

# Welcome

Wheaton enjoys a reputation as a leading liberal arts college, and it is due in no small part to dedicated faculty and staff, whose hard work and commitment are key to our success.

Wheaton is a community that emphasizes respect, trust, cooperation and collaboration. The benefits, services, policies and procedures outlined here have been designed to foster those values.

This handbook has been compiled to be a convenient guide and can help answer many of the questions you may have. Please familiarize yourself with it and use it as a reference. It is important to remember, however, that each situation is unique and judgment must be used in applying policies fairly and equitably.

We hope you find your time at Wheaton challenging and rewarding as we work together to maintain and improve our learning community. If you have any further questions concerning the material described in this handbook, contact the Human Resources Department.

# Introduction

This manual has been prepared to acquaint you with the personnel policies and benefits that are generally applicable to Wheaton College staff. It does not apply to faculty members or to student employees.

The information in this manual has deliberately been presented in an informal manner and is only a summary of college policies and practices. For more detailed information, you should contact the Human Resources Department. Please note that this handbook supersedes information published in previous handbooks.

This manual provides a general guide to college policies. Because no two employment situations are ever exactly alike, college policies must have some flexibility. There are times when rigid policies can be as unfair as no policies at all. Because the college's goal is to treat employees fairly, it may modify, suspend, or otherwise deviate from the policies summarized here on those occasions when it determines that the circumstances warrant special consideration.

Separate documents describe benefits that are summarized only briefly here. The actual provisions of each benefit plan or contract will govern if there is any inconsistency between this summary and the college's formal plans or contracts.

The policies summarized in this manual, and any other policy summaries that may be issued from time to time in the future, are adopted voluntarily by the college and are not intended to give rise to contractual rights or obligations of any kind. We value our employees and look forward to a mutually satisfactory at-will employment relationship with each of you. Neither you nor the college is obliged to continue our employment relationship if either of us does not wish to do so.

The policy summaries contained within these pages provide general information about the college's policies that are in effect at the time the summary was prepared. Changes may be made from time to time.

## **Mission Statement**

The mission of Wheaton College is to provide an excellent liberal arts education in a small, residential, coeducational learning community, enabling students to understand and participate in shaping the multicultural, interdependent world of which they are a part.

Collaborations with faculty and staff challenge and transform students into lifelong learners with skills to become problem solvers committed to justice and the global community.

Wheaton teaches women and men to live and work as equal partners by linking learning, work and service in a community which values equally the contributions of men and women.

# College History

## *Pride in the Past, Strength for the Future*

- 1834 Judge Laban Wheaton establishes a female seminary in Norton, Massachusetts, in memory of his daughter. Noted women's educator Mary Lyon creates the first curriculum with the goal that it be equal in quality to those of men's schools.
- 1850 New principal Caroline Metcalf makes recruiting outstanding teachers a top priority and brings in educators who encourage students to discuss ideas rather than memorize facts, most notably Lucy Larcom and Mary Cragin.
- 1897 Preparing to seek a charter as a four-year college, Wheaton names its first president, Reverend Samuel Valentine Cole.
- 1900-1910 Revitalization project expands and strengthens curriculum, adds six new campus buildings. Enrollment grows to over 200 students.
- 1912 Massachusetts legislature grants college charter. Student Government Association organizes to represent the "consensus of opinion of the whole student body" and to encourage individual responsibility, integrity and self-government.
- 1926 Reverend J. Edgar Park named president. Over the next 18 years, he modernizes the curriculum by introducing departmental honors, senior seminars, and a system of majors and minors. Enrollment remains stable at 475 students.
- 1932 Wheaton receives authorization to establish a chapter of Phi Beta Kappa on campus.
- 1935 The college celebrates its first 100 years as an institution dedicated to the higher education of women.
- 1944 Dartmouth College Professor of History A. Howard Meneely is appointed to replace the retiring Dr. Park.
- 1956 Trustees approve plan to expand the size of the college from 525 to 800-1,000 students. Construction of "new campus" begins.
- 1962 William C. H. Prentice, a psychology professor and administrator at Swarthmore College, assumes the presidency.
- 1970 Wheaton joins other colleges and universities in nationwide protest over massacre of students at Kent State and Jackson State Universities and United States' Military incursions in Laos and Cambodia.
- 1975 The college inaugurates its first woman president: Alice F. Emerson, Dean of Students at the University of Pennsylvania.
- 1980-1983 Wheaton achieves national recognition as pioneer in the development of a gender-balanced curriculum.
- 1984-1985 A year-long series of symposia, concerts, dance performances, art exhibits and other events marks Wheaton's 150th anniversary.
- 1987 Trustees vote to admit men; first coed class enrolls in September 1988.
- 1992 Dale Rogers Marshall, academic dean at Wellesley College, becomes Wheaton's sixth president.
- 1996 Enrollment hits all-time high, with over 1,400 degree candidates registered.
- 2000 The Campaign for Wheaton closes with more than \$90 million, well over its \$65 million goal, making it the most successful fundraising effort.
- 2001 Wheaton is the only liberal arts college in the nation to have students win the Rhodes, Marshall, four Fulbrights, the Truman, Udall and Rotary scholarships.
- 2004 Ronald A. Crutcher, provost of Miami University in Oxford, Ohio, becomes Wheaton's seventh president.

# **Wheaton College Ethics Code**

## **Introduction**

Wheaton College is committed to the highest ethical and professional standards of conduct as an integral part of its mission, the promotion of learning. To achieve this goal, the college relies on each community member's ethical behavior, honesty, integrity and good judgment.

This Ethics Code establishes guidelines for professional conduct by those acting on behalf of the college including 1) executive officers, faculty, staff and other individuals employed by the college, using college resources or facilities, 2) consultants, vendors and contractors when doing business with the college and 3) volunteers and representatives acting as agents of the college. The Ethics Code refers to all these persons collectively as "members of the college community" or "community members."

This Ethics Code cannot address all situations that may arise, but it offers a framework to assist community members in understanding their obligations. Some of the following statements are summaries of formal detailed policies and are not intended to be all-inclusive. Complete policies that apply to Wheaton College community members include, but are not limited to, 1) Faculty Handbook, 2) Staff Handbook and 3) Student Handbook. This code supplements but does not supersede the rights and obligations of the college community under the law.

## **Code of Conduct**

Members of the Wheaton community have the obligation to respect and to be fair to other members, students, and persons they supervise, and to foster their intellectual and professional growth. Community members must not engage in, nor permit, harassment and illegal discrimination. Spoken or written intimidation, harassment, coercion or threats of violence are unacceptable and will not be tolerated. Behavior that jeopardizes the health and safety of community members, or intrudes upon their rights and freedoms, is unacceptable. Physically endangering behavior includes any deliberate, negligent or reckless actions that endanger the physical safety or well-being of any person, including themselves. Members must not abuse the authority they have been given and care must be taken to ensure that any personal relationships do not result in situations that might interfere with objective judgment. Members should conduct themselves in a businesslike manner on campus or when attending an off-campus work related function. Also unprofessional activities such as inappropriate language, keeping or posting inappropriate materials in the work area or accessing inappropriate materials on computers is strictly prohibited.

## **Compliance with Laws and Regulations**

Members of the Wheaton community are expected to transact college business in compliance with all federal, state, and local laws and regulations related to their positions and areas of responsibility, including, but not limited to, equal employment opportunity, fair employment practices, and nondiscrimination laws; laws regarding the privacy and confidentiality of employee and student records; laws regarding workplace safety and occupational health; and laws regarding antitrust and recording of financial transactions.

## **Conflict of Interest**

A conflict of interest exists when a community member or a member of his or her family is in the position to benefit personally, directly or indirectly, from his or her dealings with an organization or person conducting business with the college.

All decisions and actions by community members in the course of their professional responsibilities are to be made in a manner which promotes the best interests of the college. It is the college's intent to avoid conflicts between the personal interests of employees and the interests of the college. In the event that a community member may have a financial, personal or professional interest that could potentially create a conflict of interest (or the perception of one) in any decision or transaction involving the college, the employee must do the following:

1. Disclose clearly and fully in writing to the supervisor (and/or Division Officer) the nature of the decision or transaction and the potential conflict of interest.
2. Refrain from participation (acting individually or as a member of a group) in the college's consideration of the transaction or the processing of the transaction.

Any gifts or services from vendors with values exceeding \$100 must be approved by the Division Officer prior to acceptance. Also, 1) if a community member owns more than one percent of the stock of a publicly-owned corporation, or if the stock is valued at more than \$5,000; and 2) if that corporation has a relationship with the college, the community member must disclose this ownership to a Division Officer for the college's consideration as to appropriate action. (see staff handbook, page 15)

### **Consulting and Outside Employment**

If a person is a full-time employee of the college, the employee's main employment responsibility is to Wheaton. Prior to the commencement of any outside employment or consulting engagements that may appear to involve a conflict of interest with your college responsibilities or that may compromise the college's relationship with the outside employer or consulting client, approval must be granted by the supervisor, the Division Officer and the President. If an employee is currently engaged in outside employment or consulting that fits the definition above, the employee must disclose this information to the supervisor, the Division Officer and the President for review under this policy. (see staff handbook, page 16)

### **Confidentiality**

The college is committed to protecting the privacy of individuals (employees, students and alumni/e) and the confidentiality of records. As a community member, you have the responsibility for making sure that this commitment to protect individuals' privacy is upheld. Respecting the rights to confidentiality and privacy of information of the members of our community is critical. Community members must safeguard confidential information. This includes ensuring that confidential documents, in either paper or electronic form, are not left unattended; refraining from engaging in discussion of confidential information in forums where the information may be overheard; and protecting the privacy of past and present students, faculty, staff and alumni/e by maintaining the confidentiality all college records. Failure to maintain this confidentiality may have a direct impact on the interest of Wheaton College. (see staff handbook, page 15)

### **Intellectual Property Rights and Copyright Ownership**

Wheaton College respects the ownership of intellectual material governed by copyright laws. Community members are expected to comply with the copyright laws and provisions of the licensing agreements that apply to software, printed and electronic materials. For specific guidelines consult Wheaton College's Intellectual Property Policy. (see staff handbook, page 16)

*Use of the college's seal and letterhead is restricted to college business. Questions regarding use of the seal and letterhead should be referred to the Communications Office.*

### **Policy Against Abuse of Drugs and Alcohol**

The federal Drug-Free Workplace Act of 1988 requires employers who contract with or receive grants from agencies of the federal government to maintain a drug-free workplace. In addition, the federal Drug-Free Schools and Communities Act of 1989, as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program, requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

In compliance with the requirements of these laws, and in order to provide a safe and healthy environment in which employees and students may work and study, Wheaton College has established a program on drugs and alcohol.

Students and employees of the college are reminded annually of the requirements of this policy. (see staff handbook, page 13)

### **Proper Use of College Property and Funds**

Wheaton College community members must ensure that college resources are not used for other than their intended purposes. College employees have an obligation to manage the institution's resources prudently, with a responsibility to those who provide those resources, including students, parents, alumni, foundations, donors and government agencies. College employees are responsible for safeguarding the tangible and intangible assets of the college that are under their control. College resources may not be converted to personal use, either for oneself or another person.

College resources may not be used to make contributions to candidates for public office, to political parties, or to other political organizations that are organized primarily to accept contributions for the purpose of influencing the selection, nomination, election, or appointment of any individual to federal, state, or local public office.

### **Accuracy of Records and Reporting**

The records, data and information owned, used, and managed by the college must be accurate and complete. The accuracy and reliability of financial reports is of the utmost importance to the business operation of the college. College members must record, allocate and charge costs accurately and maintain documentation as required by established policies and procedures. All reports, including travel/reimbursable, bills, invoices, payroll information, personnel records and other essential business records, must be prepared with care and honesty. All employees responsible for accounting and record-keeping must fully disclose and record all assets, liabilities or both, and must exercise due diligence in enforcing these requirements.

### **Grants and Contracts**

Members of the college community requesting funding from government agencies, corporations, foundations, and other granting organizations have an affirmative obligation to make full, accurate, and honest representation concerning all relevant information submitted to or requested by the granting organization. Accurate and complete records, including supporting documentation, as required by the granting organization must be maintained. Also all funds provided by federal agencies must be spent in ways consistent with the funding documents and in compliance with the guidelines on allowable costs.

### **Acceptable Use of Campus Network and Computing System**

It is the responsibility of each member of the community to use the services provided by the college's campus network and computing systems appropriately and in compliance with all college, city, county, state, and federal laws and regulations. This policy covers all persons accessing a computer, telecommunications or network resource at Wheaton College, including the campus data network, electronic mail, file sharing, printing, world-wide web services, telephone services and cable television. College computing systems are college resources and are provided to community members for business purposes. Computers and the information contained on them are the property of the college and may be accessed by college officials at anytime. College policy and relevant laws apply to use of the college's network and computing services. Actions that are unacceptable in the college community are also unacceptable on the network, computing systems and other electronic services including the following:

- Harassment in any form.
- Failure to respect the rights and property of others.
- Forgery or other misrepresentation of one's identity.
- Accessing inappropriate materials.
- Downloading and distribution of copyrighted materials without the permission of the copyright owner.

(see staff handbook, page 19)

## **Reporting Suspected Violations or Concerns**

Wheaton College Ethics Code compliance efforts focus on teaching community members standards that require adherence. Nevertheless, violations may occur. In addition, members of the college community may have concerns about matters that they are not sure represent violations. Therefore, community members should report suspected violations or concerns about these standards promptly to one of the following college offices: Human Resources, Vice President of Finance and Operations, or President. In addition, community members may call the “Whistleblower” hotline. Reports are made anonymously to this number, unless the caller wishes to leave their contact information (see Whistleblower Policy in staff handbook, page 21). Wheaton College will investigate claims of inappropriate activities, including informing the Board of Trustees Audit Committee of claims related to the misuse of college assets and violation of compliance laws. Wheaton College will protect from retaliation anyone who makes a good faith effort to appropriately disclose perceived wrongdoing.

## **Consequences of Violation**

Material violations of this code or related policies and procedures will be considered under the college’s established disciplinary practices and procedures and may carry disciplinary consequences, up to and including dismissal from employment. Such violations may also subject individuals to civil or criminal actions in state or federal courts.

Source: Finance Office March 2005

## **Statement of Non-Discrimination**

Wheaton College is committed to the principles of equal opportunity as defined under federal and state law, and does not discriminate unlawfully on the basis of race, color, creed, disability, national/ethnic origin, age, religion, sex, sexual orientation, or disabled veteran/Vietnam-era veteran status in its admission policy, programs, or activities, educational policies, scholarship and loan programs, athletic and other college-administered programs, or employment practices and programs.

The following person has been designated to handle staff inquiries regarding the non-discrimination policy:

Director of Human Resources/Staff Affirmative Action Officer  
Wheaton College  
Human Resources  
Norton, Massachusetts 02766  
(508) 286-8206

## **Affirmative Action**

Wheaton College reaffirms its commitment to a more diverse faculty and staff and to a policy of affirmative action directed at increasing the presence of minority group members, in the belief that a diverse Wheaton community is essential to our educational goals.

In addition to the principles of non-discrimination embodied in the Wheaton College equal employment opportunity policy, Wheaton College is committed to the principle of affirmative action, which requires that we make positive efforts to overcome the effects of earlier patterns of exclusion and underutilization of minority group members, even if that exclusion or underutilization cannot be traced to particular discriminatory actions on the part of the college.

The principle of affirmative action, as it is endorsed at Wheaton College, directs members of the college (students, faculty, and staff) to make special efforts in all areas of life and work at the college. In each case, the principle requires that we eliminate patterns of discrimination and ignorance about one another that obscure our recognition of human dignity and individuality, and that we work toward achieving a more open, just, and tolerant community.

Affirmative action as a principle yields clear directives: to take steps to remedy unfair imbalances and to avoid both demeaning slurs against members of any group and the deadening effects of ignorance. It does not teach us how to reach our goals in every instance, or prescribe inappropriate preference-giving or quotas. Rather, the same principle requires us to be tolerant of diversity of views, and to work together affirmatively in order to achieve these goals.

## **Affirmative Action Policy**

The commitment to recruiting faculty and staff who are minority group members must be community-wide. For all categories of employment, especially where minority group members are underrepresented, we will make vigorous efforts to attract minority applicants and to give their applications fair and careful consideration. To ensure the success of these efforts in every department, faculty and staff recruitment and hiring guidelines will be established and the search procedures of each hiring unit will be closely monitored. The Human Resources Department serves as a resource of information useful in recruitment of minority group members.

The implementation of the affirmative action plan rests with all college community members who have the authority to make faculty or staff employment decisions. Ultimate leadership for affirmative action rests with the President of the college. The Staff Affirmative Action Officer, responsible to the President, monitors the recruitment and hiring process and summarizes the results of college hiring with an annual report. The report will describe the effort and the overall results of the affirmative action plan.

## Statement on Sexual Harassment

Wheaton College is committed to maintaining an environment free of discrimination and all forms of coercion that impede the academic freedom, security, or well-being of any member of the community. Sexual harassment is inimical to such an environment and is unlawful. As part of this commitment, the college shall, on a regular basis, undertake to educate the whole community about sexual harassment.

### Policy

It is the policy of Wheaton College that no member of the college community, including faculty, students, and staff, may sexually harass another. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment:

1. When submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual's education or employment;
2. When submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; or,
3. When such conduct substantially interferes with an individual's academic or professional performance or creates a discriminatorily hostile or intimidating educational, employment, or living environment.

### Grievance Procedures

Complaints of sexual harassment made against members of the faculty should be lodged with the Provost or her or his designated appointee. Complaints made against members of the staff should be lodged with the Director of Human Resources. Complaints made against students should be lodged with the Dean of Students or her or his designee. Insofar as feasible, complaints shall be investigated by the officers of the college or their designees in confidence. ***Any retaliation against an individual who has lodged a complaint of sexual harassment or retaliation against individuals for cooperating with an investigation of alleged sexual harassment is unlawful and will result in severe discipline.*** Attempts to resolve complaints of sexual harassment through conciliation and other informal means shall be made, if appropriate, by the Provost, Director of Human Resources or Dean of Students or their designees.

If conciliation measures fail, the Provost, Director of Human Resources, Dean of Students, or other designees, shall initiate any of the following procedures:

- If the subject of the complaint is a member of the faculty, the "Review and Appeals Procedures for Certain Faculty Grievances," (Faculty Legislation, Part I, Article IV, Section E).
- If the subject of the complaint is a staff member, the Employee Grievance Procedure (see staff handbook, page 28).
- If the subject of the complaint is a student, the procedures set forth in the Honor Code Booklet.

### Interpretive Comments

Sexual harassment may range from overt acts of sexual coercion, including rape, to more subtle indications of sexual hostility that may or may not be unlawful. It is the intention of these "Interpretive Comments" to provide examples (but not a definitive or exhaustive list) of conduct that constitutes sexual harassment.

Demands for sexual favors in exchange for better grades or job security are examples of the most overt sexual harassment. Milder suggestions that academic or employment conditions may improve if the relationship assumes a sexual character also constitute sexual harassment. Any negative consequences resulting from an individual's rejection of advances (such as lowered grades, expressions of hostility, or more difficult work conditions) are also indicia of improper harassment.

Harassing behavior is not limited to requests for sexual favors. It includes other unwelcome sexual conduct that can, depending on the circumstances, take the following forms: **verbal**, such as sexual innuendo, insults, demeaning

comments or jokes about gender-specific traits, etc.; **non-verbal**, such as obscene gestures, whistling, etc.; and **physical**, such as touching, brushing the body, pinching, etc. Such behaviors can interfere with an individual's performance, create a hostile or intimidating environment, or indicate discriminatory hostility.

Perhaps the most difficult question related to sexual harassment concerns intimate relationships between two individuals, one of whom is in a position of authority (e.g., between a faculty member and a student, a supervisor and an employee, an administrator and faculty member, senior faculty and junior faculty). It is incumbent upon those with authority not to abuse, or give the appearance of abusing, the power with which they are entrusted.

Amorous relationships that might be appropriate under other circumstances always threaten the integrity of the educational process when they occur between instructor or administrator and any student for whom he or she has direct professional responsibility. Administrators and faculty should be aware that any romantic involvement with students, or others under their authority, potentially subjects them to internal discipline or liability, particularly if a complaint is initiated by the student or employee. Accordingly, faculty and administrators are strongly discouraged from maintaining romantic or sexual relationships with students, and faculty are expressly prohibited from engaging in romantic or sexual contact with students with whom they have a concurrent academic relationship.

It is not advisable (or possible) to formulate a policy so specific that all conceivable incidents are clearly included or excluded from the definition of sexual harassment. Individual cases will be addressed through proper grievance channels. Decisions about alleged improper conduct and determinations of appropriate action by the institution will be made on a case-by-case basis. Such action may range from a reprimand or counseling to termination of employment, and may include such other forms of disciplinary action as the college may deem necessary under the circumstances.

### **Sexual Harassment by Visitors**

An important area of concern relates to visitors to the campus. The college does not approve of sexual harassment by individuals visiting students or attending Wheaton functions. However, it does not have jurisdiction to enforce this policy beyond members of the community (as defined in the policy). If anyone is the victim of sexual harassment by visitors, she or he should call Public Safety, who will escort the offending visitor off campus and/or take other appropriate action. If visitors' behavior is illegal (e.g., disturbing of the peace, vandalism, sexual assault, etc.), they are subject to arrest. The best way to reduce sexual harassment by visitors is for all members of the community is to make it clear that such behavior is not acceptable at Wheaton.

### **Contact List**

If you would like to file a complaint of sexual harassment, you may do so by contacting the appropriate individual listed below:

*For complaints made against members of the faculty:*

Susanne Woods  
Provost  
Park Hall, Room 114  
508-286-8212

*For complaints made against members of the staff:*

Barbara Lema  
Director of Human Resources  
Hebe Hall  
508-286-8206

*For complaints made against students:*

Sue Alexander  
Dean of Students  
Park Hall, Room 103  
508-286-8218

In addition to lodging a complaint with an official of the college, a formal complaint of sexual harassment may be filed with either or both of the government agencies listed below. Each of the agencies has a relatively short time period (300 days) for filing a claim.

The United States Equal Employment Opportunity Commission (“EEOC”)

475 JFK Federal Building  
Government Center  
Boston, MA 02203  
(617) 565-3200

The Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office:  
One Ashburton Place, Room 601  
Boston, MA 02108  
617-994-6000

Springfield Office:  
436 Dwight Street, Room 220  
Springfield, MA 01103  
413-739-2145

## **Americans with Disabilities Act and Accommodations**

The Americans with Disabilities Act (ADA) prohibits discrimination against a qualified person with a disability in employment practices such as job application procedures, hiring, promotion, discharge, compensation, training, benefits and other conditions of employment. The ADA also requires that employers provide reasonable accommodations to qualified individuals with disabilities. Under the ADA, a person is considered to have a disability if (1) he or she has a physical or mental impairment that substantially limits one or more major life activities such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, or learning; (2) has a record of having such an impairment; or (3) is regarded as having such an impairment. In addition, the ADA protects individuals who have family, business, social or other relationships or associations with persons who have known disabilities.

Temporary, non-chronic impairments of short duration, with little or no long-term or permanent impact, are usually not considered disabilities under this Act. Examples of excluded impairments are broken limbs, sprained joints, concussions, appendicitis and the flu.

A request for an ADA work-related accommodation should be initiated by the employee to his or her supervisor. The supervisor should then consult with Human Resources as soon as possible to review eligibility and next steps.

## **AIDS/HIV Guidelines**

Consideration of the existence of HIV infection is not a part of the hiring decision for individuals seeking employment by the college.

HIV infection and AIDS itself are considered disabling conditions. The college, therefore, makes reasonable accommodation to employees known to be disabled by HIV infection, as required by law.

In addition, it is the policy of the college that all health records are strictly confidential. Furthermore, the number of individuals at the college who are aware of the existence and/or identity of employees who have HIV infection will be kept to an absolute minimum on a “need-to-know” basis.

The Wheaton College Honor Code and Community Standards state that all members of the Wheaton community are expected to behave in ways that demonstrate care and respect for the physical safety, dignity, rights, and freedoms of other members.

Discrimination against or harassment of persons with HIV infection or AIDS, or against persons who are at high risk (or perceived high risk) of same, is a violation of college policies and regulations in addition to being a possible violation of federal and state laws. In addition, violators of college policies and regulations are subject to disciplinary action in accordance with established college procedures.

Similarly, behavior by members of the Wheaton community known to have HIV infection that intentionally places other members of the community at risk of contracting HIV is considered endangering behavior. Such behavior is unacceptable and a violation of college policies and regulations. Violators are subject to disciplinary action in accordance with established college procedures.

## **Policy against Abuse of Drugs and Alcohol**

The federal Drug-Free Workplace Act of 1988 requires employers who contract with or receive grants from agencies of the federal government to maintain a drug-free workplace. In addition, the federal Drug-Free Schools and Communities Act of 1989, as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program, requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

In compliance with the requirements of these laws, and in order to provide a safe and healthy environment in which staff and students may work and study, Wheaton College has established a program on drugs and alcohol. That program is described in the policy statement included here. Students and employees of the college are reminded annually of the requirements of this policy.

### **Prohibitions**

Wheaton College prohibits the illegal use, possession, manufacture, distribution, dispensing, or other transfer of any drug, in any amount, by any employee or student while (1) on college premises, (2) performing any job-related activity, on or off college premises, or (3) otherwise participating in any college activity, on or off college premises.

Also prohibited is the use or possession of alcohol (1) on college premises, (2) while engaged in any job-related activity, on or off college premises, or (3) while otherwise participating in any college activity, on or off college premises. An exception is made for the moderate consumption of alcohol by individuals of legal age at functions at which college authorization to serve alcoholic beverages has been obtained in accordance with college policies, and at other college functions that are primarily social in nature, provided that consumption at such functions is limited so as not to pose a risk to the safety of the individual or others. A further exception is made for faculty and staff members residing on college premises in on-campus property, or at their private residences, while working on job-related activities, who shall be permitted to possess and consume alcoholic beverages with reasonable discretion and judgment.

In addition, employees are prohibited from reporting to work or performing job-related activities, on or off college premises, while impaired under the influence of alcohol or illicit drugs. Employees and students are likewise prohibited from participating in any college activity, on or off college premises, while impaired under the influence of alcohol or illegal drugs.

The policy does not prohibit use by an employee or student of prescription drugs prescribed for the employee or student by a licensed physician or his/her legally authorized designee, provided that the drug is used in accordance with the physician's instructions and in a therapeutic dosage.

### **Definitions**

A "drug" is any controlled substance listed on Schedules I through V of the federal Controlled Substances Act. Controlled substances include, by way of example and without limitation, narcotics such as codeine and heroin, depressants such as barbiturates, stimulants such as cocaine and amphetamines, hallucinogens such as LSD, phencyclidine or "PCP" and cannabis (marijuana).

The term “illegal drugs” means any drugs that cannot be obtained legally or which, although available legally, have been obtained illegally. The term “illegal drugs” includes not only “street” drugs, but also prescription drugs that have not been lawfully prescribed for the individual.

For purposes of this policy, “distribution” of alcohol or an illegal drug includes the purchase, sale, or other transfer of the substance in any amount and any attempt to distribute so defined.

### **Sanctions for Non-Compliance**

Employees and students are required to abide by all requirements of the Drug-Free Schools and Communities Act and this policy as a condition of continued employment or enrollment at the college. Employees are also required to abide by all requirements of the Drug-Free Workplace Act as a condition of continued employment.

An employee who violates any provision of this policy is subject to disciplinary action, up to and including termination of employment. A student who violates any provision of this policy is also subject to disciplinary action, up to and including expulsion from the college.

Also, in appropriate circumstances, as determined by the college, law enforcement may be notified. Unlawful possession, use, or distribution of drugs or alcohol may subject an employee or student to criminal penalties. A listing of the criminal penalties, under federal law, for drug trafficking and a summary of sanctions under federal, state, and local laws for illegal drug and alcohol activities are available through the Human Resources Department.

An employee or student who has been determined by the college to have used or been under the influence of alcohol or an illicit drug in violation of this policy may, at the college’s discretion, be permitted to participate in a rehabilitation program approved by the college as an alternative to dismissal. Generally, only an employee or student who has not previously violated this policy and whose conduct and performance are otherwise satisfactory to the college will be considered for discipline short of termination or expulsion. Such an employee or student will be placed on disciplinary probation and will be required to successfully complete an approved rehabilitation program as a condition of continued employment or enrollment. (The cost of the program is the responsibility of the employee or student, but may be covered, in whole or in part, by the individual’s health insurance, depending on the terms of the insurance policy.)

### **Additional Employee Responsibilities**

Any employee who is found guilty, or pleads “no contest”, to a charge of violating a criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance in the workplace must inform the Director of Human Resources within five (5) days of such conviction or plea. Appropriate disciplinary action will be taken.

### **Rehabilitation**

The use of illicit drugs and the abuse of alcohol may have serious effects on the health and safety of an employee or student. It can also seriously interfere with the individual’s judgment and with his or her job or academic performance. A summary of the uses and effects of some of the more common drugs of abuse and alcohol is available through the Human Resources Department.

The college strongly encourages employees and students to seek assistance for problems of drug and alcohol abuse before the individual’s relationship with the college is jeopardized. A number of counseling and rehabilitation programs are available to individuals, on a confidential basis, to provide education, counseling, and coordination with available community resources to address drug and alcohol abuse problems. Contact the Human Resources Department for further information.

## **Confidentiality**

The college is committed to protecting the privacy of individuals (employees, students, and alumnae/i) and the confidentiality of their records. As an employee, you have the responsibility for making sure that this commitment to protect individuals' privacy is upheld. Respecting the rights to confidentiality and privacy of information belonging to the members of our community is critical. Failure to maintain this confidentiality may have a direct impact on the interest of Wheaton College and may result in disciplinary action including termination of employment.

If you have questions about access to information that may be sensitive or that may violate the privacy rights of individuals, you should talk with your immediate supervisor.

## **Conflict of Interest**

All decisions and actions by college employees in the course of their professional responsibilities are to be made in a manner which promotes the best interests of the college. It is the college's intent to avoid conflicts between the personal interests of employees and the interests of the college. Conflict of interest includes any situation in which a person having work responsibilities for the college is empowered to make decisions on behalf of the college from which authority he or she can potentially benefit personally, directly or indirectly, from an entity or person conducting business with the college or the college itself. Therefore, in the event that a college employee may have a financial, personal or professional interest that could potentially create a conflict of interest (or the perception of one) in any decision or transaction involving the college, the employee must do the following:

1. Disclose clearly and fully in writing to his or her supervisor the nature of the decision or transaction and the potential conflict of interest.
2. Refrain from participation (acting individually or as a member of a group) in the college's consideration or processing of the transaction.

Examples of the potential for a conflict of interest include, but are not limited to, the following:

- An employee, a family member or friend has an existing or potential financial or other interest which impairs (or might appear to impair) independent, unbiased judgment in the discharge of responsibilities to the college
- An employee is employed by both the college and an organization that supplies products or services to the college, and that employee might influence the use or purchase of those products or services
- A college employee, friend, or family member stands to benefit from a particular transaction or vendor relationship
- College materials, supplies or services are used for anything other than college-related activities; or confidential or privileged information acquired at the college is used by an employee in an outside activity.

Any personal gifts or services from vendors with values exceeding \$100 must be approved by the Division Officer prior to acceptance. Also, 1) if an employee owns more than one percent of the stock of a publicly owned corporation, or if the stock is valued at more than \$5,000; and 2) if that corporation has a relationship with the college, the employee must disclose this ownership to the Division Officer for the college's consideration as to appropriate action.

## Consulting and Outside Employment

If a person is a full-time employee of the college, the employee's primary employment responsibility is to Wheaton. Prior to the commencement of any outside employment or consulting engagements that may involve or appear to involve a conflict of interest with your college responsibilities or that may compromise the college's relationship with an outside employer or consulting client, approval must be granted by the employee's supervisor, the Division Officer and the President. If an employee is currently engaged in outside employment or consulting that fits the definition above, the employee must disclose this information to the supervisor, the Division Officer and the President for review under this policy.

The general conditions under which the college will approve an employee's engaging in outside employment or consulting are

1. Outside employment or consulting will not interfere with or impair the employee's college responsibilities or raise substantial concerns about possible conflicts of interest or interference with the employee's college responsibilities.
2. Outside employment or consulting will not compromise the college's relationship with the outside employer or consulting client.
3. College materials, supplies and services will not be used for any outside work unless approved by the Division Officer.
4. The property and facilities of the college will not be used for outside work unless approved by the Division Officer.
5. Any time given to these activities must be outside the employee's normal work schedule, unless approval is granted by and arrangements are made with the supervisor and the Division Officer to use vacation time or take time off without pay.

Other conditions may be applicable based on the circumstances of each situation.

## Intellectual Property Policy

### Goals

This policy is implemented as part of our mission as a not-for-profit, educational institution, to

- Motivate the development and dissemination of intellectual property by providing appropriate incentives to creators and the college
- Facilitate the wide transfer of useful inventions, writings and works of art to society
- Protect the rights of the creator and the college with respect to intellectual property created at the college
- Protect the college's name and trademarks

### Definitions

*Intellectual property* includes works eligible or potentially eligible for copyright protection and ideas and inventions eligible or potentially eligible for patent and/or trade secret protection under U.S. or international law.

*Creator* is a generic term meant to include the originator of a trade secret protectable idea, the author of a copyrightable work, or the inventor of a patentable invention.

A *work for hire* is a work prepared by an employee within the scope of his or her employment or a work specially ordered or commissioned.

*Educational courseware* is computer software or hardware or a database or some combination of these that is used in teaching students.

*Disclosure* of a potentially patentable discovery or invention occurs, as the term is used in this policy, when the discovery or invention is described in writing to the Provost by its creator.

### **External Sponsorship**

- When intellectual property is created as part of work done under an agreement between the college and an external sponsor, ownership of that intellectual property will be governed by the terms of that agreement.
- In cases where a sponsorship agreement does not specify the ownership of any intellectual property created, the college will assume that the external sponsor has no claim to that intellectual property.
- In the future, representatives of the college should ensure that external sponsorship agreements are explicit about these ownership issues, for the protection of the creator and the college.
- The college must inform members of the college community who are doing sponsored work of the terms of any intellectual property agreements relevant to that work.

### **College Sponsorship**

- The college may sponsor or commission the creation of intellectual property. In this case, the college and the creator must have a specific agreement about the ownership of the particular intellectual property and the sharing of any costs and income. It is the college's responsibility to create such an agreement.
- Even in the absence of an explicit commission or sponsorship, when the college makes unusual commitments of resources to a project, the college may be entitled to ownership of any works created. The Provost will determine whether such commitments exist in a particular case. In such a case, the college and the creator will create a specific agreement about the ownership of the particular intellectual property and the sharing of any costs and income.
- In particular, it is expected that such an agreement will be made in advance of the beginning of any intellectual property development project that will involve substantial use of college facilities, resources or staff.

### **Work for Hire**

- In the absence of a relevant agreement, intellectual property created by college employees who were assigned specifically to produce that particular intellectual property within the scope of their employment will be owned by the college. Except as in college sponsorship, described above, the college does not consider intellectual property produced by faculty to be a work-for-hire.
- When a college-sponsored intellectual property development project includes staff members who make substantial creative contributions, the college may choose to share ownership with the staff members involved. In such a case, the college and the staff member should create a specific agreement clarifying ownership of the intellectual property in question.
- Staff should seek a determination from the college if they are engaged in the creation of intellectual property that they believe is not a work-for-hire. If there is any doubt, the college and the staff member should create a specific agreement clarifying ownership of the intellectual property in question.

## **Public Domain**

- Except as limited by the rules for external sponsorship, college sponsorship or work for hire, as described above, the creator of any intellectual property may choose to place this intellectual property in the public domain. In this case, both the college and the creator waive any ownership rights to the intellectual property.
- Creators who wish to place their intellectual property in the public domain are responsible for ascertaining that their right to do so is not limited by a sponsorship agreement or terms of employment.
- When intellectual property is placed in the public domain the creator must provide the college with a copy of the intellectual property, to be made available to the public through the college library or other appropriate method of distribution.

## **College License**

- In the absence of a specific agreement to the contrary, the creator of educational courseware agrees to grant the college a perpetual, non-exclusive license to make copies of the work and to incorporate the work in its other projects for use in teaching, scholarship and research in support of its educational mission.
- A similar requirement should be considered when creating any specific agreement between a college employee and the college about particular intellectual property.

## **In General**

Except as limited by the rules above, the creator retains all rights to intellectual property, including works eligible for copyright protection and inventions eligible for patent protection under U.S. or international law.

## **Discoveries and Inventions**

- Patentable discoveries and inventions must be disclosed to the college promptly.
- The inventor will have the right to pursue the patenting or commercialization of the invention. If this is done without substantial college support, the inventor will be entitled to any income, or
- The college and the inventor will make a project plan for the shared development and protection of the invention and a specific agreement describing the allocation of any net income in a way that reflects the contributions of each to the project.
- If the inventor does not pursue a patent or the introduction of the invention into public use, the college may choose to do so, and the inventor will cooperate with the college and assign ownership rights to the college.

## **Credit**

Notwithstanding any of the above, at the college's request the creator of any intellectual property created at the college or by a college employee using college resources will give the college appropriate credit on every copy of the work.

## **Trademarks**

The college retains all rights to control the use of its name and trademarks in association with any work, regardless of the ownership of the work.

## **Institutional Responsibility**

The Provost will be primarily responsible for this policy and for fulfilling the college's obligations under it.

## **Acceptable Use of Campus Network and Computing Systems**

This policy applies to faculty and staff. The Student Handbook contains the corresponding policy for students.

It is the responsibility of each member of the community to use the services provided by the college's campus network and computing systems appropriately and in compliance with all college, city, county, state, and federal laws and regulations. This policy covers all persons accessing a computer, telecommunications or network resource at Wheaton College, including the campus data network, electronic mail, file sharing, printing, world-wide web services, telephone services and cable television. College computing systems are college resources and may be provided to employees for business purposes. Computers and the information contained on them are the property of the college and may be accessed by college officials at anytime.

College policy and relevant laws apply to use of the college's network and computing services. Actions that are unacceptable in the college community are also unacceptable on the network, computing systems and other electronic services, including:

- Harassment in any form.
- Failure to respect the rights and property of others.
- Forgery or other misrepresentation of one's identity.
- Downloading and distribution of copyrighted materials without the permission of the copyright owner.

In addition, these policies specific to Wheaton's network and electronic services apply:

- College systems, networks and electronic services may only be used for legal purposes and to access only those systems, software, and data for which the user is authorized.
- College systems, networks and electronic services are provided only for uses consistent with the academic mission of the institution. They may not be used for private commercial or partisan political purposes, for personal gain, nor in any way that jeopardizes the college's tax-exempt status. College facilities may not be used to provide Wheaton network, Internet access, cable TV or telephone service to anyone outside of the Wheaton community for any purpose. The college's conflict of interest and consulting/outside employment policies also apply.
- College facilities may not be used in ways that violate the privacy rights of individuals, the college's confidentiality policy or related laws.
- Information resources licensed by the college for the use of its students, faculty or staff may not be retransmitted outside of the college community. Examples include Project Muse, Encyclopedia Britannica (On-Line), site-licensed software, and commercial cable television service.
- Network, cable TV and telephone services and wiring may not be modified or extended beyond the area of their intended use. This applies to all wiring, hardware, and in-room jacks.
- Computer users may not assign an IP number to their machines. IP numbers are assigned dynamically. Manually assigning an IP number to one's machine may disrupt the network access of another user. Users with special needs may request a permanent IP number from the Director of IT&S.
- Electronic mail is a college resource and is provided as a college-related communications tool. Employees with legitimate business purposes may have the need, and the college reserves the right, to view your electronic mail messages. It is also possible that others may view your messages inadvertently, and there is no guarantee of privacy for an electronic mail message.

- The campus network is a shared resource. Therefore, network uses or applications which inhibit or interfere with the use of the network by others are not permitted. (For example, applications which use an unusually high portion of network bandwidth for extended periods of time, thus inhibiting the use of the network by others, are not permitted.)
- Users are required to know and obey the specific policies established for the systems and networks they access. They have a responsibility to stay informed of changes and adapt as needed.
- Administrators of the network, computer systems and other electronic services have the responsibility to protect the rights of users, to set policies consistent with those rights, and to publicize those policies to their users. They have authority to control or refuse access to the network or other services to anyone who violates these policies or threatens the rights of other users.
- Employee violations of the Acceptable Use Policy will be treated as violations of college policy, and may result in disciplinary action. Prosecution under state and federal laws may also apply.

## **Whistleblower Policy**

The following policy and procedures have been adopted by the Board of Trustees' Audit Committee of Wheaton College, relating to the receipt, retention, and treatment of complaints regarding Wheaton's accounting practices and ethics violations, to protect the confidential, anonymous reporting of employee concerns.

### **Policy and Procedures**

It is the policy of Wheaton College to treat complaints about ethics violations and accounting complaints (i.e., accounting, internal accounting controls, fraud, auditing matters, or questionable financial practices) seriously and expeditiously.

If an employee has a concern or suspects there has been a violation of the Wheaton College policies identified in the Ethics Code (see staff handbook, pages 5 to 8), the employee is strongly encouraged to first speak with his or her supervisor or a representative from Human Resources. If the employee is uncomfortable talking to any of these individuals for any reason, Wheaton College has established an ethics hotline at 1-866-325-5320.

The Hotline is available 24 hours a day, 7 days a week. The caller can choose to remain anonymous. If you call the Hotline, a trained specialist, who is employed by an outside firm, will listen to your concerns and take notes to prepare a report that will be forwarded to both the Vice President for Finance and Operations and the Director of Human Resources for immediate review, or, in cases involving auditing, accounting or internal controls issues, to the Chairman of the Audit Committee of the Board of Trustees.

If requested by the employee, Wheaton College will protect the confidentiality and anonymity of the employee to the fullest extent possible, consistent with the need to conduct an adequate review. Vendors, customers, business partners and other parties external to Wheaton College will also be given the opportunity to submit complaints; however, Wheaton College is not obligated to keep complaints from non-employees confidential or to maintain the anonymity of non-employees.

Wheaton College will not retaliate against employees for submitting complaints under these procedures.

### **Access to Reports and Records and Disclosure of Investigation Results**

All reports and records associated with ethics and accounting complaints are considered confidential information and access will be restricted to Officers of the college (or a designated person investigating the complaint), members of the Audit Committee, and (if necessary) outside legal counsel. Access to reports and records may be granted to other parties at the discretion of the Audit Committee.

Complaints and any resulting investigations, reports or resulting actions will generally not be disclosed to the public except as required by any legal requirements or regulations.

### **Retention of Records**

All documents relating to an ethics or accounting complaint made through the procedures outlined above shall be retained for a period of no less than 2 years from the date of the complaint unless otherwise subject to a specified retention period (i.e., accounting records are retained for 7 years) after which the information may be destroyed unless the information may be relevant to any pending or potential litigation, inquiry, or investigation, in which case, the information may not be destroyed and must be retained for the duration of that litigation, inquiry, or investigation and thereafter as necessary.

Source: Finance Office March 2005



# Employment

The following sections cover the highlights of policies and procedures regarding your employment at Wheaton College. For further details please contact your supervisor or the Human Resources Department.

## Definitions

The brief glossary below defines some terms as they are currently used at Wheaton.

### Eligible for Benefits

*Full-time:* Those employees with a full-time equivalency (FTE) of .75 or greater.

- For those with **35 hour work schedules**, this means a regular work schedule of at least **1365 hours** per fiscal year.
- For those with **40 hour work schedules**, this means a regular work schedule of at least **1560 hours** per fiscal year.

*Part-time:* Those employees with a regular work schedule of at least 910 hours per fiscal year. Part-time positions with work schedules of less than 910 hours within the fiscal year are not eligible to participate in benefit programs.

### Not Eligible for Benefits

*Part-time:* Those employees with work schedules of less than 910 hours within the fiscal year.

*Temporary:* Those employees scheduled to work full or part-time for less than six consecutive months in positions of limited duration.

*On-call employees:* Those employees hired for fill-in assignments.

### Other Terms

*Fiscal year:* The fiscal year at Wheaton begins on July 1 and ends on June 30 of the subsequent year.

*Academic year employees:* Employees who are scheduled to work less than twelve months per year.

## Job Opportunities

Wheaton posts job opportunities for staff positions on the bulletin board in the Human Resources Department. Vacant and new positions are posted for a minimum of five days. Position reclassifications, on-call positions and temporary summer positions are not required to be posted. Employees may learn of current job openings by visiting the job opportunity web site at [www.WheatonCollege.edu/Admin/HumanResources/Employment](http://www.WheatonCollege.edu/Admin/HumanResources/Employment).

You are encouraged to apply for positions for which you may be qualified. Qualified internal candidates will normally be interviewed for posted positions by the hiring supervisor. Temporary and on-call employees are not considered internal candidates.

If you are the candidate selected, your current supervisor and your supervisor-to-be will work together to arrange a mutually acceptable date for you to begin your new responsibilities.

## **Special Job Requirements**

Certain positions may have special requirements as conditions of initial and ongoing employment (e.g., physical examinations, current driver's license and satisfactory driving history, certifications/licenses, etc.). Special requirements are generally noted in the job posting and job description.

If you are interested in obtaining more information before deciding whether or not to apply for a posted position, you are welcome to contact the Human Resources Department in confidence. If you decide to formally apply for the position, you should submit application materials to the Human Resources Department.

## **Background Checks**

It is important that Wheaton College, in fulfilling its mission, maintain a safe and secure campus environment and protect the college's financial and physical assets. Accordingly it is the policy of Wheaton College that:

1. All new staff have certain credentials and criminal and other background information verified as a condition of employment.
2. Specified current staff members, particularly those with access to or control over sensitive financial or other information, have their criminal and other background information verified periodically as a condition of continued employment.
3. Current staff members who transfer to positions with access to or control over sensitive financial or other information will have background information verified as a condition of employment.

Background checks are conducted by an outside firm, are to be in compliance with federal and state regulations, and may include verification of credentials, criminal history, credit status, and other information related to employment decisions by the college.

In the event that the results of the background check lead to a decision to withdraw plans to make an employment offer or to terminate employment, the Human Resources Department will inform the affected department and the individual. Such background check results are considered confidential and will be maintained in confidential files in the Human Resources Department.

Violations of college policies, including providing false or misleading information used for any of the above background checks, will be handled in accordance with applicable college policies and procedures.

## **Reemployment at Wheaton**

Employees who leave Wheaton and are later rehired may, in the college's discretion, receive credit for prior service for vacation eligibility and other benefits. New employees who have had prior service should notify the Human Resources Department so that benefits may be determined accordingly.

## **Employment of Relatives**

College policy permits the employment of more than one member of a family with one reasonable restriction: no person shall supervise or participate, either formally or informally, in employment decisions such as appointment, retention, promotion, and salary that affect another member of her or his family. Contact the Human Resources Department for further information.

## **Orientation**

During the first three days of employment, all new Wheaton employees are required to complete an I-9 form showing legal eligibility to work in the United States. In addition, during the first week of employment, new Wheaton employees are scheduled for orientation with a member of the Human Resources staff. During this session, salaries, benefits, and employee programs and services are explained.

The hiring supervisor also conducts a department orientation covering information about hours of work, performance expectations, use of department facilities and equipment, and other items specific to the immediate workplace and job responsibilities.

## **Initial Employment Period**

Your first three months of employment at Wheaton College are considered your initial employment period, or trial period. This period is an opportunity for you and your supervisor to determine whether or not to continue the employment relationship. This evaluation period may be extended if your supervisor and the Director of Human Resources deem that circumstances so warrant. Employees within the trial period have access to the Employee Grievance Procedure, except for matters involving termination and extension of the three-month trial period.

## **Identification Card (ID)**

A photo identification card is issued to all employees by the Public Safety Department. Your ID provides access to college facilities such as the library, athletic facility and fitness center.

## **Parking**

You are eligible for free parking in accordance with the parking regulations established by the college and described in a booklet provided by the Public Safety Department. All vehicles driven to campus must be registered with the Public Safety Department. There is no fee for the registration and parking sticker.

## **Meal and Coffee Breaks**

An unpaid meal break of at least thirty minutes must be given to any employee who works six consecutive hours.

Coffee breaks are not required under federal or state law. Depending upon the work of your department, formal breaks may or may not be provided.

Please check with your supervisor about your department's meal and coffee break practices.

## **No Smoking Policy**

Wheaton created a no smoking policy in response to studies demonstrating the health hazards associated with tobacco smoke, including the effects of passive or second-hand smoke. The policy is designed to ensure that Wheaton's indoor air is safe to breathe and free of known health hazards.

Smoking is prohibited in all administrative and academic college buildings, facilities, residence halls, and college vehicles.

If you observe someone smoking in an academic building, administrative building, or college vehicle, please remind him or her of the policy. If you are not comfortable bringing up the policy directly, please mention it to the person's department chair or head, so she or he can remind the person of the policy. In the event of a second occurrence, a progressive series of disciplinary steps may be implemented by the department chair or head, beginning with a written reminder.

## **Solicitation and Leafleting**

The college has a general prohibition against the distribution of leaflets or written materials during an employee's work time (or during the work time of employee(s) to whom the distribution is being made) and against the solicitation or canvassing of any kind during an employee's work time (or during the work time of the employee(s) being solicited).

College employees may not use their positions or the college's facilities, letterhead, communications media (including campus mail or e-mail), or other resources for purposes of political or other canvassing or for other purposes that are not part of the college's academic programs or related functions.

## **Personal Property**

Personal property is brought onto the college premises at the owner's risk. Although the Public Safety Department attempts to safeguard property on campus, the college's insurance protects only property owned by Wheaton College.

## **Personnel File**

Your personnel file, maintained in the Human Resources Department, contains materials such as your employment application and resume, salary history, and performance evaluations.

Please notify the Human Resources Department whenever you

- Change your address or telephone number.
- Legally change your name.
- Change your marital status.
- Wish to change your insurance beneficiary.
- Wish to change your tax exemptions.

You are welcome to review the contents of your personnel file by submitting a written request and making an appointment with a member of the Human Resources staff. You may obtain a copy of up to 10 pages of your file at no charge. There will be a 20¢ per page charge for any additional material copied. Copies requested in writing will be provided within five business days.

## **Release of Information**

Every effort is made to limit the access to private information to those employees on campus with a legitimate "need to know." Those staff who have approved access to administrative information may use this information only in the conduct of their official duties. No information will be disclosed to any person who does not have an official need to know. The inappropriate use of privileges to access and/or use administrative information may result in disciplinary action up to and including dismissal from Wheaton.

## **Flexible Work Schedules for Individuals**

There may be occasions when it is in the best interest of both the department and an employee to arrange a flexible work schedule. After initial discussions between the employee and the supervisor to determine the feasibility of a flexible work schedule, the details of the arrangement must be put in writing and approved by the supervisor(s) and Division Officer. The employee and supervisor will assess the success of the flexible work schedule on a monthly basis, and a decision will be made about whether modifications to the flexible schedule, or a return to the standard schedule, is needed.

There may be times when the employee will be requested by the supervisor to work hours other than the employee's agreed-upon schedule. The supervisor will give as much notice as possible in these situations, and the employee will be expected to accommodate these requests.

It may not be possible to accommodate flexible work schedules in some departments or for some positions.

## **Telecommuting: Working Away from the Campus**

For the majority of positions, presence on campus most of the time is important to effective job performance because we are a community where personal relations are important. However, there may be situations when it is in the best interest of both the department and an employee to work from a location other than the campus on either a temporary or regular basis, but with a limited schedule away from the campus (i.e. one day per week). After initial discussions between the employee and the supervisor(s) to determine the feasibility of working away from the campus, a written proposal outlining the details of the arrangement must be submitted for approval to the supervisor(s), Division Officer and the President. The proposal must address and be in compliance with issues raised in the Telecommuting Guidelines. If the proposal is approved, the staff member must complete and sign a Telecommuter's Agreement form, which must be reviewed and renewed annually.

The employee and supervisor(s) will assess the success of the arrangement on a monthly basis, and a decision will be made about whether modifications need to be made or whether a return to working on campus is needed. This agreement may be revoked at any time by the supervisor(s) or other college official (e.g. Division Officer or President).

When deciding whether the request is feasible, consideration should include, but is not limited to, related expenses (e.g. phones, computers, other supplies), security and confidentiality for work done away from the campus, the nature of the work, mutual advantages for both the employee and college, measurability of the work being done, past performance of the employee, and the overall impact on the department and on others within and outside the department.

If an arrangement is approved, there may be times when the employee will be requested by the supervisor(s) to return to campus for meetings or for other reasons. The supervisor(s) will give as much notice as possible in these situations, and the employee will be expected to accommodate these requests.

It may not be possible to accommodate requests to work away from the campus in some departments or for some positions.

## **Performance Evaluation**

Ongoing communication is an integral part of the employee-supervisor relationship. To assist this communication, the college has a formal, written performance evaluation program, and an effort is made to complete a performance evaluation for each employee every year.

For employees new to a position, it is recommended that a formal review occur no later than six months after hire.

Participation in the program is a condition of employment.

## **Unsatisfactory Work Performance or Conduct**

If an employee's work performance or conduct does not meet acceptable standards, the supervisor normally should, except in cases involving serious misconduct, follow a process of progressive counseling and discipline. The purpose of this process is to help the employee understand the problem and expectations, and to focus attention on ways in which performance and/or conduct can be improved. The Director of Human Resources is available to assist and counsel both the employee and the supervisor and should be notified as soon as practicable of employment-related problems and issues.

While it is difficult to set specific, fixed steps for each potential situation, the process may include oral and/or written counseling, written reprimand, and probation or suspension. The appropriate "starting point" and combination of steps depend upon the situation. There is no prescribed order or regimen for discipline. Exceptions to this progressive disciplinary process may be made when, in the college's judgment, circumstances so warrant.

A supervisor may not terminate a person's employment without the approval of the Director of Human Resources. In instances of serious misconduct, a supervisor may suspend an employee without prior approval while awaiting final approval for termination.

Except in instances of serious misconduct, biweekly paid employees whose employment is terminated may receive two weeks separation pay instead of a working notice, and monthly paid employees may receive one month's pay instead of a working notice. Separation pay will not be granted if employment is terminated prior to completion of the initial (or extended) employment period.

## **Employee Problem-Solving and Grievance Process**

This Employee Problem-Solving and Grievance Process is applicable to all staff employees below the level of Vice President or Dean.

Treating employees fairly is a key principle of the employment relationship. When people work together, however, conflicts or dissatisfaction may sometimes arise. If there is something about your job that is bothering you, we encourage you to talk to us about it. To assist you in doing so, this Problem-Solving and Grievance Process has been established.

### **Problem-Solving**

You are strongly encouraged to bring any work-related problem to the attention of your supervisor or the person most directly involved with the problem you are confronting as soon as possible. Those persons can discuss your concerns with you in an effort to resolve the matter. If you are uncomfortable addressing them directly, or if discussions do not resolve the issue, you should feel free to talk with a member of the Human Resources Department. The staff of the Human Resources Department is available to assist you in defining your concern and examining alternative approaches for resolving your problem. Typically, many problems can be resolved through this direct method of communication and problem-solving process.

### **Grievance Process**

When issues have not been resolved through Problem-Solving or other alternative methods, the Grievance Process maybe be used.

## **Definition of a Grievable Issue**

Only a current employee may bring forward a grievance under this Policy. An issue subject to the Grievance Process includes an alleged violation of a written college policy or procedure, but excludes any policy that contains its own procedure for resolution of a complaint and also excludes any allegations of violations of laws or legal regulations. For example, types of issues which are not grievable include violations of the college's policy prohibiting sexual harassment and unlawful discrimination, because those policies contain their own process for investigation and resolution.

## **Level One of the Grievance Process**

An employee must initiate a grievance within seven (7) working days after the date that she or he first knew, or should have known of the event(s) out of which the grievance arose.

*Step 1:* The employee must present a written statement of the grievance to her or his immediate supervisor, and at the same time provide a copy to the Director of Human Resources. The written statement must identify the written policy or procedure alleged to have been violated, the date of the event(s) on which the grievance is based, and the relevant information, including the reasons which support the employee's position and how the employee proposes the matter be resolved

If the Director of Human Resources determines that the matter raised in the grievance is not a Grievance Issue, as defined above, the employee will be notified of such and the grievance process will be concluded.

The supervisor, after consulting with his or her own supervisor, will forward a written answer to the employee, normally within seven (7) working days after the receipt of the grievance, and at the same time provide a copy to the Director of Human Resources. If the answer is not satisfactory to the employee, the employee may decide to conclude the grievance process or proceed to Step 2

*Step 2:* Within three working days after the receipt of the Step 1 response, the employee must submit a written statement to the applicable division officer explaining the reasons why she or he is appealing the Step 1 response, and at the same time provide a copy to the Director of Human Resources. The employee shall also present to the division officer the grievance in its original form and all written responses attached. The division officer will forward a written answer to the employee, normally within seven (7) working days after receipt of the grievance, and at the same time provide a copy to the Director of Human Resources. If the answer is not satisfactory to the employee, the employee may decide to conclude the grievance process or proceed to Step 3.

*Step 3:* Within three working days after receipt of the Step 2 response, the employee must submit a written statement to the Director of Human Resources explaining the reasons why he or she is appealing the Step 2 response. The Director of Human Resources will then make a determination as to whether or not the grievance is properly subject to the Level Two of the Grievance Process. Based upon the determination of the Director of Human Resources, the matter will either proceed to Level Two, or it will be concluded.

## **Level Two of the Grievance Process**

If a Grievance proceeds to Level Two, the Director of Human Resources will convene a Grievance Committee. The Grievance Committee will consist of the Director of Human Resources (as its non-voting chair) or his or her designee, and three members of the college staff, as named by the Director of Human Resources. Generally, one person serving on the Grievance Committee shall have the same pay type (biweekly or monthly) as the person bringing the grievance and one person should have the same pay type (biweekly or monthly) as the person most directly involved in this action being grieved.

The Grievance Committee will meet to review the grievance in its original form and all subsequent responses, and will forward a statement of its conclusions and recommendations to the President.

The President may conduct further inquiry, may remand the grievance to the Grievance Committee for further consideration, and/or may accept, reject, or modify the conclusions and recommendations of the Grievance Committee. The President will forward a written answer to the employee. The decision of the President is final.

**Time Limits**

The time limits included in this procedure have been established to facilitate a speedy resolution while providing sufficient time to prepare and present information. However, scheduling constraints may impact the time limits. To address this reality, the college, in its discretion, may modify the time limits.

If the college does not extend time limits and an employee does not observe the time limits in any particular step, the grievance will be considered to have been dropped, and the resolution will be final

**Disclaimer**

This policy shall not be construed as a contract of employment, and it is subject to change by the college in its discretion without prior notice to employees, as the college deems appropriate.

**Employment at Wheaton**

The nature of your position's responsibilities may change during the course of your employment. Flexibility is important in order to be responsive to changes within the college, the external work environment, and economic conditions within both the college and higher education in general. In addition to changes within individual positions, departments and functions may also change. Occasionally, this may result in the elimination of a position or positions. Every effort will be made to provide either appropriate notice or transitional assistance to our staff members whose positions are eliminated.

Please note that, in accordance with and subject to Massachusetts law, your employment at Wheaton is "at will." This means that you or the college may terminate your employment at any time for any reason, in your or the college's sole discretion.

# Compensation

## Staff Compensation Philosophy

Wheaton's staff compensation program is designed to establish and maintain overall pay and benefit levels that will attract, retain, and motivate a qualified staff. This is accomplished by

- Establishing and maintaining pay rates and benefits that are internally equitable and externally competitive.
- Providing general salary increases which, at minimum, keep pace with inflation.

The objectives of Wheaton's plan are to

- Maintain internal equity by objectively evaluating jobs to ensure that a position's responsibilities are valued fairly relative to others within the college.
- Within available resources, maintain compensation levels (salary and benefits) that reflect market pay rates to ensure competitiveness with external markets.
- Conduct an annual review of salaries from both an internal and external perspective to ensure awareness of trends and prepare recommendations to correct the most significant problem areas.
- Ensure that salary increases remain a budget priority and, as part of the strategic plan, staff salary increases are given serious consideration during the annual budget process.
- Maintain flexibility so the system will remain responsive to changes within the college, the external marketplace, and the economic conditions within both Wheaton and higher education.
- Provide employees with information about the compensation process, the overall pay structure and grade ranges for their jobs, and performance expectations.
- Ensure that compensation actions are administered in a manner to comply with legal requirements.
- Ensure that the compensation program does not illegally discriminate against any individual or group of individuals.

The following sections highlight Wheaton's current compensation program, which includes salary and benefits. If you would like more information or have specific questions, please contact the Human Resources Department.

## Position Classifications

The Human Resources Department determines whether a position is *exempt* or *nonexempt* by interpreting and applying the provisions of the Fair Labor Standards Act (FLSA).

*Nonexempt* means that the position is covered by the FLSA. Therefore, any hours in excess of 40 worked in one pay week are paid at overtime rates. At Wheaton, nonexempt positions are referred to as "biweekly paid positions," and include office/clerical, physical plant, and public safety positions.

*Exempt* positions are not covered by, and therefore are exempt from, FLSA provisions and do not receive pay for hours worked in excess of 40. At Wheaton, exempt positions are referred to as "monthly paid positions" and are also called "administrative/professional positions."

## Paychecks

Your pay is transmitted directly into the bank accounts of your choice via direct deposit. You may have your pay distributed into as many as three different bank accounts. You will receive a direct deposit statement that includes pay and benefits information. See the Payroll Department for additional information.

### Biweekly Paid Employees

Your workweek begins on Sunday and ends on Saturday. The standard workweek is:

- *For office/clerical employees:* 35 hours, Monday through Friday, normally from 8:30 a.m. to 4:30 p.m., with an hour for lunch.
- *For physical plant and public safety employees:* 40 hours. These times vary so check with your supervisor for your workweek.

You will be paid every other Thursday for work performed during the preceding two weeks, with the following exception:

- If a Thursday payday occurs on a national holiday or bank holiday you will be paid and will receive your direct deposit statement on the preceding work day.

### Monthly Paid Employees

Full-time monthly employees are expected to work a minimum of 35 hours per week and may be required to work additional hours, as needed.

You will be paid for the full month on the twelfth of the month, with the following exceptions:

- If the twelfth falls on a weekend, you will be paid and will receive your direct deposit statement on the preceding Friday.
- If the twelfth falls on a national holiday or bank holiday, you will be paid and will receive your direct deposit statement on the preceding workday.

Your work schedule is determined by your supervisor and may be subject to change.

## Salary Increases

Salary increases, resources permitting, occur in July. New employees hired on or after April 1 of the current year will be eligible for a salary increase on July 1 of the next year.

Physical plant employees have a salary step structure and receive anniversary increases in lieu of the July increases until they reach the top step. Once the employee reaches the top step, he or she will be eligible for the July annual increase as long as his or her anniversary increase was prior to April 1 of that year. Otherwise, the employee would wait for an increase until July 1 of the following year.

## Compensatory Time

### Biweekly Paid Employees

Federal law prohibits carrying over compensatory time beyond the week in which it is earned. Therefore, compensatory time must be used within the workweek in which it is earned.

## **Monthly Paid Employees**

There is no compensatory pay policy for monthly paid employees, because FLSA exempt employees are expected to work the hours needed to fulfill their responsibilities.

## **Pay Policies for Biweekly Paid Staff**

### **Overtime Pay**

If you are a biweekly paid employee, when you work more than 40 regularly scheduled hours in a work week, you receive an overtime payment equivalent to one and one-half times your regular hourly rate for each overtime hour worked. If you work second or third shift and work more than 40 regularly scheduled hours in a work week, you will also be paid a special shift differential rate on the overtime hours. Overtime will be paid in those weeks when vacation, national holiday, college holiday and hours worked exceed 40 hours. Any other types of earnings (sick, personal, bereavement, jury duty, etc.) do not count toward the overtime threshold.

Employees may be required to work overtime as a condition of employment or continued employment. All overtime must be approved in advance by your supervisor.

### **Shift Differential**

Biweekly paid employees who work second or third shift receive a shift differential premium of \$.50 per hour. The shift differential rate for overtime hours is \$.75 per hour.

Second and third shift (defined as those work schedules which **begin** between the hours of 3:00 p.m. and 5:00 a.m.) will receive the shift premium for all hours worked during that shift.

In addition, for those employees who are **regularly assigned** to the second or third shift, all paid time off (vacation, sick, personal, holidays, etc.) is calculated on the base hourly rate including the shift premium.

### **Call-In Pay for Emergency**

If you are a biweekly paid employee and you are required to report to work for an emergency situation, you will be guaranteed a minimum of three hours of pay.

### **Pay for Work on College Holidays**

Employees may be required to work on college holidays as a condition of employment or continued employment. If you are a biweekly paid employee and you are requested to work on a college holiday, you will receive twice your regular hourly rate for the hours you work, which includes hours paid for the college holiday and one times pay for hours worked. (see staff handbook, page 41, for explanation of college holidays.)

### **Pay for Work on National Holidays**

Employees may be required to work on national holidays as a condition of employment or continued employment. If you are a biweekly paid employee and you are requested to work on a national holiday, you will receive two and one-half times your regular hourly rate for hours worked on a national holiday, which includes hours paid for the national holiday and 1.5 times pay for hours worked.

**Pay for Work during Weather Emergencies**

If the college officially releases people early during weather emergencies, biweekly paid employees required to continue working will receive double time for hours worked during the remainder of that shift (see Inclement Weather Policy, staff handbook, page 51).

# Benefits

## Benefit Eligibility

Defined below are the categories of employees and their eligibility or ineligibility for benefits.

### Eligible for Benefits

*Full-time:* Those employees with a full-time equivalency (FTE) of .75 or greater.

- For those with **35 hour work schedules**, this means a regular work schedule of at least **1365 hours** per fiscal year.
- For those with **40 hour work schedules**, this means a regular work schedule of at least **1560 hours** per fiscal year.

*Part-time:* Those employees with a regular work schedule of at least 910 hours per fiscal year. Part-time positions with work schedules of less than 910 hours within the fiscal year are not eligible to participate in benefit programs.

### Not Eligible for Benefits

*Part-time:* Those employees with work schedules of less than 910 hours within the fiscal year.

*Temporary:* Those employees scheduled to work full or part-time for less than six consecutive months in positions of limited duration.

*On-call employees:* Those employees hired for fill-in assignments.

If you have questions regarding your eligibility for benefits, please contact the Human Resources Department, which shall, in all cases, be the final arbiter of questions regarding benefits eligibility.

## Domestic Partner Benefits

Domestic partners of employees and their qualified dependents are eligible to participate in the following benefits:

- Medical
- Dental
- Tuition Programs

Domestic partners are a couple of the same or opposite sex, who reside in the same household and are jointly responsible for each other's common welfare and financial obligations. Additional information about domestic partner benefits can be obtained through the Human Resources Department.

## Insurance Plans

Below are general summaries of some elements of the various insurance and other plans offered by the college.

Information describing these plans and comparing their benefits is available from the Human Resources Department.

Whenever the summaries set forth below differ from the terms of the plans themselves, the terms of the plans govern.

## Medical Plans

There are three types of medical plans available: individual, two-person, and family (for coverage of three or more persons). All full- and part-time and temporary benefit-eligible employees (see Benefit Eligibility, staff handbook, page 35) may enroll in the plan of their choice. For new employees, coverage becomes effective the first day of the month concurrent with or following employment. All benefit-eligible employees may switch plans during the open enrollment each year, with changes effective July 1. Outside of open enrollment, employees may change type of coverage within their current medical plan if there is a change in family status (e.g., marriage, divorce, and birth of a child). The change in coverage must be made within 30 days of the qualifying event.

The following illustrates the college's contribution to the premium cost for your medical coverage:

- If you are *full-time* and have *individual* coverage, Wheaton pays 85%, and you pay 15%.
- If you are *full-time* and have *two-person* or *family* coverage, Wheaton pays 70%, and you pay 30%.
- If you are *part-time* and have *individual* coverage, Wheaton pays 43%, and you pay 57%.
- If you are *part-time* and have *two-person* or *family* coverage, Wheaton pays 35%, and you pay 65%.

Your contributions will be deducted from your paycheck before taxes are calculated (pre-tax). As a result, you pay lower taxes and increase your take-home pay.

## Delta Dental Plan

You have opportunity to enroll in the Delta Dental Plan, which covers the full cost of diagnostic and preventive services and a percentage of restorative and orthodontic services. The types of coverage available are the same as noted above for the medical plan (individual, two-person, and family).

All full- and part-time and temporary benefit-eligible employees (see Benefit Eligibility, staff handbook, page 35) may enroll. Coverage becomes effective the first day of the month following three months of employment.

The college makes a contribution to the cost of this benefit. As with medical insurance, your contributions will be made on a pre-tax basis.

The following illustrates the college's contribution to the premium cost for your dental coverage:

- If you are *full-time* and have *individual* coverage, Wheaton pays 85%, and you pay 15%.
- If you are *full-time* and have *two-person* or *family* coverage, Wheaton pays 70%, and you pay 30%.
- If you are *part-time* and have *individual* coverage, Wheaton pays 43%, and you pay 57%.
- If you are *part-time* and have *two-person* or *family* coverage, Wheaton pays 35%, and you pay 65%.

## Group Life Insurance and Accidental Death and Dismemberment (AD&D) Insurance

### Basic Coverage

You will be provided with group life insurance equal to one times your annual salary, rounded to the next thousand if not an even thousand. The minimum benefit is \$15,000. The amount of your benefit decreases by 50% when you reach age 70.

The AD&D provision provides payment in the event of a loss (of life, limbs, or vision) resulting from a covered accident.

All full- and part-time and temporary benefit-eligible employees (see Benefit Eligibility, staff handbook, page 35) may participate. For new employees in these categories, coverage becomes effective the first day of the month following three months of employment.

If you are full-time, Wheaton pays 100% of the premium cost for your basic coverage. If you are part-time and choose to enroll, Wheaton pays 50%, and you pay 50%.

### **Optional Coverage**

You have the opportunity to purchase additional coverage of one, two, or three times your annual earnings. Employees age 60 and over may purchase insurance equal to one-half, one, two or three times annual earnings. The maximum coverage for combined basic and optional insurance is \$400,000.

All full- and part-time and temporary benefit-eligible employees (see Benefit Eligibility, staff handbook, page 35) may participate. For new employees in these categories, coverage becomes effective the first day of the month following three months of employment.

Rates are based on your age, and you pay the entire cost of this additional coverage. It is important to note that life insurance may be subject to federal taxes.

There is a guaranteed issue amount of life insurance for which no proof of insurability is required. The guaranteed issue amount is the equivalent of basic and one times salary optional coverage. If you do not elect basic or optional coverage when you are first eligible and later decide to enroll, our insurance company requires you to submit proof of insurability. Acceptance is not automatic.

## **Long-Term Disability Insurance (LTD)**

LTD insurance provides you with a monthly income in the event you have a disability that extends beyond three months. If you elect this coverage, you will receive 60% of your monthly salary up to a maximum of \$12,000 per month during periods of qualifying disability. How long the benefit continues is determined by the age at which the disability occurs, and is subject to review based on on-going medical certification.

All full- and part-time and temporary benefit-eligible employees (see Benefit Eligibility, staff handbook, page 35) may enroll. Coverage becomes effective the first day of the month following one year of employment. New employees who had similar coverage within three months from a former employer may be eligible to join immediately.

The following illustrates the college's contribution to the premium cost for your LTD coverage:

- If you are *full-time*, Wheaton pays 50%, and you pay 50%.
- If you are *part-time*, Wheaton pays 25%, and you pay 75%.

If you do not elect coverage when you are first eligible and later decide to enroll, our insurance company requires you to submit proof of insurability. Acceptance is not automatic.

## **TIAA-CREF Retirement Plan**

### **College Contribution**

The college begins contributing to your TIAA-CREF 403(b) retirement plan after you have completed one year of benefit-eligible service in which you have worked at least 770 hours. New employees who have had one year of benefit-eligible service at another institution of higher learning prior to employment at Wheaton are eligible to receive the college contribution immediately.

- *For all employees under age 30*, Wheaton contributes 7% of your base pay.

- For employees aged 30 or older, Wheaton contributes 9% of your base pay.

### **Employee Contribution**

Although not required, all employees are encouraged to contribute to the TIAA-CREF retirement plan. You may participate immediately upon hire in this voluntary plan as long as you are benefit-eligible (see Benefit Eligibility, staff handbook, page 35). The plan permits savings for retirement on a federal and state tax-deferred basis.

## **Tuition Programs**

The college encourages and supports continuing education for you and your family by offering four tuition programs. Each family member may receive a benefit from only one plan per semester up to an overall maximum of four years. Members of the faculty and staff who retire from Wheaton with 30 years or more of service will be eligible for the Remission, Exchange and Grant programs for their eligible dependent children.

Applications for these programs are available at the Human Resources Department, and must be completed *before* classes begin.

### **The Tuition Remission Program at Wheaton**

The Tuition Remission Program provides tuition benefits for attending Wheaton for full- and part-time benefit-eligible staff and their eligible spouses, domestic partners (see staff handbook, page 35), and dependent children. Full-time benefit-eligible employees and their spouses, domestic partners and dependents who meet all of the conditions of eligibility, including the required years of service, receive remission for 100% of the cost of tuition. Part-time benefit-eligible employees and their spouses, domestic partners and dependents who meet all of the conditions of eligibility receive remission for 50% of the cost of tuition.

Full- and part-time benefit-eligible employees are eligible to begin a course after the end of the second semester following the hire date or date of change to an eligible status. Dependents, spouses, and domestic partners of eligible employees may participate in the plan after the employee has current continuous service equivalent to four full-time benefit-eligible years.

Under this program, employees may take a maximum of two courses per semester. Eligible spouses, domestic partners, and dependents may take a full- or part-time course load. If a spouse, domestic partner, or dependent child is enrolled at Wheaton at the time of the employee's death, tuition remission continues for two semesters beyond the semester in which the death occurred.

For more information on eligibility and other program features, contact the Human Resources Department.

### **The Tuition Exchange Program**

Full-time employees may apply for scholarships through the Tuition Exchange Program for the undergraduate education of eligible dependent children. Eligibility begins once the employee has current continuous service equivalent to four full-time benefit-eligible years. Scholarship availability through this program may vary from year to year and institution to institution. In years when the college cannot accommodate all employee requests for Exchange Scholarships, the President's Council will determine the eligibility guidelines.

For more information about eligibility and other plan features, please read the Tuition Exchange Pamphlet, available in the Human Resources Department, or visit the Tuition Exchange web site at [www.tuitionexchange.org](http://www.tuitionexchange.org).

## **The Tuition Grant Program**

The Tuition Grant Program provides tuition grants to the eligible dependent children of full-time benefit-eligible staff for full-time enrollment in an undergraduate program at accredited post-secondary educational institutions. The maximum benefit per fiscal year is \$1,000 (\$500 per semester) per dependent. Grants are available to employees after they have current continuous service equivalent to four full-time years of service. Dependent children must be actively enrolled as full-time students at the beginning and end of each semester.

For more information about eligibility and other plan features, please contact the Human Resources Department.

## **The Tuition Reimbursement Program**

Tuition benefits are available under the Tuition Reimbursement Program for full-time benefit-eligible employees who wish to take job-related courses at accredited institutions other than Wheaton. The program reimburses eligible employees for 75% of the cost of tuition to an overall maximum of \$1,000 per fiscal year. The costs of books, supplies, registration, and other fees are not reimbursable. Please note that seminars, workshops, and conferences are not covered by this program. Employees must receive a grade of C- or better or receive a certificate of completion to qualify for reimbursement. Employees are eligible to begin a course through this program after the end of the second semester following the hire date or change to an eligible status.

Please contact the Human Resources Department for information on what courses are eligible for reimbursement and how to apply.

## **SACHEM Program**

Full-time benefit-eligible employees may enroll in classes at participating SACHEM (Southern Association for Cooperation in Higher Education in Massachusetts) institutions. Employees are eligible to begin a course after the end of the second semester following the hire date or change to eligible status. Enrollment in these classes may be limited. Contact Wheaton's Registrar for information about class availability. SACHEM participating institutions are below:

- Bridgewater State College
- Bristol Community College
- Cape Cod Community College
- Dean College
- Massachusetts Maritime Academy
- Massasoit Community College
- Stonehill College
- University of Massachusetts Dartmouth
- Wheaton College

For more information on program features, contact the Registrar's Office.

## **Dependent Care Reimbursement Plan and Medical Spending Account**

These plans allow you to pay eligible expenses for the care of eligible dependent children and elders and medical expenses on a pre-tax basis. All full- and part-time and temporary benefit-eligible employees (see Benefit Eligibility, staff handbook, page 35) may participate. For new employees, coverage becomes effective on the first day of the month concurrent with or following employment. An annual enrollment period occurs each May and is effective July 1.

## **Employee Assistance Program**

The Employee Assistance Program (EAP) is available to all employees and their family members. The program provides a variety of services, including confidential help for those experiencing problems related to life changes and personal stress. It also offers a resource and referral service for child and elder care needs.

Please call the Human Resources Department for further information, or call the EAP directly at (800) 451-1834.

## **Legally Required Deductions**

Social Security, Massachusetts state tax, and federal withholding tax are legally required deductions which are automatically deducted from your paycheck. For Social Security, both the college and you contribute a percentage of your gross wages as required by law. Your contribution is made through payroll deductions. You will receive a statement (W-2 form) of earnings and taxes withheld no later than January 31 for the previous year. Statements for employees who are no longer working at the college will be mailed to the last known address. If your employment with Wheaton ends, it is important to keep the Human Resources Department informed of your current address.

## **Workers' Compensation**

Wheaton provides Workers' Compensation for job-related injuries or accidents. If you are injured on the job, report your injury immediately to the Human Resources Department. The Human Resources Department will file the appropriate forms with the insurance company and the Department of Industrial Accidents. Failure to promptly report your injury may result in a denial or delay in your Workers' Compensation benefits. If you will be out of work for more than ten consecutive work days, you must also complete leave of absence forms (see staff handbook, page 43).

If the injury or illness is serious, call (9) 9-1-1 immediately. If the injury or illness is not serious or life-threatening, call Public Safety and an officer will be dispatched to evaluate the injury or illness and provide appropriate help.

The college has an established relationship with Sturdy Occupational Health Services in Attleboro. Sturdy is a convenient and recommended medical care provider, specializing in the treatment and rehabilitation of work-related injuries. Employees are encouraged to go to Sturdy for evaluation and treatment for injuries which are not serious or life-threatening. For prompt medical treatment, call (508) 236-7505.

Medical expenses for injuries occurring on the job are paid by the Workers' Compensation Insurance Company. Employees may elect to use vacation, accumulated sick or personal time for salary continuation until you begin to receive Workers' Compensation payments. Once you return to work, contact a member of the Human Resources staff to review the status of your sick leave, your Workers' Compensation benefits, and reimbursement to the college (if any) for excess monies received.

## **Travel Insurance**

If you are injured while traveling on authorized college business, medical expenses and lost wages will be covered by the college's Workers' Compensation Plan under the same terms as other work-related injuries.

If you are traveling on authorized college business, you are covered by Accidental Death and Dismemberment insurance.

The college does not have insurance to cover fire, theft, or collision damage to your personal vehicle if damage occurs while you are using your vehicle to conduct college business.

## **Liability Insurance**

The college's liability insurance includes coverage for its employees. In general, this insurance applies while you are performing duties which are within the scope of your official college responsibilities. The policy does not cover intentionally negligent, harmful and/or criminal acts, and is subject to all provisions of the existing policies. The college determines who is eligible for coverage under this policy.

# Paid Time Off and Leaves of Absence

## National Holidays

The college observes six scheduled national holidays each calendar year. They are:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Benefit-eligible employees normally scheduled to work on a national holiday will be paid for scheduled hours.

Benefit-eligible employees who do not normally work on the day of the national holiday may arrange with the supervisor to take another day off within the same pay period.

## College Holidays

The college grants six college holidays each calendar year. Generally, the President selects days such as the day after Thanksgiving and the days between Christmas and New Year's. A list of the specific days selected is published each year.

Benefit-eligible employees normally scheduled to work on a college holiday will be paid for scheduled hours.

Benefit-eligible employees who do not normally work on the day of the college holiday may arrange with the supervisor to take another day off within the same pay period.

## Vacation

Vacation leave should be scheduled in advance with and approved by your supervisor. Vacation accrues each pay period based on your employment status, with the exception of academic year positions. For everyone, the maximum carryover permitted for vacation is the equivalent of one year's accumulation.

**Full-time, twelve-month, benefit-eligible** employees are eligible for vacation based on years of service according to the following schedule:

	Annual Equivalent	Accrued Amount per Pay Period	
		(35-hour position) Accrual Rate	(40-hour position) Accrual Rate
<b>Monthly Paid Employees</b>			
Less than 5 years	3 weeks	8.75 hours	10.00 hours
5 years +	4 weeks	11.66 hours	13.33 hours
<b>Biweekly Paid Employees</b>			
Less than 3 years	2 weeks	2.70 hours	3.08 hours
3 to 10 years	3 weeks	4.04 hours	4.62 hours
10 years +	4 weeks	5.38 hours	6.15 hours

**Part-time benefit-eligible** employees receive a prorated amount of vacation based upon their work schedules.

**Academic-year benefit-eligible** employees are eligible for five days of vacation if they work full-time (prorated for part-time academic year employees based on the number of hours worked per week). Academic year benefit-eligible staff who were active and benefit-eligible on January 1, 1996 will be eligible for two weeks of vacation as of the first of July following their tenth year of service (pro-rated for part-time academic year employees based on number of hours worked per week). This second week of vacation after ten years of service is only for staff members who were benefit-eligible on January 1, 1996, and have been continuously employed at Wheaton since that date.

The maximum carryover permitted for vacation will be the equivalent of one year's accumulation. When an academic year benefit-eligible employee's employment ends, his or her vacation accrual for the current fiscal year will be prorated and paid out accordingly (together with any unused carryover).

## Personal Days

The college offers personal days to employees. You may use personal days for occurrences such as religious holidays, personal business appointments that cannot reasonably be scheduled outside the workday, holidays that the college does not observe, etc. Be sure to check with your supervisor about his or her requirements for advance notice when using personal days.

Eligibility for personal days is as follows:

- *If you are a full-time benefit-eligible employee*, you will receive the hourly equivalent of three personal days per fiscal year.
- *If you are a part-time benefit-eligible employee or an academic-year benefit-eligible employee*, the amount of time is prorated based on your schedule.

Personal days are granted at the beginning of each fiscal year (July 1), and must be used by the end of the fiscal year (June 30). They are not carried over to the following year.

The college may require that you provide satisfactory information concerning your use of personal days.

## Sick Leave

The college's sick leave plan is designed to protect you from loss of earnings during periods when personal illness or injury prevents you from working. You may use sick leave for doctors' appointments, although you are encouraged to schedule appointments for times that are least disruptive to the workday. You may also take sick leave to provide care for a member of your immediate household or family who is ill or injured and for whom you are the primary caregiver.

You accrue sick leave as follows:

- *If you are a full-time benefit-eligible employee*, you accrue sick time at the rate of approximately one day per month, for a total of 12 days per year.
- *If you are a full-time academic year benefit-eligible employee*, you accrue approximately one sick day for every month of the year in which you work.
- *If you are a part-time benefit-eligible employee*, you accrue prorated sick hours based on the number of hours worked in each pay period.

Sick leave may be accumulated up to a maximum of 520 hours (three calendar months). (For an absence due to illness extending beyond three months, see Long-Term Disability Insurance, staff handbook, page 37)

Please check with your supervisor to learn department requirements related to notification of absences.

The college may require that you provide medical verification from your physician concerning your use of sick leave and ability to return to work.

Notwithstanding the fact that the college provides compensation for a certain number of days of illness each year, employees are in all events expected to maintain a satisfactory and reliable record of attendance. Excessive absenteeism will result in discipline, and non-exhaustion of accrued sick leave benefits will not necessarily signify an acceptable attendance record.

## **Bereavement**

The college provides a maximum of three days of paid bereavement leave for you to attend services or tend to family business when a death occurs in your immediate family. For the purpose of this policy, members of your immediate family include spouse or domestic partner, child, sibling, parents, parents-in-law and grandparents. This leave may also be used in the event of the death of other family members with whom you have had a special relationship. Requests to use bereavement leave for family members other than those listed should be requested in writing for approval by your department head, in consultation with Human Resources. If additional time off is needed beyond three days or for situations outside this policy, you may use other paid time (e.g. vacation, personal), or the time off may be unpaid.

Members of the staff and, in some cases, faculty will be notified of your loss at your request. Please let your supervisor know if you would like for him or her to send an e-mail notice.

## **Leaves of Absence**

Situations may arise which require your absence from work for an extended period of time. If you anticipate being absent from work (not including approved vacation) for more than 10 consecutive or intermittent workdays, you must apply for and be granted a leave of absence.

There are many types of leaves, including leaves for the employee's illness or for medical reasons; to care for newborns, recently adopted children, or ill family members; for personal reasons; military duty or jury duty. The types of leaves available and applicable details are described in the following sections.

Leaves of absence may be paid or unpaid depending on the type of leave. During an unpaid leave an employee may utilize his or her unused vacation or personal time, and sick time, when appropriate. Sick time may be used only for those periods when the employee is unable to work due to medical reasons, or when the employee needs to care for a member of the immediate household with a serious health condition.

### **Notification**

For all types of leaves, you must notify your supervisor as soon as possible and complete a Request for Leave of Absence Form. This form requires the signed approval of your supervisor and Division Officer. If the absence is a Family and Medical (FMLA) leave, as defined in the next section, you must also complete a Physician Certification Form. The Physician Certification form must be returned to Human Resources within 15 calendar days for your leave to be officially approved as FMLA.

### **Extensions**

If you need to request an extension of leave, you must submit another Request for Leave of Absence form for consideration and, if necessary, provide supporting medical documentation. The college may request that an employee report periodically on his/her status and intention to return to work.

## **Approval**

Leave requests, other than qualifying family and medical leave, are not automatically approved. Criteria considered include departmental needs, your length of service with the college, overall work record, and the specific nature of your request.

Prior to the start of your approved leave, except in an emergency situation, you will meet with a member of Human Resources to review unused vacation and sick time (if applicable) to determine continuation of pay. The Human Resources staff member will discuss continuation of other benefits and methods of payment during your leave of absence.

## **Returning to Work**

An employee returning from medical leave must provide satisfactory medical certification of his or her ability to return to work.

An employee on leave who has decided not to return to work is requested to inform the college of his or her decision as soon as possible. The college may then end the leave and terminate employment. If an employee fails to return to work at the end of an approved leave and fails to secure an approved leave extension, the employee's employment with the college will terminate.

## **Benefits Continuation**

During approved paid and unpaid leaves of absence, the college continues to pay its portion of the cost associated with medical, dental, life and disability insurance. For paid leaves only, the college continues its contribution to retirement. An employee on unpaid leave will be responsible for his or her portion of the medical, dental, life and disability insurance costs which would normally have been deducted from the paycheck.

Vacation or sick leave does not accrue while on an unpaid leave of absence or while on paid maternity/parental or short-term disability leaves. While on an unpaid leave you do not receive pay for national or college holidays.

The summary table on the next page shows the types of leaves that are available.

**Leaves of Absence Summary**  
See text for details

<b>Type</b>	<b>Provided for</b>	<b>Eligibility:</b> current service	<b>Salary Continuation</b>	<b>Paid Time Available for use</b>
<b>FMLA</b>				
Maternity/Parental, paid*	Birth or primary caregiver of new born or newly adopted child	1 year	100% up to 6 weeks paid	Optional: vacation, personal after 6 paid weeks
Paternity/Parental, paid*	Birth of newborn or newly adopted child (for new fathers/domestic partners)	1 year	100% up to 2 weeks paid	Optional: vacation, personal after 2 paid weeks
Parental*	Birth or newly adopted child (with 3 months to 1 year of service) or if not primary caregiver (with 3 months or more of service)	3 months	n/a	Optional: vacation, personal. Also birth mothers may use sick leave and spouses/partners may use sick leave to care for an ill child or birth mother (requires medical documentation).
Short Term Disability*	Personal non-work related illness or injury for up to 3 months (For disabilities extending beyond 3 months refer to Benefits, Long -Term Disability Insurance)	1 year	1-10 years = 50% 10-20 years = 65% 20+ years = 80%	Required: must use all sick before benefit begins. Within first 30 calendar days must use any vacation, personal if insufficient sick time available; however 1 week of vacation may be reserved for use upon return.
Medical, not job-related*	Personal illness or injury (with 6 months to 1 year of service)	6 months	n/a	Required: sick Optional: vacation, personal
Medical, job-related*	Work-related injury	Immediate	Worker's Comp, after waiting period is met	Worker's Comp
Family Care*	Care for immediate family member with serious illness	6 months	n/a	Required: sick Optional: vacation, personal
<b>MMLA (MA Maternity) – runs concurrently with FMLA</b>				
Birth or Adoption	May provide additional time off -- e.g. FMLA exhausted for other reasons, multiple births, multiple adoptions	3 months	n/a	Optional: vacation, personal. Also, may use sick leave for illness/disability of birth mother or child(ren)

\*FMLA leaves. You are eligible for a maximum of 12 weeks FMLA leave in any rolling 12-month period.

Extensions of leaves may be requested, but are not guaranteed. If a leave extension is approved, job restoration is not guaranteed.

**Leaves of Absence Summary (continued)**  
**See text for details**

<b>Type</b>	<b>Provided for</b>	<b>Eligibility: current service</b>	<b>Salary Continuation</b>	<b>Paid Time Available for use</b>
<b>Other Leaves</b>				
Small Necessities	Up to 24 hours of leave within 12 months for children's educational activities or to take children or elderly relatives to medical or dental appointments	3 months	n/a	Optional: vacation, personal or, if for medical/dental appointments may use sick
Personal	Up to 4 weeks for personal reasons	1 year	n/a	Optional: vacation, personal
Reserves and Active Military Duty	Reserves or active military duty	None	Pay supplement up to 17 working days	Supplement government pay up to 17 work days. Beyond 17 days may use personal or vacation. Maximum military leave is 26 weeks.
Jury Duty	Jury Duty	None	Pay supplement	Supplement jury duty pay

\*FMLA leaves. You are eligible for a maximum of 12 weeks FMLA leave in any rolling 12-month period.

Extensions of leaves may be requested, but are not guaranteed. If a leave extension is approved, job restoration is not guaranteed.

## **FMLA Leaves (Family and Medical Leave Act)**

The Family and Medical Leave Act (FMLA) is a federal regulation that became effective on August 5, 1993. FMLA entitles eligible employees to take up to 12 weeks of unpaid job-protected leave in a 12-month period for specified family and medical reasons. Although the FMLA entitles employees to job-protected unpaid leave, Wheaton offers paid FMLA leaves in certain circumstances, as well as the opportunity to use accrued vacation and personal time and in some cases sick leave, to provide salary continuation for part or all of the leave.

Maternity/parental leave, parental leave, short-term disability, medical leave and family care leave are granted by the college to eligible employees for the reasons provided under the FMLA, and are made available in accordance with, and subject to, the provisions of the FMLA and its regulations, except to the extent that this policy expressly provides more generous benefits. You are eligible for FMLA under four qualifying events: 1) birth and care of your newborn child, 2) placement of a child with you for adoption, or by the state for foster care, 3) to care for your spouse, child, or parent with a serious health condition, and 4) your own serious health condition. You are eligible for a maximum of 12 weeks FMLA leave in any rolling 12-month period. All references in this policy to “weeks” refer to work weeks.

### **FMLA Maternity and Parental Leaves**

There are two types of FMLA Parental Leave.

Paid FMLA Maternity/Parental Leave is available for those who have worked for the college for at least one year and who either give birth or are the primary caregivers of a newborn or newly adopted child, as further defined below.

FMLA Parental Leave is available for birth or adoptive mothers with more than three months but less than one year of continuous service with the college **or** for parents who are not the primary caregiver, as further defined below.

### **Paid Maternity/Parental Leave**

Benefit-eligible employees who have worked for the college for at least one year with continuous service are eligible for a paid maternity/parental leave, as defined below.

An eligible employee who gives birth or is the primary caregiver of a newborn or newly adopted child under the age of eighteen or a newly adopted child under the age of twenty three if the child is mentally or physically disabled, is eligible for up to six consecutive weeks of paid leave with regular base pay and benefits during the period surrounding the birth or adoption. Additional time off, generally up to a total of 12 weeks, may be requested. Accrued vacation, personal time and in some cases sick leave may be used for the period beyond six weeks, or the time off may be unpaid.

For the purpose of this policy, the primary caregiver is the person who has primary responsibility for the care of the infant or child. Leave benefits will be paid only for periods in which the employee would otherwise have worked. Both FMLA leave and Massachusetts Maternity Leave Act (MMLA) leave (see page 49) will run concurrently with Maternity/Parental Leave to the extent the employee is eligible for leave under those Acts.

If a birth mother is unable to return to her job after the expiration of Parental Leave due to disability, accrued paid sick time may be used. If the birth mother is also on MMLA Maternity Leave and/or FMLA leave, use of any accrued sick time, vacation and/or personal days through the expiration of those leaves is governed by the MMLA and FMLA policies.

### **Paid Paternity/Parental Leave**

Benefit-eligible employees who have worked for the college for at least one year with continuous service are eligible for a paid paternity/parental leave. This leave is a two-week paid leave and is available to new fathers or domestic partners upon the birth or adoption of a child or children.

## **FMLA Parental Leave**

For those who are not eligible for paid parental leave, including that the one year of continuous service requirement has not been met or because he or she is not the primary caregiver, the college will grant parental leave to eligible employees for disability in connection with pregnancy and childbirth and for the purpose of caring for a newborn child or a newly adopted child (including a foster care placement). Parental leave includes disability leave and childcare leave (as described below). Parental leave must be completed within 12 months of the birth or placement of a child for adoption or foster care.

**Parental Disability Leave:** An eligible employee who is unable to work because of disability in connection with pregnancy or childbirth will be granted up to 12 weeks of disability leave under this policy. Eligibility for pay during the leave is determined by the provisions of the paid sick leave policy. Accrued vacation and personal time may be applied.

**Parental Child Care Leave:** An eligible employee (male or female) will be granted unpaid childcare leave for up to 12 weeks for the care of a newborn child or a child placed for adoption or foster care. If an employee and his or her spouse both work for the college, they are jointly entitled to a combined total of 12 weeks of childcare leave. Accrued vacation and personal time may be applied.

## **FMLA Medical Leaves**

### **Paid Short-Term Disability Leave**

Benefit-eligible employees who have worked for the college for at least one year of continuous service are eligible for paid short-term disability leave, as defined here.

Short-term disability provides partial pay continuation for those who are unable to work due to personal non-work related illness or injury. There is a 30 calendar day waiting period, during which sick leave, personal and vacation time must be used, if available. However, one week of vacation may be reserved for use upon return.

Before being eligible to receive short-term disability pay you must have exhausted all of your accumulated sick leave and provided appropriate medical certification of your disability.

Short-term disability ceases 2 months after the 30 calendar day waiting period ends. If a disability continues beyond three months please refer to Long-Term Disability Insurance in the Benefits Section (see page 37).

Short-term disability benefits are based on years of service, as shown below:

1 to 10 years of service	50%
10 to 20 years of service	65%
20 plus years of service	80%

The maximum amount of short-term disability that may be paid is two months in any 52 week period. While on Short-Term Disability Leave you will not accrue or be entitled to paid sick leave, personal leave or vacation. Short-term disability will be paid only for periods in which you would otherwise have worked. FMLA leave will run concurrently with Short-Term Disability Leave to the extent you are eligible under that Act.

Paid Short-Term Disability Leave may not be combined with Paid Parental Leave.

### **Medical Leave**

For those who are not eligible for Paid FMLA Short-Term Disability Leave, an eligible employee will be granted a medical leave up to 12 weeks if the employee is unable to work because of her or his own serious health condition (whether work-related or not). Unless receiving worker's compensation benefits, employees must use paid sick time for which they are eligible in conjunction with leave under this policy. Accrued vacation and personal time may be applied to any otherwise unpaid portion of a non work-related leave.

### **FMLA Family Care Leave**

An eligible employee who is needed to care for an immediate family member (meaning a spouse, domestic partner, child or parent) with a serious health condition will be granted family care leave of up to 12 weeks. Employees must use paid sick time in conjunction with leave under this policy. Accrued vacation and personal time may be applied. If the employee and his or her spouse both work for the college, they are jointly entitled to a combined total of 12 weeks of family care leave to care for an immediate family member who has a serious health condition. This limitation does not apply when leave is taken to care for a seriously ill spouse or child; spouses employed by the same employer may each take 12 weeks of leave for this purpose.

### **FMLA Leave Taken Intermittently**

An employee who is eligible for disability leave in connection with pregnancy and childbirth, medical leave or family care leave may, when medically necessary, take up to 12 weeks of such leave intermittently (that is, in blocks of time or by reducing the employee's normal weekly or daily work schedule) rather than continuously, in accordance with the conditions provided for such intermittent leave under the FMLA. In appropriate circumstances, the college may require the employee to transfer to an alternative position with equivalent pay and benefits that better accommodates recurring periods of leave.

### **Requests for FMLA Leave**

All requests for leave must be made in writing by completing a Request for Leave of Absence form and submitting it to Human Resources at least fourteen days in advance (see staff handbook, page 43). If the need for the leave is not foreseeable, employees are required to notify Human Resources as soon as possible.

### **Returning from FMLA Leave**

Upon returning from a maternity/parental, parental, short-term disability, medical or family care leave that has not exceeded 12 weeks, an employee will be returned to the same position that he or she left when leave began or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. The employee will be reinstated without loss of employment rights or benefits that the employee had earned or accrued prior to the beginning of the leave, except to the extent such benefits were used or paid during the leave.

An employee returning from medical leave must provide medical certification of his or her ability to return to work.

### **Limitations on Duration of Leaves**

An employee is not entitled to a total of more than 12 weeks of FMLA leave during any 12-month period, meaning a "rolling" 12-month period measured back from the date the employee uses any such leave.

## **Massachusetts Maternity Leave Act (MMLA)**

The Massachusetts Maternity Leave Act was enacted before the FMLA, and provides that a female employee is eligible for an unpaid leave of up to 8 weeks for the purpose of giving birth or adopting a child under the age of 18 (23 if disabled). The Act allows for 8 weeks of unpaid leave for each child delivered or adopted. The Massachusetts Maternity Leave Act (MMLA) and Family and Medical Leave Act (FMLA) are counted simultaneously against the employee's leave entitlement under both laws. The MMLA may provide additional time off for multiple births or

adoptions, or if an employee has already taken 12 weeks of FMLA and within the next 12 months gives birth or adopts. Please contact Human Resources if you have any questions.

## **Other Leaves (not FMLA or MMLA)**

### **Small Necessities Leave**

Under Massachusetts law, benefit-eligible employees are eligible for 24 hours of leave for any of the following:

- To participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school
- To accompany the son or daughter of the employee to routine medical and dental appointments, such as check-ups or vaccinations
- To accompany an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes.

If no paid leave time is available, the leave will be unpaid. The college may require that you provide satisfactory information concerning your use of this leave. See chart for eligibility.

Shown below is a summary of other types of leaves, including extensions, Personal, Military, and Jury Duty.

### **Personal Leave**

Your department may approve an unpaid leave of absence of up to four weeks, with restoration to your position upon return. An extension beyond four weeks may be submitted for consideration. Extensions may be with or without an assurance of position restoration, in the discretion of the college.

### **Reserves and Active Military Duty**

If you are a member of the National Guard or organized Reserves, you will be given necessary time off without loss of salary or benefits, for a maximum of seventeen working days per calendar year.

Upon return from your tour of duty, you must present your government pay invoice to the Payroll Department. Payroll will then prepare a check for the difference between your governmental pay and your regular wage during your leave (not to exceed seventeen days in a calendar year). If your military obligation exceeds seventeen working days, the remainder of your leave will be without pay, unless personal or vacation time is used.

### **Jury Duty**

The college recognizes your civic responsibility to serve as a juror when summoned, and you will be excused for this purpose without loss of salary or benefits. All fees, except travel expenses, received from the Court must be forwarded to the Payroll Department. Supervisors may require appropriate documentation confirming the dates of jury duty.

## **Other Services and Policies**

### **Madeleine Clark Wallace Library**

You have library privileges and may use the services offered in the library. Call the library for details.

### **Athletic Facilities/Fitness Center**

You and your family may use college athletic facilities and the fitness center during posted recreational hours. Current facilities include a fitness center, indoor and outdoor tennis courts, pool, gym, and indoor jogging track. Family members can get passes to use the facilities. Children under the age of 16 must be accompanied by an adult. Hours differ during the academic and non-academic year. Call Haas Athletic Center and Pappas Fitness Center for more information.

### **Bookstore**

You may take advantage of the services offered by the Wheaton College Old Town Hall Bookstore. You will receive a 10% discount on most purchases by showing your college ID. The bookstore carries a variety of hard- and soft-bound educational texts and trade books, college souvenirs, stationery, clothing, and sundries. For information, contact the Bookstore Manager.

### **ATM**

An automatic teller machine is located in the atrium of Balfour-Hood Center.

### **Dining Services**

There are several dining facilities open to staff. The college's three student dining facilities are open to staff during normal meal hours. Employees may also use the Faculty/Staff Dining Room, which offers a buffet and a la carte dining, adjacent to the Emerson Dining Room. The Cafe is open year round and offers a variety of deli items and daily specials in the Balfour Hood Center. All locations accept cash or a prepaid Cash Card.

### **Wheaton Nursery School**

If you are a full- or part-time benefit-eligible employee you may receive a partial waiver of tuition for children accepted for enrollment at the Wheaton Nursery School. Acceptance for enrollment is based on available space and is not guaranteed. Full-time benefit-eligible employees receive a 50% reduction in tuition and part-time benefit-eligible employees receive a 25% reduction.

Children who are eligible include employees' sons and daughters through birth, adoption, or legal guardianship. Stepchildren who reside at least 50% of the time in the employee's household, or who are claimed as deductions for income tax purposes, are also eligible. The relationship must have existed for one year prior to the date nursery school begins. Contact the Nursery School for further information.

## **Annual Giving to Wheaton**

Yearly gifts to the college support a wide range of programs from student scholarships and faculty research funds to library acquisitions and concerts, lectures and performances. Gifts from staff and faculty are among those that contribute to the overall strength and future growth of the college. Gifts may be made through payroll deduction by contacting the Office of Annual Giving.

## **United Way**

Employees have an opportunity to make contributions to their favorite charities through payroll deduction via the United Way. Contact Human Resources for more information.

## **Auto/Home Owners Insurance**

Wheaton offers a comprehensive insurance program which enables employees to purchase auto and homeowners insurance at low group rates through the convenience of payroll deduction. Contact the Human Resources Department for information.

## **Long-term Care Insurance**

Wheaton offers employees the ability to purchase long-term care insurance at low group rates through the convenience of payroll deductions. This insurance provides coverage toward costs for long-term nursing home care and home health care visits that are not adequately covered by group health plans or other insurance and government programs. Contact the Human Resources Department for information.

## **On-Campus Housing**

Wheaton owns several single- and multiple-occupancy residences, which are available on a limited basis to members of the faculty and staff. Housing availability and assignments are determined annually. Both full-time and part-time employees are eligible to apply. For more information, please contact Business Services.

## **Computer Purchases**

The college offers benefit-eligible employees the opportunity to purchase a computer through payroll deductions. This benefit is available to new benefit-eligible employees once they have successfully completed their initial employment period. To learn about available equipment, contact the Computer Connection, Library and Information Services.

## **Children and Minors on Campus**

Children and minors are not permitted on campus unless they are visiting under their parent or guardian's immediate supervision or participating as part of a supervised group or program. It is not appropriate, for safety and security reasons, for children and minors to be unsupervised on campus at other times.

In rare instances, and only with the supervisor's advance approval, employees may be permitted to bring a child/children into the workplace on a temporary or emergency basis. In these instances the arrangement must be mutually beneficial to both the employee and the department. When this occurs, it is the employee's responsibility to provide appropriate care and supervision of the child or minor at all times and to ensure that consideration is given to others in the work environment.

If an employee has concerns about children in the workplace, he or she should contact his or her immediate supervisor or Human Resources.

## **Pets on Campus**

To maintain an environment that enables work to be done with minimal distraction and disruption, shows respect and courtesy for co-workers and reduces the potential of health risk and facility damage, pets may not be brought into the workplace, with the exception of service dogs.

If an employee has concerns about pets in his or her workplace, he or she should contact his or her immediate supervisor or Human Resources.

Pet owners who choose to walk their animals on campus are responsible for cleaning up after their pets.

## **Dress Code**

Although the college does not have a college-wide dress code, your department may establish a dress code appropriate to your work area. Your supervisor will let you know the guidelines for proper dress in your department or office.

## **Work Responsibility during Inclement Weather**

The Wheaton experience for students centers on the academic mission of our college but also includes the many other services and programs provided as part of residential community life. Since Wheaton is primarily a residential college, it is important to maintain these scheduled services. Therefore, the college's operations will normally continue unless the college determines that weather conditions are so serious that the college should close. Below you will find the policies that govern situations when the college is open, delays opening, or is closed due to serious weather conditions.

### **College Is Open/Individual Chooses Not to Work**

We recognize that some employees may be absent, arrive late, or leave early due to weather conditions when the college is open.

Members of the staff must discuss the circumstances with their supervisors. If the supervisor approves, staff members may elect to use earned personal or vacation time, or, if time used is half a day or less, may (with the further approval of the supervisor) make up the time within a month. If a staff member does not use vacation or personal time and chooses not to make up the time, the hours scheduled but not worked will not be paid. In those departments that provide essential services, supervisors are responsible for coordinating schedules so that services will continue.

Members of the faculty should refer to the Teaching Responsibility section noted below if they are unable to teach and the college is open.

## **College Delays Opening or Closes**

A decision may be made to delay opening or temporarily suspend or close the operations of certain offices; however, other functions essential to student life and safety will continue. Those departments required to remain open and the level of staffing needed will depend upon the type and severity of the situation, and whether students or others are present on campus. Generally, Public Safety, Physical Plant, Student Life, and Dining Services provide essential services and will be required to work. When the college is in session efforts should be made to keep the Madeleine Clark Wallace Library and the Kollett Academic Computing Center open. Other services may be essential dependent upon the nature, scope and timing of the situation. Questions about specific operations should be referred to your supervisor.

Members of the faculty should refer to the Teaching Responsibility section noted below if they are unable to get to campus to teach.

## **How to Learn of the College's Status (Open, Delayed Opening, Closed)**

Members of the faculty and staff are responsible for learning whether the college is open, closed or opening is delayed, and may learn this in the following ways:

### **During the Work Day (Monday-Friday)**

1. Ask your Supervisor.
2. Call the college announcement line, (508) 286-8285
3. Check e-mail for listserv message.
4. Visit the college website home page, <http://www.wheatoncollege.edu> for an announcement.
5. Call Human Resources, extension 8206

### **During Evening, Weekend or Early Morning**

1. Call the college announcement line, 286-8285
2. Visit the college website home page, <http://www.wheatoncollege.edu> for an announcement.

## **How the Decision is Made to Remain Open, Delay Opening or Suspend/Close Certain Operations**

The decision to remain open, delay opening or suspend/close certain operations of the college will be made in the following way:

### **Assignment and Person(s) Responsible**

1. Monitor prevailing conditions and local weather reports. Inform Vice President for Finance and Operations. (Directors of Physical Plant and Human Resources).
2. Make decision about status of college operations. (President in consultation with the Vice President for Finance and Operations and the Dean of Students.)
3. Inform college Officers. (Vice President for Finance and Operations.)
4. Place announcement on the college announcement line (Director of Human Resources) and notify Director of Communications so announcement can be placed on college website. If during the day, Monday-Friday, send message via college listserves. (Director of Human Resources.)

For pay purposes, the decision to delay opening or suspend certain operations will be treated as shown below. These procedures apply to both monthly and biweekly-paid members of the staff unless otherwise noted. Questions about specific situations should be referred to the Human Resources Department.

<b>Situation</b>	<b>Pay Status</b>
Employee reports to work and is sent home, or college delays opening.	Portion of the day the college is closed will be treated as Special Closing, which means that hours scheduled but not worked will be paid.
Employee is advised through the college announcement line or website that the college has suspended operations, and employee does not report to work (not an “essential” employee).	Treated as Special Closing, which means that hours scheduled but not worked will be paid.
Employee is out ill or on vacation.	Employee will be paid for available sick or vacation time, as appropriate, but not for Special Closing pay.
Employee is either required to report for work or reports to work and is required by supervisor to stay during closing.	Biweekly employees receive double-time for hours worked during the remainder of the shift.

If you have any questions about this policy, please contact Human Resources.

# Leaving Wheaton

## Termination of Employment

If you leave the college's employ, advance notice of at least two weeks for biweekly paid employees and a month for monthly paid employees is required. Resignations should be submitted in writing to your supervisor with a copy sent to the Director of Human Resources. Paid time off (vacation, sick, personal, national holidays, college holidays, etc.) cannot be used to extend your termination date for any reason. Your termination date will be your last actual day worked. The Human Resources Department will schedule an exit interview and benefits review.

The college has no mandatory retirement age. If you are approaching retirement, you should give three to four months written notice to your supervisor and schedule an appointment with the Human Resources Department.

You must return all college property (identification card, keys, books, credit cards, etc.) to the proper department prior to leaving the campus. This property may not be transferred to another employee. The college will withhold the amount of outstanding obligations of the employee from his or her paycheck, when appropriate.

Please notify Human Resources of any changes in your address to ensure that you receive your final W-2 form.

## Benefits upon Termination

### Vacation Time

If you have provided sufficient notice of your termination, you will receive pay for any accrued but unused vacation time in your last paycheck. If proper notice was not given, any unused vacation will be paid out in a subsequent paycheck. When an academic year employee's employment ends, his or her vacation accrual for the current fiscal year will be prorated and paid out accordingly. Employees who separate from the college involuntarily will receive pay for any accrued but not used vacation on their last day of work. Vacation accrual ends on the last day of the final full payperiod worked.

### Health and Dental Insurance

If you are currently enrolled in health or dental insurance, you will have the option to continue your coverage as provided under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). COBRA contains provisions which require the college to offer continued health insurance coverage to certain former employees, entirely at their own expense. The college also provides spouses and dependents the option of remaining in the group health plan.

### Life and Disability Insurance

Coverage under life and disability insurance ends on the last day of your employment. You will be given the opportunity to convert your life insurance to a non-group direct pay plan.

### TIAA-CREF

If you leave prior to retirement, your benefit options may vary depending on your length of participation.

### Tuition Benefits

If you terminate employment and you and/or a family member are currently participating in a tuition program either at Wheaton or another qualifying institution, you will be responsible for paying that semester's tuition.

### **College Loans and Computer Purchases**

If you have entered into an agreement with the college for repayment of a loan or purchase of a computer, all balances are due on your last day of employment and will be deducted from your final paycheck, unless other arrangements are approved in advance.

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