some other "Act of God". No employee is to leave the College indiscriminately when weather conditions are questionable. The Office of the President or senior administrator will give due notice of any intent to close the College.

Employees should monitor the College's website, social media platforms, or tune to the local radio or television station for updates on current conditions.

3.3.15 Job Descriptions

Wiley College maintains a job description for each position. When duties and responsibilities are changed, the job description will be updated. Employees may review their job descriptions at any time by requesting a copy from their supervisor.

Each employee will perform such duties as may from time to time be assigned by College supervisors, including, but not limited to, the usual and customary duties of the position held. The College reserves its right and obligation to review job descriptions and responsibilities regularly and revise descriptions accordingly as a normal course of business at any time and with or without input from employees.

3.3.16 Nepotism

Wiley College permits the employment of persons from the same economic unit, or the same immediate family, although a separate economic unit, when their individual qualifications are such that they represent the best possible choice for a given position. Employees from the same economic unit, or from the same

immediate family although a separate economic unit, may not be employed in a situation where one member may have direct administrative responsibility for the other. These policies apply to all employment situations at the College, including grants and similar activities.

3.3.17 Non-Discrimination

Wiley College is an equal employment opportunity/affirmative action educational institution and employer. Students, faculty, and staff members are selected without regard to race, color, creed, age, sex, national origin, or any disability prohibited by law consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 202 of the Americans with Disabilities Act of 1990, and Section 303 of the Age Discrimination Act of 1975.

This policy governs all aspects of employment at Wiley College; including hiring, assignments, training, promotions, compensation, employee benefits, discipline, discharge, and all other terms and conditions of employment.

3.3.18 Outside Employment (Part of 3.3.9 now)

Working for another employer on a continuing basis while employed full-time at Wiley College is generally discouraged. When engaging in outside employment, the College requires that the appropriate vice president approve in writing such an arrangement and that the outside work not interfere or compete with duties performed at Wiley College.

Outside work must not be done on Wiley College time, at Wiley College, or with Wiley College services, supplies or equipment. Wiley College requires that confidential College information not be revealed and that an employee's position at the College not be used to obtain work or business for personal gain.

Failure to comply with this policy may result in disciplinary action, including possible dismissal.

3.3.19 Possession or Use of Weapons

Wiley College believes it is important to establish a clear policy that specifically addresses weapons in the workplace, and as such, prohibits all persons who enter Wiley College property from carrying a handgun, firearm or prohibited weapon of any kind on their person, regardless of whether the person is licensed to carry a weapon or not.

This policy also prohibits possession or carrying of weapons at any College-sponsored functions. This policy applies to all Wiley College faculty, staff, students, contract and temporary employees, visitors, customers, and contractors, regardless of whether or not they are licensed to carry a concealed weapon. The only exceptions to this policy are police officers, provided by the Marshall Police Department and state or federal peace officers who are allowed to carry weapons under authority of their status as certified peace officers.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulations. This includes all firearms, illegal knives, BB and pellet guns, martial arts weapons, hunting bows and arrows, fireworks, ammunition, and any other device that may be used as a firearm or other weapons covered by the local, state or federal laws.

Failure to abide by all the terms and conditions of this policy may result in disciplinary action up to and including termination. Further, carrying a weapon onto Wiley College property in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from Wiley College property and may result in prosecution.

Texas law states that it is a third degree felony, punishable by a fine of up to \$10,000 and imprisonment from 2-10 years, if a person is found in violation of Wiley College's "No Weapons Policy". Wiley College will strictly enforce both the law and the College's "No Weapon Policy". Employees, who are aware of anyone violating this policy, should report the violation to the Human Resources Office or to Campus Security immediately.

The College may inspect all packages and parcels entering and leaving the premises.

3.3.20 Probationary Period

All regular employees are required to serve a probationary period of 90 days and may remain in probationary status up to one-year before being considered a regular College employee. Regular faculty employees will serve a one-year probationary period, which may be extended upon the recommendation of their supervisor and the Vice President for Academic Affairs. During the probationary period, the supervisor will observe the employee's work. Before the expiration of the probationary period, the supervisor will conduct a verbal consultation with the employee in regards to the employee's performance to determine if the employee is executing work satisfactorily. The supervisor and employee will sign the probationary period form acknowledging the consultation has been conducted and completed. If, at any time prior to the completion of the probationary period, the employee's performance has not been satisfactory, the supervisor may recommend termination of the employee's services.

3.3.21 Security Checks

Wiley College will exercise its right to conduct background checks on all prospective and current employees. The background checks will be conducted by the Office of Human Resources and/or the Department of Public Safety.

3.3.22 Sexual Harassment Policy

Two fundamental commitments of Wiley College are to treat employees with respect and dignity and provide an environment free of intimidation and harassment.

Wiley College reaffirms the principle that its students, faculty, and staff have a right to work and pursue education in an environment free of sexual discrimination and sexual harassment by any member of the academic community. Sexual harassment seriously undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment. The policy adopted by Wiley College attempts to sensitize, inform, and enforce a strict code of conduct for all members of the College community. Any constituent of the College who has knowledge of an offense is encouraged to report promptly all complaints about sexual harassment. Employees found to be in violation of this policy shall be subject to disciplinary action which may include verbal or written reprimand, demotion, transfer, suspension or termination.

Wiley College views sexual harassment as reprehensible conduct that absolutely will not be tolerated. The College particularly abhors the abuse potentially inherent in sexual relationships between faculty/staff members and students, as well as between supervisors and subordinates. Moreover, the College recognizes that sexual harassment may occur between persons of the same institutional status where

there is no "power differential" between the persons involved. Such instances of behavior between or among members of the educational community that create an unacceptable environment will not be tolerated.

A. Definition and Examples of Sexual Harassment

Sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments of 1972. For the purpose of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, and any other offensive behavior based upon sex when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of employment;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions; and
3. submission to or rejection of such conduct interferes with an individual's academic or work performance or creates an intimidating, hostile, or offensive academic or working environment.

Specific examples of behaviors that are encompassed in this definition and are considered forms of sexual harassment include the following:

1. gender harassment, including sexist statements and behavior that convey insulting, degrading, or sexist attitudes;
2. sexual bribery or coercion involving solicitation of sexual activity or other sex-linked behavior by promise of reward or threat of punishment, such as threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments, letters of recommendation or other conditions of employment or academic life may be affected adversely by not submitting to sexual advances or that submission to sexual advances may favorably affect the same;
3. unwelcome sexual propositions, invitations, solicitations, and flirtations;
4. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities or remarks about previous sexual experiences; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene phone calls;
5. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or study area, that may embarrass or offend individuals; (Such material if used in an educational setting should be related to educational purposes.)
6. consensual sexual relationships where such relationships lead to favoritism toward a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees;
7. subtle pressure for sexual activity, one element of which may be conduct such as repeated and unwanted staring;
8. a pattern of conduct (not legitimately related to the subject matter of the course, if a course is involved or to employment, if employment is involved) that tends to bring discomfort and/or humiliation, which may include comments of a sexual nature, or sexually explicit jokes, statements, questions, or anecdotes;

person at whom the conduct was directed, which may include unnecessary touching, patting, hugging, or brushing against a person's body.

B. Responsibility

All members of the College community, including independent contractors, vendors, and others conducting business with the College or on College premises, are responsible for ensuring that their conduct does not constitute sexual harassment of another member of the College community.

Individuals who are aware of or have experienced an incident of sexual harassment should report the matter promptly to a supervisor, appropriate vice president or the Director of Human Resources, who is the College's Equal Opportunity Compliance Office.

College administrators, supervisors and faculty members have the responsibility also of preventing and eliminating sexual harassment within their areas. If these individuals have knowledge that sexual harassment is occurring, receive a complaint of sexual harassment, or obtain other information indicating possible sexual harassment, they must inform the Director of Human Resources or the vice president who has supervisory authority over the individual whose conduct may be problematic.

C. Reporting and Complaint Resolution

The initial course of action for any faculty, staff, or student who feels that he/she is being sexually harassed is for that individual to tell or inform the accused that the conduct is not welcomed and must stop. However, in some circumstances, this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner. Persons who feel they are being harassed or are uncertain about whether what they are experiencing is sexual harassment, are encouraged to talk with a supervisory level person with whom they feel comfortable. Such discussions may begin departmentally with academic or administrative department heads or with the Director of Human Resources. It is the obligation of all members of the College community to report each complaint to the Director of Human Resources to ensure that the person seeking information or advice is informed about the options for complaint resolution available under this process.

Each case will be handled promptly and confidentially. All investigations will be designed to protect the privacy of, and minimize suspicion toward, all parties involved. Allegations that are substantiated will result in disciplinary action against the employee engaged in any form of sexual harassment up to and including termination.

D. Non-Reprisal

Retaliation against a person who complains of sexual harassment is prohibited and constitutes a violation of institutional policy and federal law. Therefore, faculty, administrators, staff, applicants for employment, students, etc. may not be subjected to restraint, interference, coercion or reprisal for action taken in a sexual harassment matter; this includes filing a sexual harassment complaint, or serving as a witness, committee member, or investigator in a sexual harassment complaint.

E. False Accusation

An employee of the College who brings a complaint of sexual harassment and the allegation is found to be both false and brought with malicious intent will be subject to disciplinary action which may include verbal or written reprimand, demotion, transfer, suspension, or termination.

Cases involving students who bring such false accusations will be referred to the student judicial system for adjudication.

Wiley College is a “clean air” campus. Smoking is not permitted in any of the campus buildings. Persons violating the smoke free work environment will be subject to disciplinary actions up to and including termination.

3.3.24 Solicitations and Distributions

In an effort to ensure a productive and harmonious work environment, persons not employed by Wiley College may not solicit or distribute merchandise or literature in the workplace at any time for any purpose without the expressed approval of the President of the College or designated representative.

Wiley College recognizes that employees have interests in events and organizations outside Wiley College. However, soliciting for such activities during working hours and/or in working areas; selling or distributing merchandise or literature; or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee is prohibited on Wiley College premises. Working time does not include lunch periods, breaks, or any other periods in which employees are not on duty. Work areas are defined as any facility or space owned or leased by Wiley College, except those areas strictly limited to employees for rest and breaks.

Employees shall not sell merchandise; promote subscriptions, pledges, memberships or other types of support for any drives, campaigns, causes or organizations; collect funds of any kind for charities or others; nor shall employees post, distribute, or circulate leaflets, pamphlets,

circulars, cards or other literature on institutional property unless specifically authorized by the President or designated representative. The designated representatives of the President on matters of solicitations and distributions are the Vice President for Student Affairs and Enrollment Services, the Vice President for Business and Finance and the Vice President for Institutional Advancement.

Employees shall not solicit monies, goods or services from anyone or any organization on behalf of Wiley College without prior written notification to and written approval from the Office of the President.

A faculty or staff member who violates this policy may be subject to reprimand or other appropriate disciplinary action taken by an appropriate supervisor. A student or non-college person or entity who violates this policy may be barred from further access to Wiley College property.

3.3.25 Transfers, Promotions, and Reassignments

Wiley College believes in transferring and promoting qualified employees to positions of increased responsibility whenever that action is appropriate. Transfer and promotion decisions are based on long-term goals, employee performance, the employee's potential for success in the new position, and the supervisor's recommendation. Employees should be in their current position for a minimum of one year to be eligible to apply for a posted position. Employees in their initial review period, on probation, or engaged in a performance improvement plan, are not eligible to apply for a posted position. In order to apply for a posted position, an employee must have a minimum performance evaluation of "meets expectations" in all categories. If an employee is transferred or promoted to a new position, he/she will begin a new probationary period.

Information about current job openings is available through job postings, through the College's web-site at www.wileyc.edu, or through The Texas Workforce Commission (TWC) and the Wiley College Radio Station.

Employees who wish to be considered for an open position, either within or outside the present department, must discuss the request directly with their current supervisor and vice president. A letter from the division vice president granting approval for the employee to apply for a position must be submitted to the Office of Human Resources.

Reassignments are transfer of employees (up, down, or lateral), which are initiated by vice presidents with the approval of the President/CEO. Reassignments from one position to another may be required from time to time and may be made with a possible adjustment in pay. Reassignments for more than thirty (30) days will be considered permanent transfers.

As with all hiring of personnel, the President must approve transfers, promotions, and reassignments.

3.3.26 Immigration Law Compliance

Wiley College is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the immigration Reform and Control Act of 1986, each employee, as a condition of employment, must complete the Form I-9, Employment Eligibility Verification and present current unexpired original documentation establishing identity and employment eligibility. This must be done within the first three days of employment. If the required documents are not presented within this time frame, the employee will not be allowed to continue employment at Wiley College until such time as an I-9 is completed.

Employees include regular full-time, regular part-time, and temporary, employees including student workers. Former employees who are rehired must also complete the form if they have not completed an I-9 within the past three years, or if their previous I-9 is no longer retained or valid.

Wiley College hires employees who will work from a location other than the official property of the College and where employees of the College are not present to receive the I-9 documentation. In such cases, federal regulations permit the College to designate a personnel officer, an authorized agent or a licensed notary to complete the I-9 form on behalf of the College. An authorized representative must complete and sign Section 2 and must accept only original documents for review. Therefore, faxes, photocopies, and laminated social security cards are unacceptable. The employee must send the original executed Form I-9 along with the copies of the required documents to the Office of Human Resources within three working days after the completion of the Form I-9.

Employees seeking more information about immigration law issues are encouraged to contact the Office of Human Resources. Employees may raise questions or concerns about compliance with immigration law without fear of retaliation.

3.3.27 Use of College Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using College property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. College property shall be used for official College business only. Any exception to this policy must be pre-approved by the Vice President for Business and Finance or the President or other senior administrator in the event of an emergency.

The supervisor should be notified if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor should be contacted to answer any questions about the employee's responsibility for maintenance and care of equipment or vehicles used on the job. The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

College vehicles shall be used for official College business only and shall be operated within the limits of traffic law and safety regulations. Each employee who drives a College vehicle must possess a valid state driver's license or chauffeur's license, as appropriate. Use of College vehicles requires the checking of Department of Public Safety (DPS) records to determine the user's driving record. All drivers of College vehicles must, at a minimum, pass the College administered written driving test, and possess an appropriate State issued license.

The employee is personally responsible for any fines incurred as a result of driving or parking violations while operating a College vehicle.

3.3.28 Use of College Telephones and Telephone Etiquette

The telephone system is critical to the daily operation of the College. Employees are asked to keep personal phone calls to a minimum and, unless there is an emergency, should discourage relatives and friends from calling during working hours. Necessary personal conversations should be kept brief. For personal long distance calls, a personal calling card or cell phone should be used.

Good telephone etiquette is important since it conveys an image of both the employee and the College. The voice on the telephone is often the only contact with the College that the caller remembers. As such, employees should observe these simple rules of telephone courtesy:

- Use a pleasant and helpful voice at all times.
- Identify yourself by department and name.

- Give callers a choice to hold the line, call back, leave a message, or, if applicable, be connected to voice mail or call notes where available.
- If you cannot help the caller, transfer the individual to a department that may be able to provide assistance.
- In closing the call, remember to say "thank you" and "good bye," hanging up carefully.

3.3.29 Workplace Attire/Dress Code Policy

Appropriate dress for all College employees (regular full-time, regular part-time and temporaries) in the performance of their job duties is expected. All employees are to present themselves in a manner that will enhance accomplishment of the College's mission. Personal appearance can and does create a favorable or unfavorable impression on others.

Because College employees are involved daily in a wide range of activities and are in contact with all levels of the business and professional communities and the general public, the acceptable mode of dress may vary from situation to situation. In all instances, employees are required to observe good grooming and personal hygiene and wear clothing that is neat, clean, and appropriate.

The appropriateness of dress and grooming under this policy will be determined by the immediate supervisor or division head. Supervisors have the responsibility and authority to communicate to employees specific dress requirements and to enforce the policy through counseling and disciplinary action.

The dress code for personnel required to wear uniforms is established by the individual department. The dress code for those departments will not contradict or supercede that of the overall College Dress Code Policy.

Personal Appearance

Employees should be conscious of maintaining grooming and hygiene standards that complement the professional image of the College. Hair should be neat, well groomed, and of a conservative length, style, and color that will not attract undue attention and that conforms to individual departmental policy.

Accessories, Fingernails

Jewelry is permitted in moderation. It should not attract undue attention and should not present a safety hazard. Two earrings per ear are acceptable for females. Makeup should be worn in moderation. Perfumes and colognes if used, should be applied in moderation. Strong perfumes or colognes may be offensive to co-workers, students, or other customers who may have difficulty breathing, or have an allergic reaction as a result of strong perfumes.

Fingernails should be clean and of a moderate length. The length should not interfere with the ability of the employee to perform his/her duties.

Wearing Apparel

Female employees should wear clean, neat clothing or uniforms (if required). Those not required to wear uniforms may wear suits, dresses, pant suits, skirts, blouses, pullover shirts and sweaters, buttoned shirts, or slacks. Shorts of any kind are prohibited during work hours.

Leggings and denim jeans with holes are not acceptable working attire. Splits in skirts, dresses, suits, or other wearing apparel should be of a professional length. Dresses, suits, skirts and pants should fit appropriately.

Male employees should wear neat, clean uniforms if required. All others should wear suits, slacks, buttoned shirts, ties, pullover dress shirts, blazers or sweaters. Shorts or skirts are not permitted for male employees. All ties worn will be knotted at the throat when worn.

Footwear must be clean, in good repair and in good taste.

Head scarves (that cover the entire head) and sweat bands are not permitted. Caps or hats of any kind should not be worn while on duty unless they are part of a departmental uniform. Other decorative headgear (such as barrettes or decorative scarves) is allowed, but should not attract undue attention.

Other Considerations

On some occasions, employees may be asked to perform duties which will likely result in clothing being soiled. On these occasions, the employee's supervisor may give special permission and consideration to those employees who will be involved.

Certain religions or special observances may require employees to dress in a cultural manner that may deviate from the formal dress code; specifically, head turbans or other head coverings. In these special instances, the President or his designee should grant permission for deviations.

Refusal to comply with the established dress code policy of the College will result in counseling and/or disciplinary action up to and including termination.

3.3.30 Wiley College Intellectual Property

A. DEFINITIONS

- a. Intellectual Property: While examples include the following items, this list is not meant to exclude a wide spectrum of additional properties and types of properties whether they may be protected by patent, copyright, trademark, trade secret or other law: Discoveries, Writings, Musical compositions, Literary works, Art works, Trademarks, Software, Trade secrets. It also includes licensable know-how and related rights, records of confidential information generated or maintained by the College, data, texts, instructional materials, tests, bibliographies, research findings, organisms, cells, viruses, DNA sequences, other biological materials, probes, crystallographic coordinates, plant lines, chemical compounds, and theses (as permitted by US Patent Law).
- b. Creator: The person or group who invented, authored, or were otherwise responsible for the intellectual creation of the property.
- c. Net Income: The payments to the College as a result of transferring rights in the intellectual property less the College's expenses related to the development, protection, and transfer of defined intellectual property.
- d. Regular Academic Work Product: Any copyrightable work product intended to disseminate the results of College's academic research or scholarly study. Regular academic work product includes, but is not limited to, books, class notes, theses, dissertations, course materials designed for the web, distance education and other technology-oriented educational materials, articles, poems, musical works, dramatic works, pictorial, graphic and sculptural works, or other works of artistic imagination. Software specifically needed to support a regular academic work or which is designed to disseminate the results of academic research and scholarly study.

- e. Employee: Any person employed or otherwise compensated by Wiley College, including faculty members, staff members, and students.

B. APPLICATION

- a. Scope: This policy applies to all faculty, adjuncts or conjoint appointees, staff, students, and any other persons employed by Wiley College whether they receive funds directly from the College or receive funds administered by the College. This policy also applies to all students enrolled (full or part-time) regardless of their funding or employment status. It also applies to any person who develops intellectual property while using the facilities of the College whether under formal or informal arrangements. It applies to any intellectual property disclosed to Wiley College or any of its employees during their tenure at Wiley College.
- b. Implementation: The President of Wiley College, in consultation with the Vice President for Academic Affairs, shall implement this policy.

C. OWNERSHIP

- a. Wiley College Ownership: Wiley College shall be the sole owner of all intellectual property created through the use of the College's resources or facilities, supported directly or indirectly by funds administered by the College, developed within the scope of employment by employees, or property assigned in writing to the College. The College asserts legal and beneficial ownership of all course materials which are specifically commissioned. The college may, at its discretion, give the creator(s) of specifically commissioned course materials a non-exclusive license to use the course materials for teaching purposes, only provided that such license will not extend to use of the course materials in direct competition with the College.
- b. Exceptions to College Ownership: Intellectual property created under a grant or other sponsorship, which a priori and by agreement by the President of Wiley College, has excluded the College from the ownership of any or specified resulting intellectual property; or ownership is determined in accordance with terms of the College's agreement with the external party and applicable law. The faculty, student or staff grants the College a non-exclusive right to use such materials, works or subject matter generated by the faculty, student or staff member for the College's teaching purposes. The non-exclusive right to use such course material continues should the faculty, students, or staff member leave the College.
- c. Rights to Publish: Nothing in this policy shall be construed as affecting the rights of a creator to publish, except that the creator must agree to observe a brief period of delay in publication or external dissemination if the College so requests and such a delay is necessary to permit the College to secure protections for intellectual property disclosed to it by the creator.
- d. Jointly Owned Intellectual Property: To encourage and facilitate joint work on the development of teaching materials and support collaborative teaching, and notwithstanding the ownership rights otherwise granted by this policy, individuals who contribute teaching materials used in jointly developed and taught College courses thereby grant a non-exclusive, non-transferable

license to the College to permit other contributors to the course to continue using those jointly produced teaching materials for Wiley College courses.

- e. Owned by the College and Faculty Member: Works that may be protected by copyright such as multimedia courseware products and distance learning materials which are developed through contributions intended to be part of an integrated whole, even if College employees contribute as programmers, graphic artists, video technicians, script writers, etc., and their work is added to a faculty member's contribution, the result is a jointly-authored work, owned by the College and the faculty member.

D. INCOME

Distribution of Income: Unless otherwise agreed in writing by the College and creator, in the event that the College receives income from intellectual property that is derived from academic research or scholarly study, that is disclosed to and licensed or otherwise transferred by the College, any net income will be divided equally between the creator and the College.

E. RESPONSIBILITIES

- a. The College: the College has the responsibility to protect the College's intellectual property; to provide oversight of intellectual property management; to establish effective procedures for licensing, patenting, transfer, distribute and market of its intellectual property; and to inform individuals covered by this Intellectual Property Policy about its provisions.
- b. Faculty, Students, and Staff: All persons receiving funding administered by the College or receiving other compensation from the College, and all students regardless of funding or employment status, have a responsibility to (i) adhere to the principles embodied in this policy; (ii) sign, when so requested by the College, the Wiley College Intellectual Property Policy Acknowledgment; (iii) to create, retain, and use intellectual property according to applicable local, state, federal, and international laws and College policies; (iv) disclose promptly to the College, in writing, intellectual property owned by the College pursuant to this policy or created pursuant to sponsored research or other contractual arrangements with external parties and assign title to such intellectual property to the College to enable the College to satisfy the terms of any applicable funding or contractual arrangement; (v) and cooperate with the College in securing and protecting the College's intellectual property, including cooperation in obtaining patent, copyright, or other suitable protection for such intellectual property and in legal actions taken in response to infringement.

F. COMPLIANCE

Failure to comply with the provisions of this policy is a violation and may result in disciplinary action of the employee, faculty member, or student in accordance with applicable College policies and procedures.

3.3.31 Disclosure of Misconduct

I. Purpose and Applicability

The purpose of this policy is to set forth the Wiley College policy on disclosure of misconduct and to protect individuals from retaliation in the form of an adverse employment action for disclosing what they believe evidences certain unlawful or unethical practices. This policy is applicable to all employees of Wiley College and to applicants for jobs at Wiley College.

II. Statement of Policy

It is the policy of Wiley College that employees and applicants shall be free without fear of retaliation to report conduct within Wiley College that they reasonably believe may constitute misconduct including, but not limited to, the following: wire fraud, mail fraud, bank fraud, securities fraud or questionable accounting and internal controls, auditing matters, harassment, discrimination, hostile workplace, safety and security issues, illegal or unethical business practices, wrongful termination, hate messages, faculty and staff handbook violations, violations of laws, mismanagement, waste of institutional resources, and abuse of authority. A representative of Wiley College shall not take or refuse to take any employment action in retaliation against an employee or applicant who reports possible misconduct under this policy in good faith or who, following such disclosure, seeks a remedy provided under this policy or any law or other Wiley College policy. However, employees or applicants who knowingly file false or misleading reports, or without a reasonable belief as to truth or accuracy, will not be protected by this policy, and in the case of an employee, may be subject to disciplinary action, including termination of employment.

III. Process for Disclosure

- A. An employee or applicant shall disclose all relevant information regarding evidenced misconduct to the President or designated representative in a signed written document within ninety (90) days of the day on which he or she first knew of the misconduct. If the employee or applicant would rather contact a source outside of Wiley College, he or she may contact the confidential Campus Conduct Hotline service provided by EIIA.
- B. The President or designated representative shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.
- C. In the case of disclosure of misconduct involving the President, the disclosure shall be directed to the Chairperson of the Wiley College Board of Trustees. The Chairperson shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.
- D. The person to whom the disclosure of conduct is made will be responsible for:
 - Ensuring all investigations are carried out in a fair and unbiased manner.
 - Ensuring that those making complaints and/or reporting compliance concerns are treated fairly, their confidentiality is protected to the extent the law allows, and no retaliation takes place.

IV. Complaints of Retaliation as a Result of Disclosure

- A. For purposes of this policy, an adverse employment action shall be defined as actions including: discharge, demotion, suspension, being threatened or harassed, or in any other manner discriminated against with respect to compensation, terms, conditions or privileges of employment. This policy does not prohibit an employment action that would have been taken regardless of a disclosure of information.

- B. If an employee or applicant believes that he or she has been retaliated against in the form of adverse employment action for reporting possible misconduct under this policy, a written complaint requesting an appropriate remedy may be submitted to the Office of Human Resources.

V. Process for Adjudication of Complaints Stemming from Disclosure

- A. An employee or applicant must file a complaint with the President or designated representative within ninety (90) days from the effective date of the adverse employment action or from the date on which the employee or applicant should reasonably have had knowledge of the adverse employment action.
- B. Complaints shall be filed in writing and shall include:
 - 1. Name and work address of the complainant;
 - 2. Name and title of [Institution] official(s) against whom the complaint is made;
 - 3. The specific type(s) of adverse employment action(s) taken;
 - 4. The specific date(s) on which the adverse employment actions were taken;
 - 5. A clear and concise statement of the facts that form the basis of the complaint;
 - 6. A clear and concise statement of the complainant's explanation of how his or her report of possible misconduct is related to the adverse employment action; and
 - 7. A clear and concise statement of the remedy sought by the complainant.
- C. Within sixty (60) calendar days of receipt of complaint, the President or designated representative (or the Chairperson of the Wiley College Board of Trustees in the case involving the President) shall consider the written complaint, shall conduct or have conducted an investigation which, in his or her judgment, is consistent with the circumstances of the complaint and disclosure, and shall report to the complainant the conclusions of the investigation absent overriding legal or public interest reasons. The identity of the complainant and the subject of the complaint shall be kept confidential to the extent possible within the legitimate needs of law and the investigation.
- D. The determination shall be in writing and shall include the findings of fact, the conclusions of the investigation, and, if applicable, a specific and timely remedy consistent with the findings. The decision of the President or Chairperson of the Wiley College Board of Trustees shall be final.

3.3.32 Public's Right to Access Campus & *Persona Non Grata*

As a private institution, Wiley College's campus is not generally open to persons who are not members of the Wiley College community, meaning persons who are not currently faculty, staff or students. All employees affiliated with groups or individuals utilizing College facilities should be aware that the group or individual must sign a contract releasing the College of any liability. Employees and their groups are eligible for a 25% discount on the rental fee for the use of College facilities. Public participation in activities involving the use of Wiley College's facilities and property is permissible through one of five avenues: 1) by renting Wiley College facilities; 2) by explicit invitation to activities unambiguously open to the general public (such as athletic events

or public lectures); 3) by implicit invitation (such as use of walkways and roads generally available to the public); 4) by participation in Wiley College-sponsored or sanctioned programs (such as continuing education or athletics department programs); or 5) by private invitation as the guest of a specific member of the Wiley College community.

While on-campus, individuals and organizations are responsible for obeying Wiley College's standards of conduct, as well as state and federal laws. Wiley College reserves the right to restrict the general public's access to specific buildings/areas and to determine who can and cannot use Wiley College's facilities or be present on Wiley College's property.

Violation of Wiley College's stated policies or procedures may result in an individual or organization being declared *persona non grata* and removed from Wiley College.

Persona non grata is defined as a person or organization whose behavior is such that Wiley College cannot allow them access to Wiley College's property. Considerations shall include, but are not limited to, whether the individual or organization poses a threat to themselves, others or Wiley College's property or a disruption to the regular and/or essential operations of Wiley College's activities or facilities. Additional considerations shall include whether a violation of Wiley College's stated policies or procedures has occurred.

The President or designated representative retains the right to declare an individual or an organization *persona non grata*.

If an individual or organization is declared *persona non grata*, he or she may not return to campus without expressed written authorization from the President. If an individual or organization who has been declared *persona non grata* is found on Wiley College's property, he or she shall be considered to be unlawfully trespassing and may be removed by the appropriate law enforcement officials. Wiley College reserves the right to take any necessary legal action against a person or organization who has been declared *persona non grata* and is found trespassing on Wiley College's property.

Regardless of whether an individual or organization has been declared *persona non grata*, anytime an individual is deemed to have violated a criminal law, the individual may be charged and referred to the criminal justice process.

3.4 - GENERAL POLICIES/ PROCEDURES

3.4.1 Bulletin Boards

Bulletins and bulletin boards are among the College's "official" ways of keeping everyone informed about new policies, changes in procedures and special events. Information of general business interest is posted regularly on the bulletin boards. Employees should form the habit of reading the bulletin boards regularly to stay abreast of new information.

Only authorized personnel are permitted to post, remove or alter any notice on bulletin boards. Employees who want to post notices on Wiley College bulletin boards should get approval from the area vice president. Final approval of postings resides in the Office of Institutional Advancement.

Guidelines for inter/intranet-based communication are specified in the policies manual for Information Technology and the Information Technology Security policies manual.

3.4.2 Children in the Workplace

Regular visits by children in the workplace are prohibited. Close supervision must be provided for children when on the College's campus in order to prevent accidents. Failure to adhere to this policy may result in disciplinary action.

3.4.3 College Facilities - Eliminate

Wiley College facilities are available for official College use. If employees are affiliated with groups and wish to use College facilities, requests should be submitted to the Director of Administrative Services. All employees affiliated with groups or individuals utilizing College facilities should be aware that the group or individual must sign a contract releasing the College of any liability. Employees and their groups are eligible for a 25% discount on the rental fee for the use of College facilities.

3.4.4 Correspondence Management

It is important that the College be appropriately represented in relation to public and private agencies, philanthropic entities, governmental units, grant-sponsoring agencies, and other external agencies. Therefore, it is mandatory that all offices, providing any information in reference to Wiley College to the external public, clear the same with the Office of the President.

3.4.5 Dismissal

Employment and compensation with Wiley College is "at will" in that employees can be terminated with or without cause, and with or without notice, at any time, at the option of either the College or the employee, except as otherwise provided by law.

If employee performance is unsatisfactory, the employee will be notified of the problem. If satisfactory change does not occur within a prescribed period of time, the employee may be dismissed. Some incidents may result in immediate dismissal (see section 3.5, Standards of Conduct).

3.4.6 Expense Reimbursement

Employees must have the supervisor's written authorization (requisition/purchase order, etc.) prior to incurring any expenses on behalf of Wiley College. To be reimbursed for all authorized expenses, employees must submit an expense report/voucher accompanied by receipts and approved by the area supervisor. Taxes incurred will not be reimbursed.

Employees asked to conduct Wiley College business using a personal vehicle will be reimbursed based upon rate per mile allowed by Wiley College or the cost of tourist airline accommodations, whichever is less. Discount fares are required whenever possible.

3.4.7 Facilities Maintenance

The Facilities Maintenance Department is responsible for the maintenance and repair of the physical plant of the College. Requests for services of the department should be made via the Landport Work Order system using the link located on the main page of the College's website and on MyWiley. Employees should report any observed maintenance needs whether inside or outside their area of employ.

Requests for services will be assessed and assigned a priority; emergency, routine or major repair/renovation. Emergency requests are attended to immediately; routine requests are filled in the order in which they are received by the department; and major repairs/renovations are assessed against the College's plans for undertaking such projects.

3.4.8 Gifts

Prior written approval from management is required before an employee may accept or solicit a gift of any kind from a customer, supplier or vendor. Employees are not permitted to give gifts to customers or suppliers, except for certain promotional "premiums" (t-shirts, coffee mugs, pens, key chains, etc.) imprinted with the Wiley College logo.

3.4.9 Handling of Funds Received

Any College employee who receives cash and/or checks which are intended for the benefit of Wiley College shall be required to send said cash and/or checks to the Business Office immediately upon receipt. Checks will include, but are not limited to, the following:

- Personal Checks
- Money Orders
- Cashier's Checks
- Scholarship Checks
- Drafts
- Checks from Vendors

Exceptions to this policy must be approved in writing by the President or the Chief Fiscal Officer.

3.4.10 Housekeeping

Neatness and good housekeeping are signs of efficiency. Employees are expected to keep their work area and shared areas neat and orderly at all times -- it is a required safety precaution.

Easily accessible trash receptacles are located throughout the buildings. Employees should place all litter in the receptacles and always be aware of good health and safety standards, including fire and loss prevention.

3.4.11 Keys

Keys are issued for entry to campus buildings for the purpose of conducting official business only. The Director of Administrative services must receive an approved key requisition form before the issuance of keys.

It is the policy of the institution that after the normal working hours, all buildings shall be locked in order to maintain the security of both the buildings and their contents.

Faculty and staff may be issued keys to campus buildings upon the recommendation of the supervisor, department head, and vice president in accordance with established procedures.

authorized individual entering or leaving a locked building shall not permit any individual to enter who normally would not be permitted to enter the building during the hours it is locked. An authorized individual may have guests so long as the guests stay in the proximity of the faculty or staff member having the assigned key and the authorized individual assumes full responsibility for their presence.

An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to institutional property resulting from failure to do so.

Special assignment of keys, where required, (such as to contractors, auditors, consultants, etc.) may be authorized by the President.

All keys issued remain the property of the College and shall be returned under the following conditions: (1) transfer to another department or building; (2) termination of employment; (3) written request from supervisor or department head; (4) leave of absence without pay for a period of 30 or more calendar days; however, employees granted such leaves may retain their key if authorized to have access to the building during the leave period; and (5) at the end of the academic semester. It is the responsibility of the supervisor to ensure that all keys are returned.

In no case is a key to be transferred from one individual to another or obtained from any source other than from the authorized institutional officer. When any transfer or duplication of a key is made without official consent, the key shall be recovered and the individual(s) involved reported to the appropriate supervisor for disciplinary actions.

The loss or theft of any key is to be reported immediately to the supervisor, who in turn, will notify facilities maintenance.

Applications for keys are made on a Key Requisition Form. Keys may be obtained from facilities maintenance by presenting an approved Key Requisition Form. Forms are available in the facilities maintenance office. A copy is provided in Section VIII, the "Selected Forms" section of this handbook.

3.4.12 Layoff and Recall

In the event of a reduction in workforce, employees will be laid off based on level of skills and abilities as well as seniority. If the skills and performance of two employees are equal, seniority will be the determining factor in the layoff decision. Recall will be made by mail to the last known address or by telephone call. Failure to respond to the recall within five (5) days of notice will be considered a voluntary resignation. Laid off employees must keep Wiley College informed of any change in mailing address or telephone number.

Employees who leave the area, plan to leave the area, or are unreachable for a period of time, should contact the supervisor and the Human Resources Office to establish continued interest in returning to work. If an employee is not recalled after one (1) year of being laid off, the College will terminate their employment. The employee will be notified by the Office of Human Resources. All recalls are approved by the President and CEO of Wiley College.

3.4.13 Mail Service

The Wiley College mailroom receives and processes mail daily for all campus departments. Mail deliveries and pickups are made twice daily. Packages and all items received by the mailroom requiring signatures will be delivered to the recipient by mailroom staff. Outgoing mail with special delivery needs must be accompanied by appropriate billing cards, which are available in the Wiley College mailroom.

3.4.14 Occupational Safety and Health Act (OSHA)

Federal law, Occupational Safety and Health Act ("OSHA"), requires that the College keep records of all illnesses and accidents which occur during the workday. The Texas State Workers' Compensation Act also requires that employees report any illness or injury on the job, no matter how slight. Employees who are hurt or become ill on the job should contact the area supervisor for assistance. All incidents of illness and injury on the job must be reported to the Office of Business and Finance by the supervisor. Failure to report an injury may jeopardize employee rights to collect workers' compensation payments as well as health benefits. OSHA also provides for the right to know about any health hazards which might be present on the job. Employees with questions or concerns about these issues may contact the area supervisor for more information.

3.4.15 Parking

A limited number of on-campus parking spaces is available for registered vehicles. Upon registration of vehicles with the Security Office, employees will receive a parking permit that, when properly affixed to

the vehicle, authorizes parking in designated areas. Fines are assessed for violation of parking regulations. In some cases, improperly parked vehicles may be towed. Parking and traffic regulations are described in full in the institutional publication titled *Standard Operating Procedures for College Security*, which may be obtained from the Security Office.

3.4.16 Personal Mail

Employees should not use Wiley College as a personal mailing address, and should not put personal mail in the stacks that are to be run through the College’s postage meter. Although the amount may seem small, it is still considered theft.

3.4.17 Petty Cash/Prepaid Invoices

Petty cash funds are established for the purpose of completing purchases that must be made immediately and require cash. These types of transactions should be infrequent. To establish a petty cash fund, the Vice President for Business and Finance determines the dollar limit of the fund considering the needs of the department and the nature of business transactions, which might require a need for petty cash. A petty cash fund of \$250 may be approved by the Vice President for Business and Finance. A petty cash fund in excess of \$250 must be approved by the President of the College.

The petty cash fund is not to be utilized to circumvent normal purchasing procedures. The requisitioner must execute a regular expense requisition, which itemizes items to be purchased. Under no circumstances should an employee who anticipates receiving petty cash to purchase any item(s), make the purchase in advance and subsequently request reimbursement.

Employees receiving petty cash funds are required to submit original receipts for petty cash purchases/prepayments to the Business Office within ten (10) working days after receiving the funds. Failure to provide documentation of expenditures will result in a payroll deduction, and may result in disciplinary action.

3.4.18 Procurement Procedures

The purchase requisition is used to initiate the purchase of goods and services (subscriptions, repairs, supplies, equipment, etc.) and is completed by the requisitioner. Employees must have written authorization (requisition, purchase order, etc.) prior to incurring an expense on behalf of the institution. Wiley College will assume no obligation to pay for any purchase unless the order was authorized and approved. The purchasing cycle encompasses seven steps:

- (1) Requisition
- (2) Encumbrance
- (3) Purchase Order
- (4) Accounts Payable
- (5) Receiving Depot
- (6) Invoice
- (7) Payment

The required signatures and sequence of signatures for the four primary procurement activities are shown in Figure 3. Presented in Figure 4 is a procurement grid which lists common procurement activities, the type of form necessary to carry out the transaction and the location of the form. More detailed information about the procurement process may be found in the procurement manual which is available from the Business Office.

Figure 3: **REQUIRED SIGNATURES FOR PROCUREMENT**

Travel Request	Contract	Personnel Action	Requisition
Traveler	Supervisor	Supervisor	Requisitioner

Supervisor	Contractor	Unit Manager	Supervisor
Unit Manager	Unit Manager	*Grant Director	Unit Manager
*Grant Director	*Grant Director	Vice President	*Grant Director
Vice President	Vice President	Personnel Officer	Vice President
Business Officer	Business Officer	Business Officer	Business Officer
President	President	President	President

* IF APPLICABLE

Figure 4: **PROCUREMENT GRID**

Request to/for	Form Required*	Responsible Department
Purchase goods/services	Expense Requisition	Business Office
Purchase professional services	Contract	Business Office
Use campus facilities	Request for meeting/event	Administrative Services
Advance payment	Requisition	Business Office
Travel	Travel Request	Business Office
Travel advance	Travel Request	Business Office
Travel reimbursement	Travel Expense Report	Business Office
Plant services	Work Order	Facilities Maintenance
Office keys	Key Record	Facilities Maintenance
Parking permits	Vehicle Registration	Business Office
Personnel request	Personnel Requisition*	Office of Human Resources
Food services	Requisition	Business Office
Technology supports services	Work Order	ISTD - Help Desk
Use campus vehicle	Travel Request	Business Office

* Available on the Wiley College Website.

3.4.19 Recruitment and Selection Policy

In accordance with federal and state Equal Employment Opportunity law and the College's commitment to excellence, Wiley College will recruit diverse pools of qualified candidates from which hiring selections can be made without regard for race, color, religion, sex, national origin, age, sexual orientation, political affiliation, marital or veteran status, or the presence of handicap or disability. The recruitment and selection process supports the acquisition of a diverse, highly qualified team of committed employees. It involves the use of job descriptions, vacancy advertisements in selected media, state agency notification, postings at selected organizations, which include other colleges and universities, selection committees with an applicant review process, interviews, employment verification and reference checking. The Office of Human Resources coordinates the process with the division vice president and the supervisor.

3.4.20 Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all Wiley College activities. The College strives to protect employees against industrial injury and illness, as well as minimize the potential loss of production.

All injuries (no matter how slight) should be reported to the area supervisor immediately, as well as anything that needs repair or is a safety hazard.

Below are some general safety rules. Supervisors or department heads may post other safety procedures in the department or work area:

- Avoid overloading electrical outlets with too many appliances or machines.
- Use flammable items, such as cleaning fluids, with caution.
- Walk -- do not run.
- Use stairs one at a time.
- Report any illness or injury to the area supervisor.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Do not smoke in any of the campus buildings.
- Close cabinet doors and file and desk drawers when not in use.
- Sit firmly and squarely in chairs that roll or tilt.
- Wear or use appropriate safety equipment as required by the nature of the work.
- Avoid "horseplay" or practical jokes.
- Start work on any machine only after safety procedures and requirements have been explained (and they are understood).
- Air hoses should be used only for the use intended. Air from hoses should not be blown at an employee or anyone else.
- Keep work areas clean and orderly and the aisles clear.
- Materials should only be stacked to safe heights.
- Employees should wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats, hearing protectors, etc., in designated areas or when working on an operation which requires their use.
- Employees should watch out for the safety of fellow employees.
- Employees should use the right tool for the job, and use it correctly.
- Employees should not bring children to the workplace.
- Employees should operate motorized equipment only if authorized by the immediate supervisor. All operators must be licensed.

Failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

3.4.21 Scheduling of Campus Events – The form is obtained from the two offices mentioned.

To avoid scheduling conflicts on campus, all organizations (student, faculty, administrative, staff and community) and College offices are requested to coordinate their activities through the Office of Student Activities and the Office of Administrative Services. The form to request and schedule an activity and/or space should be obtained from and submitted to The Office of Administrative Services at least two (2) weeks in advance.

3.4.22 Security

Wiley College seeks to maintain a safe and secure environment in which to work and study. Wiley College security officers strive to accomplish this goal through proactive and conventional law enforcement techniques. Any unsafe conditions observed should be reported immediately to Campus Security.

The department employs full-time personnel who provide 24-hour protection to the staff and students on campus.

Security personnel are available via office and mobile telephones. The numbers may be obtained from the campus directory, the Administrative Services Office or the Office of Business & Finance.

Employees should be mindful that maintaining the security of Wiley College buildings and vehicles is every employee's responsibility. Employees should develop habits that insure security as a matter of course.

For example:

- Always keep cash properly secured. If aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and become familiar with the proper procedure for using them, should the need arise.
- When leaving Wiley College's premises, make sure that all entrances are properly locked and secured.

3.4.23 Theft

Property theft is considered to be the unauthorized use of Wiley College services or facilities or the taking of any Wiley College property for personal use. The following list of examples is not all-inclusive, but provides illustrations of several activities which are unacceptable:

1. **Use of Wiley College copy machines for personal use.** The office copiers are not provided as a free service to employees. Personal use of copiers without reimbursement to the College is a form of property theft.
2. **Use of computers.** Wiley College's personal computers are to be used exclusively for business purposes unless an employee receives permission for personal use from the supervisor. Permission may be given for the use of personal computers during non- business hours.
3. **Taking of Wiley College property.** No item purchased or supplied by Wiley College should ever be removed from Wiley College premises without the expressed authorization of the immediate supervisor and the proper paper work associated with the situation. This rule applies to all Wiley College property. There are detailed instructions and checkout procedures governing the

authorization to use Wiley College equipment. Failure to return any borrowed equipment as stipulated or failure to return it in good working order will result in a payroll deduction for the value of the item(s) and the possibility of disciplinary action for theft.

Reporting Theft

When a Wiley College employee observes theft of Wiley College property, it should be reported immediately to his/her supervisor who will assist the employee in notifying Security and filing a Wiley College incident report.

Penalty Clause

The penalty for any incidence of unauthorized possession or removal of Wiley College property is immediate dismissal. All incidents of unauthorized possession or removal of Wiley College property, regardless of the employee's past record, seniority, or the dollar value of the item, will be treated equally. If an employee is dismissed because of unauthorized possession or removal of Wiley College property, the reason for dismissal will be provided to any future employer that contacts the College. In addition, said employee may be subject to prosecution.

3.4.24 Transfers - Reassignments

Reassignments are transfer of employees (up, down, or lateral), which are initiated by vice presidents with the approval of the President/CEO. Reassignments from one position to another may be required from time to time and may be made with a possible adjustment in pay. Reassignments for more than thirty (30) days will be considered permanent transfers.

3.4.25 Travel

Employees are encouraged to participate in business and job related activities and associations. When travel of this nature is approved by the employee's supervisor, divisional vice president and the President, all reasonable expenses shall be reimbursed in accordance with the institutional travel policies. A Travel Request Form must be completed and approved by the supervisor and division vice president ten (10) working days prior to departure.

3.4.25.1 Travel: Advance

A cash advance equal to estimated out-of-pocket costs may be requested. Travel advances should be requested by the supervisor and division vice president at least ten (10) working days prior to departure. Travel advances are given under the following conditions:

- Traveler uses personal credit card or personal funds to prepay allowable travel expenses.
- Students and employees who accompany student groups are also eligible for travel advances.
- To pay registration fees for seminars, conferences and conventions that are required in advance.
- To provide the traveler with funds for incidental costs not covered by credit cards, e.g., taxi fares, parking, tolls, etc.

The traveler is required to submit original receipts for a travel advance to the Business Office within ten (10) working days after the travel "return date". Failure to provide documentation of expenditures will result in a payroll deduction. Student accounts will be charged for untimely submissions or undocumented/unallowable expenses.

3.4.25.2 Travel: Submission of Expense Reports

All Travel Expense Reports must be submitted to the Business Office within ten (10) business days after returning from the trip. Only approved Travel Expense Reports submitted to the Business Office within the above-specified time period with the approved expense account copy of the Travel Request Form attached will be honored by the College. Failure to submit a Travel Expense Report within ten (10) business

days after returning from a trip will result in the amount of a travel advance being deducted from the employee's pay during the next pay period and discontinuation of future travel advances.

3.4.25.3 Travel: Meals

Reimbursement for meals will not exceed the meal per diem -- currently \$35 per day. Receipts are not required to receive the meal per diem.

3.4.25.4 Meal Per Diem

If traveling overnight on official business, employees may be reimbursed up to \$35 per day. Travel must begin before 7:00 a.m. on the first day of the trip in order to receive the meal allowance for breakfast. Travel must end after 7:00 p.m. on the last day of the trip in order to receive the meal allowance for dinner. The allowance for each meal follows:

\$7 - for breakfast

\$10 - for lunch

\$18 - for dinner

3.4.25.5 Partial-Day Meal Reimbursement

Employees who are absent from the official work station on official business for less than twenty-four (24) hours may receive partial-day meal reimbursement as follows:

\$10 - Away on official College business for more than six (6) hours, but less than twenty-four (24) hours;

\$15 - Away on official College business for ten (10) or more hours, but less than twenty-four (24) hours.

3.4.25.6 Travel: Lodging

Itemized original receipts are required for all lodging expenses.

The cost of overnight lodging (room, tax, and tips) obtained at a commercial facility will be reimbursed to the traveler if the authorized travel is farther than sixty (60) miles from the traveler's home or official work site and as long as the cost is not unreasonable or exorbitant.

Travelers are reimbursed for only a single room rate unless the other party is a College employee on authorized travel. If the lodging receipt states more than one person occupancy, the single room rate must be indicated on the receipt or the name(s) of the College traveler(s) who shared the lodging must be provided.

3.4.25.7 Travel: Use of Personal Vehicles

All travel expense vouchers involving the use of College or personal vehicles must be processed as authorized on the approved Travel Request. In cases where an institutional vehicle is requested and approved on the Travel Request and is not available to the prospective traveler at the time of departure, the prospective traveler may seek authorization from his/her supervisor to use a personal vehicle. The vehicle owner is required to have personal automobile insurance. The Facilities Maintenance Office will provide the prospective traveler with a statement of non-availability of a College vehicle.

Shown in Figure 5 are the current rates for travel expenditures and the supporting documentation required to obtain reimbursement.

Figure 5: TRAVEL EXPENDITURES AND REQUIRED DOCUMENTATION		
Expenditure	Current Rate	Supporting Documentation
Airfare	Coach or economy class fare accommodations must be used when available on scheduled trips	Passenger ticket receipt or e-ticket confirmation
Train	Coach or economy class fare accommodations must be used when available on scheduled trips.	Ticket stub
Automobile (mileage)	\$.40 per mile - for use of personally owned vehicles - The mileage allowance permitted by the College is based upon rate per mile allowed by Wiley College or the cost of tourist airline accommodations, whichever is less.	Number of miles (beginning and ending miles on odometer) or computer generated mapping information, and receipts for parking and tolls.
Auto Rental	Written approval of the appropriate vice president and president prior to departure is required for the rental of vehicles. Only the cost of rental of subcompact or compact models is reimbursable, unless (1) non-availability is documented, (2) the vehicle will be used to transport more than three persons or (3) the cost of a larger vehicle is no more than the rental rate for a subcompact or compact.	Original rental receipt
Hotel	Actual cost of a single room	Original lodging receipt
Meals	\$35.00 per day maximum	None required
Other Expenses (Taxi, Registration Fees, Parking)	Actual Costs	Original receipts

3.4.26 Unauthorized Employment

Any supervisor, administrator, or official of Wiley College who either willfully or unintentionally allows, coerces, or otherwise permits a prospective regular full-time, regular part-time, or temporary employee to begin working prior to obtaining full official approval, perpetuates a violation of College policy that shall be cause for disciplinary action.

3.4.27 Unauthorized Purchases

All purchases shall be made only after an approved Purchase Order has been issued to the vendor. Any deviation from this policy will constitute an unauthorized purchase. Under no circumstances should an employee enter into a purchase contract, or obligate the College to any indebtedness, prior to the issuance of a Purchase Order to the vendor for the requested goods or services. Individuals who make unauthorized purchases will be held personally liable for payment.

All goods, except for specialty items, must be officially received in the receiving area prior to being delivered to the departmental destination(s). Any deviation from this policy will constitute an unauthorized receipt. Under no circumstances should an employee assume possession of goods from a vendor, or obligate the College in any indebtedness, prior to proper delivery and receipt of said goods in the College's receiving department. Individuals who make unauthorized receipts may be held personally liable for payment. Receipt (and subsequent use) of goods by an employee of Wiley College without adherence to the receiving policy is subject to disciplinary action.

3.4.28 Vendor Policy

Any vendor desirous of selling merchandise on the campus of Wiley College must obtain a vendor's permit. Vendor permits will be issued to sell merchandise that is not sold by the College through any of its retail operations. The cost of a vendor's permit shall be \$100 for athletic events and \$50 for non-athletic events. All student organizations that are officially recognized by the College shall be exempt from this policy. The College reserves the right to confiscate any and all merchandise being sold on the campus without a vendor's permit.

Any exception to this policy must be approved by the President or the chief fiscal officer. The College reserves the right to reject any and all applications.

3.4.29 Document Retention and Disposal Policy

Wiley College has a responsibility to safeguard and preserve the records of the College for its future. Document retention is a formal process for saving and discarding records or documents during the normal course of business. The policy is designed to ensure compliance with federal and state laws and regulations of other agencies and to meet standards for protection, storage, retrieval of records, and disposal of outdated records. This policy provides for the temporary and permanent retention of documents, provides guidance on which documents have archival value, and provides for routine and timely disposal of documents which need not be retained. While this policy covers records and documents pertaining primarily to employment, compensation, and benefits regardless of physical form, other units may have policies and regulations specific to their areas.

Retention Records (including Electronically Stored Information [ESI])

The College records must be maintained in a manner that protects the privacy of faculty, staff, and students. The College requires that its records be maintained in a consistent and logical manner and be managed so that the College will comply with the legal standards. Table I provides the retention period which is the length of time the documents must be kept. The retention period should remain in effect as long as it is still valid.

Storage of Records

Records should be placed in storage based on a schedule. The records must be kept in the area until they are archived or ready for disposal. Records must be labeled using the procedures in effect at the time of storage and should include subject, inclusive date (earliest and most recent dates), department, and disposition or archiving date.

Archival of Records

Records created through official College business are the property of Wiley College. These include, but are not limited to, papers, correspondence, official printed material, minutes, committee files, financial and associated records in any format. Records that are inactive and considered permanent, historical, or legal should be maintained in the College archives such as correspondence files pertaining to unit operations, long-term planning records, annual reports, financial records, committee minutes.

Disposal of Non-Permanent Records/Preservation of Records

The disposal of non-permanent records must be in accordance with the minimum retention requirement. Each office originating documents is responsible for timely disposal of records. Once it has been determined that it is appropriate to dispose of any records, then the records can be destroyed by recycling non-confidential paper records, shredding confidential paper records; or erasing or destroying electronically stored data in accordance with the Information Systems and Technology guidelines and schedules. All sensitive, financial and confidential information must be shredded before disposal.

Any record that is relevant to any pending or anticipated litigation, claim, audit, agency charge, investigation or enforcement action shall be retained at least until final resolution of the matter. Records must not be intentionally destroyed. In these circumstances, the appropriate office will notify departments and work with staff to identify and preserve any records including electronic records. The normal disposal policies may be temporarily suspended for compliance purposes.

Internal Control (compliance and testing)

A log is to be created showing dates of record purging. A review of procedures should be conducted annually and updated as necessary.

TABLE I

Type of Record Retention Period

1. Documents Related to Employment and Compensation

Job Advertisements and notices to public or to employees regarding job openings and selection report.	1 year from date of personnel action
Hiring documents: job applications, resumes, refusal to hire; promotions, demotions, transfers, layoffs, or terminations	1 year from date of personnel action
I-9 Employment Verification Forms	3 years after date of hire or 1 year after termination whichever is later
Employers with 100 or more employees, EEO-1 Form	Not Required
Payroll Records including name, address, pay rate, and weekly compensation	3 years
Supplemental Payroll records: time cards, time sheets, record of wage deductions	2 years
Payroll Tax Data which includes Federal Insurance Contribution Act (FICA), Federal Unemployment Tax Act (FUTA), and Federal Income Tax Withholding	4 years
Employee Personnel Records after termination	3 years; Some firms suggest 7 years for all personnel records

2. Documents Related to Employee Benefit Plans and Family and Medical Leave Act (FMLA)

Employee benefit plans such as retirement and insurance plans	Duration of plan and for at least one year after plan's termination
Basic information supporting plan descriptions including resolutions, enrollment forms, participants' elections and deferrals	6 years after filing date of documents
Beneficiary designation and distribution election forms for retirement plans.	For distributions to participants, 3 years following distribution. For distribution to a beneficiary, indefinitely.
Wage and hour records for the purpose of determining retirement benefits.	Indefinitely or 6 years after lump sum distribution.
Copies of documents for referral purposes such as summary plan descriptions	Indefinitely
All records pertaining to the Family and Medical Leave Act (FMLA)	3 years

3. Other

Intellectual Property	Permanent
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3.5 - STANDARDS OF CONDUCT

Employees are expected to abide by the policies in this handbook. Failure to do so will lead to appropriate disciplinary action. A written record of all policy violations is maintained in each individual's personnel file. A partial list of causes for possible disciplinary action ("Unacceptable Activities") is presented in this section of the handbook. This list is not considered all-inclusive.

Persons, who accept employment with Wiley College, have a responsibility to the College and to fellow employees to adhere to certain rules of behavior and conduct. Violation of such policies after hours will be reviewed on a case-by-case basis. The purpose of these rules is not to restrict rights, but to be certain that everyone understands the established standards of conduct.

Generally speaking, the College expects each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below in Section 3.5.1. Avoidance of these activities will benefit the employee as well as Wiley College. Questions concerning any work or safety rule, or any of the unacceptable activities listed, should be addressed to the immediate supervisor for clarification. These rules are not exhaustive and are not intended to affect the at-will nature of employment at Wiley College.

3.5.1 Unacceptable Activities

Occurrences of any of the following activities, as well as violations of any Wiley College rules or policies, may be subject to disciplinary action, including possible dismissal. This list is not all-inclusive and, may be revised or updated as circumstances dictate. Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning.

- Willful violation of any Wiley College rule; any deliberate action that is extreme in nature and is obviously detrimental to Wiley College's efforts to operate profitably.
- Willful violation of security or safety rules or failure to observe safety rules or safety practices; failure to wear required safety equipment.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on Wiley College premises except medications prescribed by a physician which do not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on Wiley College property or while on duty.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on Wiley College premises or when representing Wiley College; fighting, or horseplay or provoking a fight on Wiley College property, or negligent damage of property.

- Insubordination or refusing to obey instructions properly issued by a supervisor pertaining to the employee's work and other work related assignments.
- Threatening, intimidating or coercing fellow employees on or off the premises -- at any time, for any reason.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of Wiley College property or the property of fellow employees, constituents, or visitors in any manner.
- Theft of Wiley College property or the property of fellow employees; unauthorized possession or removal of any Wiley College property, including documents, from the premises without prior permission from management; unauthorized use of Wiley College equipment or property for personal reasons; using Wiley College equipment for profit.
- Dishonesty; willful falsification or misrepresentation on the application for employment or other work records; misrepresenting sick leave requests; falsifying reason for a leave of absence or other data requested by Wiley College; alteration of Wiley College records or other Wiley College documents.
- Violating the disclosure agreement; giving confidential or proprietary Wiley College information to other organizations or to unauthorized Wiley College employees; breach of confidentiality of personnel information.
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do so.
- Immoral conduct or indecency on Wiley College property. Inappropriate personal (sexual or nonsexual) between faculty/staff and students.
- Conducting a lottery or gambling on Wiley College premises.
- Unsatisfactory or careless work; failure to meet production or quality standards as explained by a supervisor; mistakes due to carelessness or failure to get necessary instructions.
- Any act of harassment, sexual, racial or other; telling sexist or ethnic jokes; making racial or ethnic slurs.
- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of the supervisor; stopping work before time specified for such purposes.
- Sleeping on the job; loitering or loafing during working hours.
- Excessive use of Wiley College telephones for personal calls.
- Creating or contributing to unsanitary conditions.

- Posting, removing or altering notices on any bulletin board on Wiley College property without permission of an officer of Wiley College.
- Failure to report an absence or late arrival; excessive absences or lateness.
- Obscene or abusive language toward any supervisor, employee or constituent; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on Wiley College premises.
- Failure to report immediately, damage to, or an accident involving Wiley College equipment.
- Failure to maintain a neat and clean appearance in terms of the standards established by the supervisor; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.
- Failure to use the approved time sheet; alteration of one's own time sheet or records or attendance documents; punching or altering another employee's time sheet or records, or causing someone to alter the employee's time sheet or records.

3.5.2 Disciplinary

Employees who are in direct violation of Wiley College's rules or policies may be subject to the following disciplinary actions:

- Verbal Warning
- First Written Warning
- Second Written Warning/Reprimand
- Suspension
- Disciplinary Dismissal

These disciplinary actions do not change the at-will nature of employment at Wiley College. Wiley College retains the right to terminate an employee without cause and with or without notice.

3.5.2.1 Verbal Warning

A verbal warning will consist of a meeting between the supervisor and the employee to discuss the unacceptable behavior. The supervisor will notify the employee verbally about unacceptable behavior and will try to work out a solution to the problem. The supervisor must document the warning in a letter to the employee summarizing their discussion.

3.5.2.2 First Written Warning

A first written warning is a formal adverse action that becomes a part of the employee's permanent record. It is a specific statement describing the employee's unacceptable behavior and cites supporting evidence. This warning must be submitted to the Office of Human Resources. The employee will have an opportunity to defend his/her actions and rebut the opinion of the supervisor at the time the warning is issued. Disciplinary actions may also include fines, suspensions or other measures deemed appropriate to the circumstances.

3.5.2.3 Second Written Warning/Reprimand

A second written warning is a formal action that includes a reprimand which is given to the employee by the supervisor. A copy of the warning or reprimand is sent to the Office of Human Resources for inclusion in the employee's permanent personnel file.

3.5.2.4 Suspension

A suspension is a supervisor-initiated leave from work and relief from work duties to alert the employee of the seriousness of a rules or policy violation. A suspension is a final attempt to correct behavior and/or activities, which have been identified as unacceptable. Suspensions are without pay. A suspension with pay may be warranted when an alleged policy violation is serious enough to justify severe corrective action including possible dismissal, but requires investigation prior to making a final decision. The President has the authority to appoint a special committee to investigate the allegation for which suspension is being considered.

3.5.2.5 Disciplinary Dismissal

When dismissal is considered as the appropriate disciplinary action, all pertinent facts will be reviewed carefully, and the employee will be given full opportunity to explain his/her conduct before any decision is reached. The appropriate vice president will evaluate each case recommended for dismissal and will submit recommendations to the President for final approval. The President has the authority to appoint a special committee to give a second opinion about the unacceptable behavior before dismissal occurs.

3.5.3 Grievance Procedures

It is the policy of Wiley College to treat employees in a fair and impartial manner, investigate employee grievances and seek a solution to grievances in a timely fashion. Any College employee has the right to appeal a personnel action without fear of reprisal or penalty.

A grievance is an allegation of unfair or unjust treatment. The presentation of a grievance should follow these steps:

1. An employee who has a problem should first attempt to resolve it informally within the department. The supervisor has the responsibility to attempt to settle the issue and respond to the employee in writing within three (3) working days.
2. If the immediate supervisor's response is unsatisfactory, the employee should seek assistance at the next administrative level. A written request for a hearing should be made within three (3) working days of receiving the response from the immediate supervisor. A written response from this level shall not exceed three (3) working days.
3. If the response from the next administrative level is unsatisfactory, the employee shall present his/her grievance in writing to the appropriate vice president who has the task of reviewing all the facts and holding the discussions deemed necessary. The vice president will submit a written decision to the employee and the supervisor within three (3) working days. In the absence of objection or appeal by either the employee or supervisor, the recommendation will be

implemented by the vice president within three (3) working days of the referral of the grievance.

4. If the decision reached in Step 3 is unsatisfactory to any of the involved parties, the matter, upon request, may be referred to a grievance committee appointed by the President of the College. A written request for a grievance committee hearing should be submitted by the employee, or the supervisor within three (3) working days after the decision of the vice president is announced. The President of the College will appoint a chairperson and committee to conduct the hearing and review all the facts. The chairperson, with advice and counsel from the Director of Human Resources, will preside over the hearing.

The employee, supervisor, and vice president may submit written evidence and/or identify witnesses to appear at the hearing. The committee chairperson shall notify all parties of the committee's decision within five (5) days of the hearing. A summary of the hearing and the committee's decision must be submitted to the President.

If the employee is satisfied at any given step in the process, the grievance procedure is considered settled. If an employee fails to respond within the time limits specified, the grievance process shall be considered settled and not subject to further appeal or consideration.

If a supervisor/administrator fails to respond within the time limits specified, the employee may proceed to the next step within three (3) working days.

Appeal

If either party is dissatisfied with the grievance committee's decision, he/she may appeal in writing within three (3) working days to the President. The decision of the President is considered final and binding.

SECTION IV: COMPENSATION AND PERFORMANCE

4.1 - WAGE AND SALARY POLICIES

Wiley College has developed policies to insure wages and salaries comparable to those of other employees with similar jobs at the College or in the education industry. Wiley College's wage and salary policy is designed to attract and retain the best qualified people available.

To carry out this policy, periodic comparisons are made of the wage and salary policy with community rates for similar positions using appropriate published information from sources like statewide business organizations, local chambers of commerce, state and national organizations, various higher education reports, and various local, state and federal agencies.

Persons employed by Wiley College are carried directly on the institutional payroll. No person may be paid directly out of petty cash or any other such fund for work performed. The only exception to this policy is where a contract relationship exists with a bona fide contractor.

4.1.1 Computing Pay

There may be times when it is necessary to compensate a "salaried" employee, whose pay is not based on an hourly rate, at a daily or hourly rate. When this is necessary, Wiley College will compute time on the following basis: 12-month employees = 2,080 hours; 10-month employees = 1,733 hours; and 9-month employees = 1,560 hours.

4.1.2 Deductions from Paycheck (Mandatory)

Wiley College is required by law to make certain deductions from employee paychecks each time one is prepared. Among these deductions are federal income taxes and contributions to Social Security and Medicare Tax as required by law. These deductions are itemized on the check stub. The amount of the deductions may depend on earnings and on the information furnished on the W-4 form regarding the number of dependents/exemptions claimed. Any change in name, address, and telephone number must be reported to the employee's supervisor and the Office of Human Resources immediately. Changes in marital status and number of exemptions must be reported to the Office of Human Resources to ensure proper tax credit and for benefit administration purposes. The W-2 form received each year indicates precisely how much earnings were deducted for these purposes.

Any other mandatory deductions made from an employee's paycheck, such as court-ordered attachments, will be explained whenever Wiley College is ordered to make such deductions. According to the Federal Wage Garnishment Act, three (3) or more garnishments may be cause for dismissal.

4.1.3 Deductions (Other)

Other deductions may be made from employees' paychecks with the employees' written permission. Such deductions may include, but are not limited to, insurance premiums, or the contributions to the supplemental retirement plan, contributions to the Wiley College annual fund, the UNCF, the United Way, etc. Employees may contact the Office of Human Resources for details and the necessary authorization forms.

4.1.4 Error in Pay

Every effort is made to avoid errors in employee paychecks. If, however, an employee believes an error to have occurred, which could be either an overpayment or an underpayment, the employee should notify the supervisor immediately. The supervisor will take the necessary steps to work with the Office of Business & Finance to research the problem and ensure that any necessary correction is made properly and promptly.

4.1.5 Holiday Pay

Non-exempt (hourly) employees who are required to work on the holidays listed below will be paid time-and-a-half for time worked from 12:00 a.m. to 11:59 p.m. on the holiday.

- | | |
|---------------------|---------------------|
| 1. New Year's Day | 2. Labor Day |
| 3. Memorial Day | 4. Thanksgiving Day |
| 5. Independence Day | 6. Christmas Day |

All required work on a holiday must have the prior approval of the supervisor, the Division Vice President and the President.

To be eligible for holiday pay at time-and-a-half, the employee must work the last scheduled workday before the holiday and the first scheduled workday after the holiday unless excused with an approved leave.

Holiday pay will not be considered in calculating the employee's hourly pay rate for overtime purposes.

4.1.6 Overtime Pay

There may be occasions when it is necessary to perform overtime work in order to complete a job on time. All overtime work must be approved in advance by the supervisor and appropriate vice president. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour requirements. As required by law, overtime pay is based on actual hours worked. Time off for sick leave, annual leave, holiday leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Overtime wages are paid at the rate of one and one-half times the hourly rate after employees have worked over forty (40) hours in one week.

4.1.7 Pay Advances

Wiley College does not provide employees pay advances or extensions of credit on unearned or unpaid wages.

4.1.8 Pay Cycles and Pay Checks

Paydays are established for exempt and non-exempt employees. Exempt employees are paid on a monthly basis on the first day of every month. Any change in this schedule will be sent to employees before the payday occurs.

Non-exempt employees are paid on a bi-weekly schedule and will receive pay for the preceding pay period. Direct deposits of an employee's paycheck can be arranged through the Office of Human Resources.

4.1.9 Tardiness Assessment

All Wiley College employees (regular full-time, regular part-time and temporary) are required to arrive at work on time. Three incidents of tardiness, during a 90-day period will be considered a “tardiness pattern” and may result in disciplinary action.

Wiley College regular full-time exempt employees will forfeit accumulated annual/vacation leave when they arrive at work after their scheduled start time. If no annual/vacation leave is available, personal leave will be forfeited. Time will be forfeited in fifteen-minute increments. For example, if the scheduled start time is 8:00 a.m., for arrival between 8:00 a.m. and 8:15 a.m., fifteen minutes of leave time will be forfeited, and for arrival between 8:16 a.m. and 8:30 a.m., thirty minutes of leave time will be forfeited.

Non-exempt employees are paid only for time worked as recorded on their bi-weekly time sheets and approved by their supervisor. Absences from work due to late arrivals are considered time not worked.

A record of late arrivals and absences is maintained in the employee’s leave file in the Office of Human Resources.

4.1.10 Termination Pay

Wiley College hopes and expects that exempt employees will give at least a twenty (20) working days notice and non-exempt employees at least a ten (10) working days notice in the event a decision is made to leave the College’s employ. Upon resignation, retirement, death or other termination of employment, employees or heirs shall be paid for a maximum of 160 hours of annual leave. Such pay shall be computed at the employee’s base rate of pay at the time of separation. In cases of resignation, fifty percent (50%) of this payment will be forfeited if proper notice is not given. No compensation will be given for unused sick or personal leave.

The College’s formal exit process must be completed before the final paycheck is issued. This includes returning all College owned equipment, confirming with the employee’s supervisor that all College owned information and work files (electronic and paper) used in the position are intact and completing all required exit paperwork.

4.1.11 Time Sheets and Records

By law, the College is obligated to keep accurate records of time worked by “non-exempt” (paid hourly) employees. This is done utilizing time records electronically through the ADP system. In order to keep accurate time, employees must log in to their person ADP account to clock in and out. This includes when you leave and return for lunch.

The time record is the only way the payroll department can determine how many hours were worked and how much pay has been earned. The employee time record indicates the time of arrival at work and the time of departure. Employees are to submit and acquire approval of leave for absences such as a doctor's or dentist's appointment. All employees are required to keep the immediate supervisor advised of their departures from and returns to the premises during the work day.

The employee is responsible for the accuracy of their time record. Employees are to clock in and out on time. Overtime must be approved in advance.

No employee is to log in to another employee’s account to clock them in an/or out. Tampering with another employee’s time record is cause for disciplinary action, including possible dismissal of both employees. Employees should not alter another person's record or influence anyone else to alter a record. In the event of an error in recording time, report the matter to the supervisor immediately.

4.1.12 Wiley College – Additional Employment/Compensation

Regular full-time employees on a 12-month contract are not eligible to earn additional salary for work undertaken for Wiley College during the normal workday. In order to earn additional salary, work must be undertaken and completed after the regular workday and /or on weekends. The employee must have prior approval by the supervisor, divisional vice president and the president. In addition to general earnings, employees may receive bonus or incentive pay for performance. However, there will be no bonus or incentive pay for Wiley College employees at any level for recruiting or admitting students or employees that make decisions about and award Title IV, HEA funds.

4.2 - PERFORMANCE EVALUATION

4.2.1 Performance Appraisals

All Wiley College regular employees will be evaluated once a year during the course of their employment with the College. New employees may be appraised more frequently. A performance appraisal may also be conducted in the event of a promotion or change in job assignment.

Performance evaluations will be carried out in an objective manner considering all factors on the Wiley College approved performance appraisal which is completed electronically through the ADP system. The Office of Human Resources will assign the annual performance appraisal on the employee's anniversary date. The employee will receive an email from ADP regarding the completion of the appraisal. Once the employee has completed their self-appraisal, the employee's supervisor will receive an email from ADP indicating their need to complete the supervisor appraisal of the employee. After the supervisor has completed their appraisal as a supervisor, the employee will then be informed and allowed to review the supervisor's ratings and comments. The supervisor must schedule a meeting to conduct a discussion with the employee. Upon completion of the meeting, the employee must login in to ADP and acknowledge the meeting has been conducted and are in agreement with the appraisal. The final appraisal is sent to the division Vice President for review and approval. The fully approved appraisal will be submitted to the Office of Human Resources electronically through the ADP system.

Annual performance evaluations will include a meeting between the employee and his or her supervisor to discuss specific results the employee has achieved for each performance criterion and the employee's overall performance rating. The performance appraisal will be reviewed by the Vice President of the division and will be maintained as a part of the employee's personnel file in the Office of Human Resources.

Wiley College reserves the right to conduct interim reviews of employees' performance during the course of the year in addition to the annual review and to take corrective action if an employee's performance is below expectations.

4.2.2 Probationary Performance Appraisals

All regular Wiley College employees will receive a performance appraisal through a verbal consultation with their supervisor at the end of their probationary period of employment. If a new employee's probationary period is extended beyond ninety days by his/her supervisor, performance reviews should be conducted monthly with a final evaluation conducted at the time the supervisor ends the probationary period, which should not exceed one year. Thereafter, performance appraisals will be conducted twice a year.

4.2.3 Performance Improvement

Wiley College is interested in providing each employee with the direction, training and counseling necessary to assure a productive and rewarding employment relationship with the College. In cases where an employee's performance is substandard, i.e., rated either below expectations; or consistently below expectations (unsatisfactory) in a major performance category for more than three (3) months, corrective action from coaching and counseling to dismissal is required. Employees whose performance is below expectations will be subject to the following corrective actions:

- Supervisory coaching and counseling
- Substandard performance warning
- Final written warning for substandard performance
- Formal performance improvement program
- Performance Dismissal

This corrective action process does not change the at-will nature of employment at Wiley College. Wiley College retains the right to terminate an employee without cause and with or without notice.

At the supervisor's discretion, based on the severity of the performance issue and its impact on departmental productivity, an employee may be placed at any point in the corrective action cycle.

4.2.3.1 Supervisory Coaching and Counseling

Supervisory coaching and counseling may be the first step in the corrective action process. The key element is that the employee must be made aware of the category or categories in which performance is not acceptable. The supervisor will formalize these discussions in the form of written documentation, which will be maintained by the supervisor in the event that the performance corrective action process moves to a higher level of seriousness.

4.2.3.2 Substandard Performance Warning

A substandard performance warning is appropriate when an employee has failed to respond in a positive manner to supervisory coaching and counseling or has exhibited performance inadequacies, which, in the judgment of the supervisor or other members of administration, are severe enough to warrant more than coaching. The substandard performance warning should be documented in writing, with a copy retained in the supervisor's file and a copy sent to the Office of Human Resources to be placed in the employee's personnel file. Supervisory coaching and counseling can begin or continue following this warning.

4.2.3.3 Final Written Warning for Substandard Performance

A final written warning for substandard performance will be given when an employee has failed to respond to prior corrective action or has exhibited performance inadequacies, which are serious enough to warrant more severe corrective action, but less than a decision for immediate dismissal. A copy of the final written warning should be retained by the supervisor, a copy presented to the employee, and a copy forwarded to the Office of Human Resources to be placed in the employee's personnel file.

4.2.3.4 Formal Performance Improvement Program

Immediately following a final written warning for substandard performance, the employee will be evaluated unsatisfactory utilizing the approved Wiley College performance appraisal form and placed on a formal performance improvement program. The length of the improvement program will be determined by the supervisor and can range from 30 to 90 days. During this period, coaching and counseling will continue if the employee shows evidence of immediate, marked and sustained improvement. If this does not occur, the employee may be dismissed at any time during the improvement program.

4.2.3.5 Performance Dismissal

The supervisor will recommend dismissal when an employee has not responded positively to corrective actions to address substandard performance. All pertinent facts will be reviewed carefully. The appropriate vice president will evaluate each case recommended for dismissal and will submit recommendations to the President for final approval.

4.3 - WORK SCHEDULE

The official work week at Wiley College is from 12:01 a.m. Sunday through midnight the following Saturday, with the normal work day consisting of eight hours and a one-hour mandatory meal break, and the normal work week consisting of 40 hours. Hours of work and work schedules for employees may vary throughout the College. Area supervisors assign individual work schedules according to the College's specific procedures. Administrative offices follow the official College days and hours of operation, Monday-Friday, 8 a.m. to 5 p.m. Staffing needs and operational demands may necessitate variations in the total hours that may be scheduled each day and week. The College will strive to give employees adequate advance notice of variations in the work schedule.

Supervisors will stagger scheduled meal periods such that all offices remain open during the lunch break. Meal periods generally are scheduled for one hour. In addition, the College allows two fifteen minute breaks during the workday for non-exempt (hourly) employees. One break is allowed in the morning and one allowed in the afternoon. Break times and length of break periods and lunch periods may be altered at the discretion of the supervisor depending on the magnitude of work for any given day. Employees should note that it is not permissible to work through breaks or lunch in order to arrive late or leave early or work extra time.

4.3.1 Absence or Lateness

Wiley College is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. Annual, sick, and personal leave have been provided for these purposes. Employees who find themselves unable to arrive on time should contact their supervisor immediately. Supervisors should be given as much time as possible to arrange for someone else to cover the position until the employee arrives. Employees who know in advance of the need to be absent are required to request this time off directly from the supervisor. The supervisor will determine the most suitable time for the employee to be absent from work. When calling in to inform Wiley College of an unexpected absence or late arrival, the employee should speak to the supervisor directly. For late arrivals, indicate expected time of arrival. Notifying the switchboard operator or a fellow employee is not sufficient notification. If unable to call personally because of an illness, emergency or for some other reason, the employee should have someone make the call. If the supervisor is not available at the time of the call, leave the information with the major area administrator or the Office of Human Resources.

Absence from work for three (3) consecutive days without notifying the supervisor or the Office of Human Resources will be considered a voluntary resignation.

4.3.1.1 Excessive Absenteeism or Lateness

In general, five (5) absences in a 90-day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to Wiley College as an absence. Three (3) such incidents in a 90-day period will be considered a "tardiness pattern" and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

Employees should be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action, including possible dismissal.

4.3.1.2 Records of Absence or Lateness

Absences because of illness for two (2) or more successive days, require written documentation from a doctor. Absences of five (5) or more days because of illness, may require written documentation from a doctor that the employee is able to resume normal work duties before that employee will be allowed to return to work. Employees are responsible for any charges made by a doctor for this documentation.

Supervisors will make a note of any absence or lateness, and the reason, in individual leave files. Attendance records will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off, as well as scheduling layoffs.

4.3.2 Attendance

Employees are expected to be at work stations and ready to work at the beginning of the assigned daily work hours, and are expected to remain at the work station until the end of the assigned work hours, except for approved breaks and lunch. When work takes employees away from the work station, the supervisor should be informed such that the employee's location is known and the expected time of return.

Employees should be aware that "excessive" time off could lead to disciplinary action.

4.3.3 Breaks

Non-exempt (hourly) employees are allowed two (2) fifteen (15) minute rest breaks each day. Normally these rest breaks will be scheduled in mid-morning and mid-afternoon. These will be determined by the supervisor. Employees who work in a department where breaks are not directly assigned, should coordinate with co-workers to maintain adequate coverage of offices at all times. Employees should always be sure to return to work on time at the end of any break.

In the unlikely event of an emergency or unusual condition, the supervisor may ask employees to change or postpone breaks in order to finish a particular project.

4.3.4 Lunch Period

Employees who work longer than four (4) hours, will be given an unpaid lunch period. While the time when lunch periods are scheduled varies among departments, depending on the needs of each department, supervisors will assign lunch period schedules between 11:00 a.m. and 2:00 p.m. Employees should note that it is not permissible to work through lunch in order to arrive late or leave early.

Employees should not take lunch at their desk. Employees are expected to take the full allotted time for lunch and are requested not to perform any work during the regularly scheduled lunch period, unless specifically requested to do so by the supervisor.

SECTION V: BENEFITS

5.1 - THE BENEFITS PACKAGE

Wiley College provides its eligible employees who choose to participate with a balanced, comprehensive benefits program, which from time-to-time may be modified, amended, or discontinued at the sole discretion of the College. Reasonable effort will be made to notify employees when such changes occur.

The benefits program currently includes health care insurance, dental insurance, vision insurance, short- and long-term disability, retirement benefits, and life insurance. A Section 125 plan, vacation, holiday and sick leave, jury and witness duty leave, military leave, bereavement leave, personal leave, family and medical leave, maternity leave, voting leave, educational leave, and tuition benefit opportunities as well as several other fringe benefits are provided.

5.1.1 Eligibility for Benefits

Some benefits, such as medical and dental benefits, are defined in legal documents, such as insurance contracts and official plan documents. If there is any conflict between the benefit summaries in this handbook and any applicable legal documents, the language of the legal documents will govern. Employees in a benefits eligible category are covered by or may enroll in some of the benefits options as soon as employment begins, while others are available after a short waiting period. When eligible, the Office of Human Resources will describe the various options available and request completion of an enrollment form. The College pays the major portion of the cost for some of the benefits plans. The employee's share of the cost is handled by convenient payroll deduction. When a fringe benefit requires an affirmative action (application, beneficiary designation, benefit allocation, or similar acknowledgment or election) on the part of the employee, failure to respond promptly to requests for action from the Office of Human Resources may cause a loss or suspension of eligibility for the benefit in accordance with the terms of the benefits plans. In such instances, the College will be under no obligation to reinstate retroactively or otherwise compensate the employee for any loss of benefits attributable to the failure to respond.

Regular full-time employees will enjoy all of the benefits described in this handbook as soon as the eligibility requirements for each particular benefit are met.

Regular part-time employees are eligible only for those benefits specified in Section 3.2.2 (Regular Part-Time Employees) of this handbook or required by law, as covered in Section 5.4 (Government Required Coverage), provided that the employee meets the minimum requirements set forth by law and in the benefits plan(s).

Temporary employees are eligible for the benefits required by law, which are covered in Section 5.4 (Government Required Coverage) of this handbook provided that the employee meets the minimum requirements set forth by law.

A summary of eligibility for the various benefits options is provided in Figure 6.

Figure 6

Summary of Eligibility for Benefits

Benefit	Eligibility
Health Insurance	Eligible the first day of regular full-time employment. The College shares the cost of premiums for each regular full-time employee with a defined annual benefit amount. Employees pay premiums for dependent coverage. Regular part-time employees who work a minimum of thirty (30) hours weekly are eligible to participate on a voluntary basis at 100% of the individual and dependent premiums.
Dental Insurance	Eligible the first day of regular full-time employment. Employees pay their own premiums and dependent premiums. Regular part-time employees who work a minimum of thirty (30) hours weekly are eligible to participate on a voluntary basis at 100% of the individual and dependent premiums.
Life Insurance	Eligible the first day of regular full-time employment. Equivalent to one year's base salary. Reduces to 65% of base salary at age 65 and to 50% at age 70. If not a multiple of \$1,000, this amount will be rounded to the next higher multiple of \$1,000.
Vision Insurance	Eligible the first day of regular full-time employment. Employees pay their own premiums and dependent premiums. Regular part-time employees who work a minimum of thirty (30) hours weekly are eligible to participate on a voluntary basis at 100% of the individual and dependent premiums
Short- and Long-Term Disability	Eligible the first day of regular full-time employment. Short- and long-term disability benefits partially replace an employee's income if he/she becomes totally or partially disabled while insured. Weekly short-term disability or long-term disability benefits begin after the end of the waiting period, which is seven (7) days of absence due to illness, if proof of disability is provided to the insurance provider.

Benefit	Eligibility
Regular Retirement Plan	Eligible after 90 days of continuous employment as a regular full-time employee. The College contributes an amount up to three percent of employee's base annual salary to the retirement program.
Section 125 Flex Plan: Cafeteria Plan	Eligible the first day of employment for regular full-time employees. Various options available. Regular part-time employee who participate in the health, dental and/or vision programs are also eligible on the first day of employment.
Vacation	Annual/vacation leave eligibility is based on years of service for regular full-time 12 month employees who have satisfied their probationary period of employment. Annual/vacation leave eligibility is awarded at the beginning of each fiscal year. Unused annual/vacation leave may be carried forward up to a maximum of 20 days (160 hours). Compensation for unused vacation time at termination of employment will not exceed 20 days (160 hours), provided proper notice is given.
Sick Leave	Accrual starts on the first day of employment. Unused sick leave may be carried forward up to a maximum of 20 days (160 hours). There will be no compensation for unused sick leave upon termination of employment.
Personal Time Off (PTO)	Three days available per year for all regular full-time employees. Days are awarded on a prorated basis during the first year of employment based on date of hire. In subsequent years, three days available as of July 1. No carry over allowed. No compensation for unused personal time upon termination of employment.
All accrual time is calculated based on the fiscal year of July 1 - June 30.	

5.1.2 Flexible Benefits Plan/Section 125 Plan

5.1.2.1 Flexible Benefits Plan

Wiley College understands that each employee has a unique set of needs for various benefits, and has arranged for the provision of a flexible benefits plan. The College, therefore, does not mandate minimum levels of benefits or participation in the benefits program. An employee may choose all, some or none of the benefits provided.

Through the flexible benefits plan, supplemental benefits are available at each employee's option and expense. Employees are required to select the flexible benefits desired during an open enrollment period, which takes place generally during the fall semester. Employees are notified before each enrollment period of the premium rates for each benefit plan offering for the upcoming plan year. At the time of enrollment, employees may add dependents or change the level of coverage. Selections are effective for the full plan year, unless there is a change in family status.

5.1.2.2 Section 125 Plan

Section 125 of the Internal Revenue Code allows participants to save money on taxes based on the benefit premiums they pay. The premiums costs for benefits may be paid on a "pre-tax" basis. "Pre-tax" means that the amount that is spent for benefits will not be subject to federal income or social security taxes.

For more information about the Flexible Benefits/Section 125 Plan, contact the Office of Human Resources.

5.1.3 Retirement Program/403(b) Regular Retirement Plan

Wiley College provides a retirement program as outlined in a resolution passed by the Board of Trustees in 1991 and as subsequently amended effective January 2001 and amended again effective March 13, 2008.

An employee may begin making contributions to the Defined Contribution Plan or the Tax Deferred Annuity immediately upon employment with Wiley College. The College, however, will not begin making matching contributions under the Defined Contribution Plan until the employee has completed 90 days of continuous employment with the College.

The College will match an amount up to 3% of the employee's base yearly salary to the retirement plan. The contribution is fully vested after two years of continuous employment; however, should the employee leave the College before the two year vesting period, the matching portion will revert to the College. The annual maximum contribution to the plan including catch-up contributions for individuals over age 50 is in accordance with Section 402(g) of the IRS code. (Contact the Office of Human Resources for current IRS limitations). It is the employee's responsibility to allocate the funds among the various investment options. Deposits to the retirement program are not cashable.

The Office of Human Resources will notify employees of their eligibility and the need for a completed Retirement Deduction Agreement, which is included in Section VIII, the "Selected Forms" section of this handbook. When a fringe benefit requires an affirmative action (application, beneficiary designation, benefit allocation, or similar acknowledgment or election) on the part of the employee, failure to respond promptly and timely to requests for action from the Human Resources Office will temporarily suspend eligibility for the benefit until all employee required actions are completed. In such instances, the College will be under no obligation to reinstate retroactively or otherwise compensate the employee for any loss of benefits attributable to the failure to respond. Details of this program are available from the Office of Human Resources.

**5.2 - LEAVES OF ABSENCE:
PAID/UNPAID**

5.2.1 Annual/Vacation Leave

At Wiley College annual/vacation leave accrual rate is based on years of service for regular full-time, 12-month employees who have satisfied their probationary period of employment.

The College provides regular full-time, twelve-month employees with periods of time off with pay for rest and relaxation purposes.

All benefit eligible, regular full-time, twelve-month employees will accrue annual/vacation leave the month subsequent to eligibility based on the following schedule:

Length of Service	Vacation Eligibility	Monthly Accrual
Less than 5 years	12 days	8 hours
5 to 10 years	15 days	10 hours
10 to 15 years	18 days	12 hours
15 years or more	20 days	13.33 hours

Those joining Wiley College, as new hires, will not accrue vacation until the completion of their probationary period.

Annual leave accrues at the end of the pay period. Thus, employees may not use leave that has not been accrued prior to the end of the respective pay period.

All employees requesting use of annual leave must submit a request electronically through the ADP system.

The College provides this vacation program and encourages employees to plan ahead for annual leave and make requests not less than ten days before the desired dates of leave in order for their department to function effectively. Employees may not receive payment in lieu of using annual leave except at separation of employment, provided proper notice is given. The supervisor and the appropriate member of the President's senior staff must approve vacation in advance.

Annual leave may be denied when the employee's absence may unduly hamper the efficiency of the department during peak workloads. College holidays occurring during an employee's vacation period will not be charged against vacation time.

Employees are discouraged from postponing their vacation from one fiscal year to the next fiscal year. An employee may carry forward a maximum of ten business days (80 hours) of unused vacation time from one fiscal year to the next. If an employee chooses not to take vacation leave and the number of days exceed the permissible amount allowed to be carried forward, the employee will forfeit the excess time without further notification from the College. Employees should maintain a personal record of accrued leave. Employees may contact the Office of Human Resources for verification of this information.

Upon separation, with appropriate notice (10 business days for non-exempt and 20 business days for exempt employees), the employee will be paid for unused annual leave up to a maximum of twenty (20) days (160 hours). If appropriate notice is not given, terminating employees will be paid fifty percent (50%) of accrued annual leave.

5.2.1.1 Vacation - Accrued and Non-Accrued Vacation Leave

When an employee transitions from a position for which vacation is accrued (a 12-month position) to a position for which vacation is not accrued (a 9/10/11-month or part-time position), the College will pay the employee for any accrued vacation time within 30 days of the transfer.

When an employee transitions from a position for which vacation is not accrued (a 9/10/11-month or part-time position) to a position for which vacation is accrued (a 12-month position), vacation time will be accrued as of the month the employee enters the position and in accordance with the annual/vacation leave policy (Section 5.2.1). The monthly accrual will begin after 30 days in the position and accrue monthly thereafter.

5.2.2 Educational Leave

An educational leave of absence may be approved for the purpose of professional or cultural development if the desired improvement is of mutual benefit to the employee and the College and if the needs of the College can accommodate the employees' absence.

Employees may be eligible for educational leave for two (2) semesters following eight or more consecutive years of active service or for one semester following four or more consecutive years of such service. After each leave period is finished, evidence must be submitted to indicate that the purpose for which the leave was granted has been achieved.

5.2.3 Family and Medical Leave

On August 5, 1993, the Family and Medical Leave Act of 1993 became effective. The law requires employers with 50 or more employees to offer their workers up to 12 weeks of unpaid leave for their own illnesses, to care for the employee's spouse, son, daughter, or parent with a serious health condition, or the birth or adoption of a child.

To be eligible to take family leave, the Family and Medical Leave Act (FMLA) states that an employee must have worked for Wiley College for at least 12 months and for at least 1,250 hours during the year preceding the start of the leave. Exempt employees are presumed to have met the 1,250 hours of service requirement as long as they have worked for the College at least 12 months.

Employers must maintain pre-existing health coverage during the leave period and must reinstate the employee to the same or an equivalent job when the leave period ends.

Employees requesting Family and Medical Leave are required to expend their paid accrued leave before taking unpaid Family and Medical Leave. The use of paid leave will not extend the twelve-week maximum length of Family and Medical Leave.

Employees who meet the eligibility criteria for leave are required to provide the following documentation in support of their request for leave:

1. Medical certification to support a claim for leave for an employee's own serious health problem. The certification must include a statement that the employee is unable to perform the functions of the position.
2. For leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of time the employee may be needed to provide care. Periodic re-certifications may be required during the leave.

3. When medically necessary, an employee may request leave on an intermittent or reduced leave schedule. If leave is requested on this basis, Wiley College reserves the right to re-assign or transfer the employee to another position temporarily to accommodate the employee's request and to meet the College's needs when necessary. In this instance, employees will be re-assigned to positions that are equivalent in pay and benefits. Upon return from leave, employees will be returned to their former position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions.
4. Spouses who are both employed by Wiley College are entitled to a combined total of twelve weeks (rather than twelve weeks each) for the birth or adoption of a child. They are entitled to twelve weeks individually when caring for their spouse, child, parent, or if they themselves have a serious health problem.

When the need for leave is foreseeable, such as births, adoptions, or scheduled medical treatment, the employee must provide reasonable prior notice (30 days, or as much as practical) and make every effort to schedule leave so that it does not disrupt College operations. In cases of employee illness, employees are required to provide periodic updates (on the 1st and 15th of each month) of their leave status and intent to return to work.

Employees who are granted leave under this policy are advised that the College will continue pre-existing employee health care coverage. An employee on unpaid Family or Medical Leave will not accrue annual or sick leave. However, the time an employee is on Family or Medical Leave will be counted as continued service (i.e., no break in service) for other benefit plans.

All requests for Family and Medical Leaves due to serious health conditions shall include the following:

- the date that the condition began,
- the probable duration of the condition,
- the appropriate medical factors from the health care provider regarding the illness or condition.

All Family and Medical Leave forms can be obtained from the Office of Human Resources.

5.2.4 Funeral (Bereavement) Leave

In the event of the death of an employee's immediate family member (**parent, child, spouse, grandparent, grandchild, sister, brother, aunt, uncle, niece, nephew, mother in-law, father in-law**), the College will **endeavor** to give the employee a reasonable amount of time off -- two (2) days if the funeral is in town and three (3) days if the funeral is out of town – for mourning and other matters related to such death. In the event of the death of a **grandmother in-law, grandfather in-law, son in-law, daughter in-law, sister in-law or brother in-law**, the College will endeavor to give one (1) day if the funeral is in town and two (2) days if the funeral is out of town. In any event, the employee may use accrued annual or personal leave if additional time off is needed. The employee's supervisor must be contacted and approve the request for leave.

5.2.5 Holiday Leave

The following holidays are recognized by Wiley College as paid holidays for full-time employees:

1. Christmas Eve
2. Christmas Day
3. Day after Christmas
4. New Year's Day
5. Martin Luther King Day
6. Good Friday
7. Easter Monday
8. Memorial Day
9. Independence Day
10. Labor Day
11. Thanksgiving Day
12. Day after Thanksgiving

The College will make reasonable accommodations to employees who wish to observe religious holidays that do not fall on one of the "traditional" holidays by allowing the employee to take such a day off. This time off may be without pay or employees may use accrued vacation or personal time. In addition, the President may designate certain religious holidays that may be substituted for other holidays. Leave requested under these conditions must be approved by the supervisor at least ten business days in advance.

All national holidays are observed on the day designated by common business practice.

In order to qualify for holiday pay, employees must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy.

Supervisors shall permit employees to observe holidays except that provisions shall be made for the efficient administration of all facilities, the operation of which cannot be dispensed with based on the discretion of the supervisor.

Hourly employees required to work on a holiday recognized by the College will be compensated at a rate of time and a half for all hours worked in excess of the 40 hours in one workweek.

Employees are not eligible to receive holiday pay when on an unpaid leave of absence. Exceptions to this policy must be approved by the President or his designee.

5.2.6 Jury and Witness Duty Leave

Wiley College permits employees to take the necessary time off to serve on a jury and helps the employee avoid any financial loss because of such service. Notices of jury duty must be presented to the supervisor within 48 hours of receipt of the jury summons.

When an employee is called upon to serve on a jury, the College will grant the necessary time off with no deduction from accrued leave for up to 30 days. Employees may be required to use paid vacation days, or go on leave without pay, thereafter. The employee should provide documentation from the court regarding the jury service for record-keeping purposes to the Office of Human Resources for filing.

On any day or half-day that jury service is not required, employees are expected to return to work. In order to receive regular salary during jury duty, employees must:

1. Attach the court ordered summons to the leave of absence form requesting jury duty leave.
2. Remit to Wiley College the total amount paid by the court for jury duty service. This amount should be paid at the cashier's window in the Business Office.

Employees who are required to appear in court as witnesses may take time off without pay for such purpose or use annual or personal time, provided they give the College reasonable notice. Employees who appear as witnesses on behalf of the College will receive their regular pay during such time.

5.2.7 Maternity Leave

Women may not be penalized by their place of employment because of absence from work due to pregnancy. Maternity leave is governed by stipulations of the Family and Medical Leave Act of 1993. (See Section 5.2.3: Family and Medical Leave).

Accumulated sick and annual leave and leave without pay may be used to cover this approved absence. Since circumstances in each case vary, the decision as to when an employee will start her maternity leave will be made jointly by the employee and the supervisor with the advice of the employee's physician. The employee shall apply in writing to her supervisor for leave, and she is obligated to return to duty at the end of the approved leave period. If the employee finds she can not return to work, she should obtain a written statement from the physician and notify the College immediately. Failure to do so and/or report at the expiration of the leave of absence may be considered cause of termination.

5.2.8 Military Leave

Military Leaves of Absence will be granted provided employees submit written verification of a call to active duty in the U. S. Military from the appropriate military authority. State and federal laws require that employees be allowed to take time off to fulfill their military obligations; however, these laws do not obligate the College to pay employees for the time. In keeping with the Uniformed Service Employment and Reemployment Rights Act (USERRA), Wiley College has adopted the following policy governing military leaves:

- An employee may be granted military leave without pay for duty served in the United States Armed Forces.
- An employee may elect to continue existing health plans, at the full cost of the premiums, for himself/herself and dependents for up to twenty four (24) months while on military leave.
- For temporary military duty, such as the Army Reserve or National Guard, an employee may choose to take leave without pay or use any accumulated annual leave.
- If summoned for active duty by the government during a disaster or civil emergency, leave with pay is allowed up to five working days or as may be stipulated by federal law.

Upon completion of military service, every reasonable effort will be made to return eligible employees to their previous benefits and position; if not, the employee will be appointed to a comparable position.

5.2.9 Payment in Lieu of Vacation

The purpose of a vacation is to provide employees with a time to rest and relax; therefore, no additional wages or salary will be paid in lieu of a vacation.

5.2.10 Payment of Insurance Premiums During Leaves of Absence

While on approved extended unpaid leaves of absence, employees continued to be responsible for paying premiums for insurance programs in which they have elected to participate. With the exception of military leaves, failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow coverage to be reinstated. In leaves that involve medical situations, Wiley College will continue to pay the institutional share of insurance premiums for employee coverage. In educational and personal (non-medical) leaves, the employee must pay 100% of the cost of the premium.

Responsibility for Payment of Premium While on Leaves of Absence

Type of Leave	Medical, Dental and Vision Premiums			Life Insurance and Short-Long Term Disability
	Wiley's Contribution Continues	Employee's Contribution Continues	Employees Pays 100%	Wiley Continues to pay 100%
Educational			X	
Family and Medical Leave	X	X		
Maternity Leave	X	X		X
Military Leave			X	
Personal Leave – Disability	X	X		X
Personal Leave – Non-Medical			X	

X = PAYMENT RESPONSIBILITY

5.2.11 Personal Leave

Each regular full-time employee is granted 24 hours (3 days) of personal leave during the fiscal year, with pay, that may be used for emergencies. During the first year of employment, however, personal leave will be awarded on a prorated basis based on the date of hire in line with the schedule shown below. Personal leave must be requested and approved employing the same procedures as any other leave.

Personal time cannot accumulate or be carried over. Neither is compensation provided for unused personal time upon termination of employment.

Schedule for Accrual of Personal Leave
During the First Year of Employment

Hired	Personal Leave
July 1 - August 31	3 days
September 1 - October 31	2.5 days
November 1 - December 31	2.0 days
January 1 - February 28	1.5 days
March 1 - April 30	1 day
May 1 - June 30	.50 day
For each subsequent year of employment, each employee is granted 24 hours (3 days) of personal leave effective July 1 of each year of employment.	

5.2.12 Personal Leave of Absence

In very special circumstances, Wiley College may grant leave for a personal reason, but never for taking employment elsewhere or going into business for oneself. Employees should request an unpaid personal leave of absence from the supervisor. A personal leave of absence must not interfere with the operations of the employing department or Wiley College. The supervisor will submit requests for such leave to the appropriate member of management for final approval.

A personal leave of absence may be granted for up to thirty (30) days without pay and without accrual of annual and sick leave. The total cost of insurance coverage during a personal leave of absence must be paid by the employee as of the date leave began. Failure to return from a leave at the time agreed will result in termination of employment.

5.2.13 Sick Leave

Paid sick leave is a benefit provided to regular full-time employees of Wiley College to prevent loss of income during periods of absence from work for certain conditions.

Paid sick leave may be used for absences due to illness, injury, doctor's appointments, dental care, illness in the employee's immediate family, and birth or adoption of a child as per the Family and Medical Leave Act (FMLA). Immediate family means persons related by kinship, adoption or marriage. They must be totally dependent upon the employee for personal care or services on a continuing basis. As per the FMLA guidelines, an employee may use paid sick leave to care for a spouse, son, daughter, or parent who has a serious health condition. Paid sick leave begins to accrue on the first day of hire at the rate of one day per month (four hours for each bi-weekly pay period), and is available for use immediately upon accrual of time.

Sick leave is accrued at the end of a pay period, not at the beginning. Thus, employees may not use leave that has not been accrued prior to the end of the respective period.

Sick time may not be “borrowed” against time that has not yet accrued. Sick time may accrue to a maximum of 20 days (160 hours). After accumulating 20 days of sick leave, the employee will no longer accumulate paid sick time.

Any sick leave in excess of three (3) days will require a physician’s certificate. If a pattern of sick leave becomes unusual/abusive, the employee will be notified. After such notification is given, the employee may be required to present a physician’s certificate as evidence to support sick leave absence even if absent for just one day. If an employee is out on approved extended sick leave, and all accrued sick leave is exhausted during this time, the employee is then eligible to use annual leave or leave without pay.

Should a College holiday occur while an employee is off work due to one of the above reasons, the time for that day will be charged as a paid holiday rather than as sick leave, unless the employee has exhausted accrued sick and annual leave and therefore, is in a leave without pay status.

Employees who must be absent for one of the above reasons may be eligible for leave under the Family and Medical Leave policy. Please refer to this policy (Section 5.2.3) for eligibility, options and requirements.

Terminating employees will not be paid for unused sick leave. If an employee is rehired, previously accumulated sick leave will not be restored.

5.2.14 Unauthorized Leave

If an employee does not report to work and does not inform and/or make arrangements with the supervisor, this absence is considered to be unauthorized leave and is taken without pay. The supervisor may subject the employee to disciplinary action. Unauthorized leave for three (3) consecutive working days without notice is treated as a voluntary resignation.

5.2.15 Voting Leave

Wiley College encourages employees to exercise voting privileges in local, state, and national elections. However, since the polls are open for long periods, employees are encouraged to vote before or after regular working hours. If it should be necessary because of unusual circumstances, employees may take up to two hours leave from work to vote in a governmental election or referendum. Such requests should be submitted to the supervisor at least one week prior to election day.

5.3 - INSURANCE COVERAGE

5.3.1 Dental Insurance

Dental insurance coverage is available to all regular full-time employees of Wiley College. Individual and dependent premiums are paid by the employee. Premiums and plan summaries may be obtained from the Human Resources Office.

5.3.2 Health Insurance

The College currently provides a comprehensive self-referral Preferred Provider Organization (PPO) plan for all regular full-time employees. Regular part-time employees who work a minimum of thirty (30) hours weekly are eligible to participate. This plan provides “in-network” and “out-of-network” benefits at varying co-pays and co-insurance levels. The Human Resources Office can provide details about the different premiums associated with different levels of coverage, and the summary comparisons of in-network and out-of-network benefits.

Health insurance coverage is available for eligible dependents to include:

- Legal spouse
- Unmarried children under 19 years of age
- Full-time college student under age 25 and is dependent on the employee for support

5.3.3 Life Insurance and Accidental Death and Dismemberment

Term life insurance, in an amount equal to the base salary, is available to all regular full-time employees. In the event of accidental death or dismemberment, an additional amount equal to the base salary is paid. The amount of life and accidental death and dismemberment insurance reduces to 65% when an employee reaches age 65, and to 50% when an employee reaches age 70. Consult the Human Resources Office for details about the life insurance program.

5.3.4 Short-/Long-Term Disability

The College currently provides a short- and long-term disability plan for all regular full-time employees. Short- and long-term disability partially replaces an employee’s income if he/she becomes totally or partially disabled while insured.

Employees will be required to use all of their accrued sick leave and annual/vacation leave at the start of the disability. If an employee is unable to return to work after using all of his/her accrued sick and annual leave and has satisfied the 7-day waiting period, disability insurance benefits will be payable to the employee. Consult with the Office of Human Resources for details on the short- and long-term disability program. It is the employee’s responsibility to obtain and file the necessary forms within the deadlines required if he or she wishes to claim disability benefits.

5.3.5 Termination of Insurance

Employee insurance will terminate when the insurance policy terminates, when the employee fails to make an agreed contribution to the premium when due, when the employee ceases to be eligible for coverage under the terms of the group insurance program, or when the employee ceases to be employed as a regular full-time employee eligible for the insurance. Wiley College may, by continuing to pay the premium, keep an employee's insurance in effect for a brief period if the employee's eligibility ceases for any reason other than resignation, dismissal, or failure to meet the terms of eligibility of the group insurance program.

5.4 - GOVERNMENT REQUIRED COVERAGE

5.4.1 Social Security/Medicare

Staff members must participate in the Federal Insurance Contributions Act program (FICA), commonly referred to as Social Security. In addition to the normally understood retirement benefits, employees may also be eligible to enjoy the benefits of this program during periods of total disability which exceed six (6) months. Benefits may also be paid to deceased participants' families. Specific benefit information is available from the Social Security Administration Office. The Human Resources Office may assist in obtaining specific information upon request.

5.4.2 Unemployment Compensation

Employees who become unemployed may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their jobs. To be eligible, an employee must have earned a certain amount and be willing and able to work. Affected workers should apply for benefits through the local State Unemployment Office.

Wiley College pays the entire cost of this insurance.

5.4.3 Workers' Compensation

The College participates in a comprehensive workers' compensation insurance program at no cost to the employee. This program covers any illness or injury sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides income benefits if an employee is unable to return to work after seven (7) consecutive days.

On the eight (8th) day of disability, workers' compensation will begin paying the employee up to 70% of his/her weekly wages (75% if earning less than \$8.50 per hour). More information is available through the Business Office or the Office of Human Resources.

Any employee who sustains work-related injuries or illnesses, must inform the supervisor or division manager immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable affected employees to qualify for coverage as quickly as possible. All work-related injuries or illnesses must be reported formally to the payroll coordinator. The payroll coordinator will complete the Employer's First Report of Injury form and will notify the College's workers' compensation insurance carrier.

5.5 - OTHER BENEFITS

Wiley College provides employees with the several additional fringes. These benefits, may from time-to-time, be modified, amended or discontinued at the sole discretion of the College with or without prior notice.

5.5.1 Externally Funded Programs

All faculty and staff members are encouraged to submit proposals within or related to the teaching disciplines, area of work assignments or on an interdisciplinary basis in collaboration with colleagues. All grant applications must be cleared through the Office of Sponsored Programs and must not result in long term costs to the College when the grant is terminated, or not continued during a subsequent funding cycle. For more information about externally funded programs, please see the policies manuals of the Sponsored Programs Office.

5.5.2 Health Center

The College Health Center located in the Student Union Building on the campus, is primarily there to aid the health care needs of students; however, the center provides services to faculty and staff on an emergency basis. A nurse is on duty during normal working hours, five days a week.

5.5.3 Identification (ID) Cards

Staff members will receive picture identification cards through the *Division of Information Systems and Technology*. While at work, all employees are expected to have their ID card on their person and visible at all times. The ID is necessary to receive paychecks, to attend some College functions, and for access to some College facilities.

5.5.4 Tuition Waiver for Employees

Wiley College offers the following employee educational benefit plan to current faculty, staff and administrators (here-in-after referred to as "employees") of Wiley College and to legal spouses/dependents of these employees.

The plan provides tuition assistance to eligible employees and to the spouses/dependents of employees in order to defray the costs associated with enrollment in classes at the College. This policy may, from time-to-time, be modified, amended or discontinued at the sole discretion of the College with or without prior notice.

Employees and the spouses/dependents of employees must satisfy several requirements in order to be eligible for tuition assistance. Employees must:

1. Have completed at least one year of uninterrupted service.
2. Work at least 40 hours per week.
3. Maintain the uninterrupted level of service as described above for the full duration of the tuition assistance period; and otherwise meet academic eligibility requirements for admission to the College

Employees are restricted to one course not to exceed four hours per workweek during normal working hours. Employees are permitted to enroll in more than one course after working hours. Employees are not allowed to enroll in summer school courses unless it is after normal working hours.

Employees may enroll in courses at a 40% discount on tuition. Employees are charged also for their individual associated fees.

Employees may enroll in graduate courses and maintain their full time position at the College if satisfactory arrangements can be made with the supervisor to avoid a reduction of the quality and quantity of the employee's assignment.

Spouses/dependents must:

1. otherwise meet the academic eligibility requirements for admission to the College; and
2. have been claimed as an exemption on the employee's Federal Income Tax Return (Form 1040) for the tax year prior to the date of application for tuition assistance.

Eligible persons may apply for tuition assistance by submitting a written request to the immediate supervisor of the employee. If the supervisor approves the request, it is then forwarded for review and approval to the Office of Human Resources. The application will be forwarded to the Financial Aid Office for processing. The applicant will be notified by the appropriate member of the President's senior staff of the outcome of the review process. Each application for spouse/dependent tuition assistance must include a copy of IRS Form 1040 for the tax year prior to the date of application or a notarized statement indicating that the individual for whom assistance is sought is a legal spouse/dependent of the employee. Spouses and dependents of employees (in good standing) are provided a 40% discount on tuition.

If an employee leaves the employment of the College at any time during which that employee or that employee's spouse/dependent is participating in the tuition assistance program, the tuition assistance to that employee or spouse/dependent shall cease at the end of the then current semester.

The College considers the tuition assistance offered under this program to be a non-taxable benefit to employees and their spouses/dependents under the provisions of Internal Revenue Code, Section 117(d). However, the employee and/or spouse/dependent participating in the program bear full responsibility for responding to any IRS inquiry into the taxability of the benefit in individual situations. The College does not intend with this policy, and more specifically with this paragraph, to offer counsel to employees and/or spouses/dependents regarding the taxability of this benefit in individual cases.

5.6 – OTHER PRIVILEGES

5.6.1 Lunch and Break Periods

College policy provides for a one hour lunch period during the 8 a.m. to 5 p.m. regular hours for all hourly employees. Exempt staffs are afforded the same benefit; however there may be times when the lunch hour is reduced by workload demands. This time may be worked out with the supervisor of the department or division.

College policy also entitles all hourly employees to one fifteen minute break for each four hours worked, or two breaks during the course of an eight hour day. It is usual and customary that these breaks occur one time in the morning, and once during the afternoon. Breaks are to be scheduled by the supervisor and are not cumulative. Lunch hours and breaks may not be used to arrive at work late or leave early.

5.6.2 Seminars, Special Training

New demands in particular job fields frequently require employees to develop new skills. When these skills are considered essential to the success of the College, employees may be sent to seminars or for special training at College expense. Prior authorization by the supervisor and/or department head must be obtained. The Vice President for Business and Finance must also approve any expenses that will be paid by the College.

SECTION VI: LEAVING WILEY COLLEGE

6.1 – BENEFITS CONTINUATION (COBRA/CONVERSION AND HIPAA)

A federal law (Public Law 99-272, Title X) known as COBRA, (Consolidated Omnibus Budget Reconciliation Act of 1985 as amended) requires that most employers sponsoring group health plan(s) offer employees and their families the opportunity for a temporary extension of coverage (called “continuation coverage”) at group rates in certain instances where coverage under the plan(s) would otherwise end.

For complete information on benefits continuation after separation from employment, consult the Human Resources Office.

6.2 - COMPENSATION FOR TERMINATING EMPLOYEES

Employees will be paid only for time worked. An employee who separates from employment in the middle of a pay period will not be paid for the remainder of the pay period.

6.3 - EXIT INTERVIEW

The Human Resources Office will schedule an exit interview with terminating employees. The purpose of the interview is to ensure that the Wiley College Exit Interview Form has been completed properly, to discuss termination of benefits, options for continuation of benefits, and to determine to what extent the policies, environment and working conditions of the College contributed to the employee's resignation.

6.4 - REFERENCE CHECKS UPON TERMINATION

All inquiries about a current or former Wiley College employee should be referred to the Office of Human Resources.

Should an employee receive a written request for a reference, the request should be referred to the Office of Human Resources for handling. College employees may not issue a reference letter for any current or former employee without first conferring with the Director of Human Resources. Under no circumstances should a College employee release any information about a current or former employee over the telephone. All telephone inquiries about any current or former employee of the College must be referred to the Office of Human Resources.

In response to an outside request for information about a current or former Wiley College employee, the Office of Human Resources normally will furnish or verify only the employee's name, dates of employment, job title and department. With written authorization from the individual, the Human Resources department verifies earnings for credit checks.

6.5 - RESIGNATION OF EMPLOYMENT

It is hoped that all employees will have a rewarding and productive career at Wiley College, but it is recognized that situations arise which may cause the voluntary or involuntary termination of an individual's employment.

If an employee decides to resign in good standing with eligibility for re-employment, it is expected that a non-exempt employee (hourly compensated) will provide a minimum of a two weeks advance written notice to his/her supervisor and that all exempt employees (monthly compensated) will provide a minimum of a four weeks advance written notice to his/her supervisor. If written advance notice of a minimum of ten (10) business days for non-exempt employees and twenty (20) business days for exempt is not given, fifty percent (50%) of unused annual leave, which is payable up to a maximum of twenty (20) days (160 hours), will be forfeited.

In addition, a copy of the written resignation notice must be given to the Office of Human Resources. Employees may not use accrued vacation leave in lieu of the expected advance notice of resignation.

All College benefits such as health insurance, dental insurance, life/accidental death and dismemberment insurance, and pension benefits will end on the last day of employment or at the end of the month pursuant to the terms of these plans. Some benefits may be continued or converted to individual policies dependant on the terms, conditions and limitations of such continuation.

Final pay checks will be distributed in accordance with applicable state law and institutional policy.

It is advisable that separating employees keep the College informed about changes of address within the year following separation. This will ensure proper and timely handling of forms such as W-2's and other necessary communications.

6.6 - RETIREMENT

6.6.1 Initiating the Retirement Process

An employee of the College may initiate retirement at any time by submitting his/her intent in writing to the Office of Human Resources. Persons considering retirement, should consult with the Office of Human Resources in order to ensure maximum retirement benefits. An employee considering retirement should notify the Social Security Office for guidelines that may impact the decision to retire.

6.6.2 Retirement Program 403(b) Regular Retirement Plan

If an employee has been a participant in the College sponsored retirement plan, he/she will need to notify the provider several months in advance so that the employee will have enough time to complete the retirement application, indicating which payment option he/she elects and return the paperwork for processing.

6.6.3 Separation Procedures/Checkout Process

All employees are required to complete the termination exit process. Employees should begin the process no later than five days before their last day of work. The purpose of the process is to ensure that all keys, books, credit cards, ID cards and other related items are returned to the College.

Upon receipt of an employee's written letter of resignation (or any other type of termination notification), either the employee's supervisor or the employee will secure a Wiley College Exit Interview Form (separation from employment form) from the Office of Human Resources. When the form is completed, it should be returned to the Office of Human Resources. Without this form, the final paycheck will not be released.

6.7 - RETURN OF COLLEGE PROPERTY

Separating employees are responsible for all College property, materials such as keys, ID badge, or written or electronic information issued to the employee or in the employee's possession or control. Employees must return all College property in satisfactory condition immediately upon request or upon voluntary or involuntary termination of employment.

Where permitted by law, the College may withhold from the current or final paycheck the cost of any items that are not returned when required. The College may also take all action deemed appropriate to recover or protect its property.

6.8 - VACATION PAY UPON TERMINATION

Vacation pay is calculated in accordance with the annual leave policy. Maximum payoff of accrued vacation time is 20 days (160 hours). This pay will be computed based on the employee's base rate of pay at the time of separation. If the employee does not give proper notice of resignation, which is ten (10) working days for non-exempt employees and twenty (20) working days for exempt employees, fifty percent (50%) of this payment will be forfeited. If an employee took more vacation hours than entitled to under the annual leave policy, the time taken will be deducted from the final paycheck.

The College's formal exit process must be completed before a vacation payment is issued. This includes returning all college owned equipment, confirming with the supervisor that all college owned information and work files (paper and electronic) used in the position are intact and completing all required exit paperwork. In the case of non-exempt employees, it is the employee's responsibility to ensure that the payroll office receives the last time sheet prior to the last day of employment.

Generally, payment for annual leave balance will be disbursed no later than the second pay period following the last date of employment.

6.9 – NONRENEWAL OF CONTRACT

All employees of Wiley College have fixed terms of employment. Contracts generally do not exceed one year. Employment beyond the contract period may not be legally presumed. Renewal of an employment contract is subject solely to the discretion of the President/CEO.

Reasons for nonrenewal need not be stated. Nonrenewal without cause is the legal right of the President/CEO of the College. If any reasons for nonrenewal are provided to the employee for information, it does not convert the nonrenewal to dismissal for cause and does not establish or shift any burden of proof. Failure to give timely notice of nonrenewal because of mechanical, clerical, mailing or similar error is not deemed to renew the contract of employment for another full term, but the existing term of employment must be extended to the number of days necessary to allow thirty (30) calendar days of notice to the employee.

Nonrenewal of a contract is not subject to grievance within the College; nor is it appealable to the Board of Trustees. However, if an employee presents bona fide allegations and evidence in writing to the President/CEO that the nonrenewal of the contract of employment was the result of discrimination prohibited by applicable law, the employee is entitled to use the internal grievance procedure to test the allegation. The College is required to offer evidence of its reasons for nonrenewal only if the employee has made a prima facie showing that the recommendation of nonrenewal was made for reasons prohibited by applicable law. Following exhaustion of the internal grievance procedures, if used, the decision of the College is final.

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