

WASHINGTON & JEFFERSON COLLEGE

S T A F F H A N D B O O K

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THIS HANDBOOK UNDERTAKES TO PROVIDE INFORMATION.

IT IS TO SERVE AS A GUIDE

AND

NOT AS AN IMPLIED EMPLOYMENT CONTRACT.

INTRODUCTION

You are a member of a College staff, which constantly strives to provide the best in education and community service that a progressive College can give to persons using its facilities.

The effectiveness of the College as a whole depends upon the cooperative, dedicated efforts of all employees working as a team to achieve excellence in education. To many persons, you are the College. People judge us not only by the students we graduate, but also by the courtesy of our staff, the cleanliness of our buildings, the beauty of our grounds, and the quality of our food service. The contribution of each employee is therefore vital to the success of the entire institution.

As an employee of the College, you will want to become well informed about the organization within which you will be working--its employment practices, benefits, facilities, the privileges offered, and the related responsibilities you will be expected to accept.

This handbook undertakes to provide such information. The policies stated in this handbook are guidelines only and are subject to change at the sole discretion of W&J, as are all other policies, procedures, benefits or other programs of W&J.

This handbook will be revised from time to time to provide you with up-to-date information resulting from changes in policies and procedures. Previous versions of this handbook are superseded by this handbook. While we have made every effort to anticipate your questions, it is probable that you may encounter special problems or particular situations, which are not thoroughly covered herein. When such occasions arise, do not hesitate to discuss them with your immediate supervisor, or the Director of Human Resources.

As previously stated, this handbook is intended to serve as a reference guide only. It is not a contract express or implied, guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be long term, either you or W&J may terminate this relationship at any time, for any reason, with or without cause or notice. No supervisor, manager or other representative of W&J other than the President or her designee has the authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments contrary to the foregoing.

WASHINGTON & JEFFERSON COLLEGE

1.1 Organization and History

We challenge students to exceed their expectations – and meet ours. We challenge students to learn to meet the demands of the world with competence, ethics, creativity, flexibility and confidence. We challenge students to learn in new and different ways.

Washington & Jefferson College is one of America's finest and oldest, national liberal arts colleges. At W&J the focus is on personal attention and on developing students one at a time. Master teachers who are caring mentors and advisors teach all classes, and opportunities abound for internships, study-abroad programs, student activities, and volunteer service.

W&J's pre-law and pre-health programs are internationally known. More than 90 percent of our graduates who apply to medical or health-related programs are accepted for admission, while the acceptance rate of W&J graduates to law schools is 90 percent. The College offers a unique Entrepreneurial Studies Program and strong programs in business, economics, psychology and a wide variety of other liberal arts majors.

W&J puts private higher education within reach, providing extensive need-based and merit awards. More than 70 percent of current students receive financial assistance, including 60 percent who receive merit scholarships that range up to full-tuition awards.

W&J in Brief

Type	Coed, independent 4-year College, studies in liberal arts, fine arts, science and professions
Enrollment	1355
Founded	1781, oldest college west of the Allegheny Mountains, 11th oldest in America; W & J received its Phi Beta Kappa charter in 1937.
Library:	194,648 volumes, 500 periodicals, 4,225 LP recordings, 13,852 microfilms, 2,467 videocassettes
Accreditation	Middle States Association of Colleges and Schools
Degrees Awarded	Bachelor of Arts
Average Class Size	17 students
Student/Faculty Ratio	12:1
Campus Size	51 acres; 43 buildings; 82 percent of students live on campus

2.

FOR THE NEW EMPLOYEE

2.1 What is Expected of You?

Your work is important to the College. You should never doubt your value as a conscientious, reliable employee. Development of skill and proficiency in performing your duties is vital. Only through the personal effort of each individual employee can we expect to achieve our objectives of excellence in teaching and community service.

2.2 Responsibility Toward Supervision

The responsibility for accomplishing the objectives of any department rests with the department heads and supervisors. You have a distinct right, as well as responsibility, to seek their guidance and support in matters relating to your assignment. Do not hesitate to seek them out when you are in doubt regarding any part of your job. Establish clearly at the beginning of any assignment the person responsible for supervision and guidance of your work.

EMPLOYMENT POLICIES

3.1 Equal Employment Opportunity

Washington & Jefferson College provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or other protected status in accordance with applicable state and federal laws. In addition, W&J complies with applicable state and federal laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Anti-Harassment Policy

W&J has adopted a policy of "zero-tolerance" with respect to unlawful employee harassment. In this connection, W&J expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or federal law. Improper interference with the ability of W&J's employees to perform their expected job duties is not tolerated.

With respect to sexual harassment, W&J prohibits the following:

Unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, brushing against another's body, or any other sexually suggestive act
- Grabbing, groping, kissing, fondling.
- Lewd, off-color, sexually-oriented comments or jokes.

- Foul or obscene language or gestures.
- Leering, staring, stalking.
- Suggestive or sexually-explicit posters, calendars, photographs, graffiti, cartoons.
- Unwanted or offensive letters or poems.
- Offensive E-mail or voice-mail messages
- Sexually-oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Repeated requests for dates after the person has refused.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Sexual assault or rape.
- Any other conduct or behavior deemed inappropriate by W&J.

COMPLAINT PROCEDURE

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers.

If you experience any job-related harassment based on your sex, race, national origin, disability, or another factor, or believe that you have been treated in an unlawful, discriminatory manner, promptly report the incident to your supervisor, who will investigate the matter and take appropriate action, including reporting it to the Director of Human Resources. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to the Director of Human Resources. An investigation will be undertaken. Your complaint will be kept confidential to the maximum extent possible.

If W&J determines that an employee is guilty of harassing another individual, appropriate disciplinary action will be taken against the offending employee up to and including termination of employment.

W&J prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, W&J determines that the complaint is not bona fide and was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

3.2 Accommodations of Applicants/Employees with Disabilities

In its hiring and personnel actions, Washington & Jefferson College does not discriminate

against individuals who are disabled. The College provides reasonable accommodations (if not an undue burden) for applicants and employees with disabilities so they can complete the application process or perform their work.

How to Request Accommodations

Applicants who need an accommodation for a disability should notify the Human Resources Department.

Employees who are disabled and need accommodations should tell one of the following: their immediate supervisor, department chair/director or the Human Resources Department.

Additional Requirements

An individual who requests accommodation may be asked to provide a statement from a physician or other health care professional explaining the individual's functional limitations. The College at its discretion may require a medical examination or medical inquiry to confirm the individual's functional limitations by a health care professional it chooses.

3.3 Medical Exams and Security Screenings

As part of W&J's employment procedures, applicants in certain job classifications are required to undergo a pre-offer, pre-employment medical examination and a physician designated by W&J. Any offer of employment that an applicant receives from W&J is contingent upon, among other things, satisfactory completion of this examination and screening and a determination by W&J and its examining physicians that the applicant is capable of performing the essential functions of the position that has been offered, with or without a reasonable accommodation.

As a condition of continued employment, employees may also be required to undergo periodic medical examinations and/or alcohol and drug screenings, at times specified by W&J. In connection with these examinations, employees are required to provide W&J with access to their medical records, if requested. Further, it should be understood that W&J receives a full medical report from its examining physicians regarding the applicant's or employee's state of health. W&J will pay for all College-required medical examinations, as well as alcohol and drug screenings, in full. Questions about medical examinations or alcohol and drug screenings should be directed to your supervisor or the Human Resources Department.

Additionally, prior to an offer being made, positions that are considered "security sensitive" will require the finalist for the position, either internal or external candidates, to undergo a security check. This check may include verifying such information as prior work history, verification of degrees, and a criminal background check.

3.4 Orientation

There is no formal job-training program at the College because many work assignments require a wide range of skills. Employees may be sent, at College expense, to specialized training programs to develop new skills or expand existing ones, on the supervisor's recommendation.

Employees may also be requested to take College courses as a part of their training. These courses will be without expense to the employee. The College provides a general orientation to both your department and the College as a whole.

3.5 Personnel Records

Washington & Jefferson College maintains personnel files on each employee. The Office of the President maintains Faculty and Administrative records. The Human Resources Department maintains individual personnel files for all staff. Together, these files contain official records of all aspects of the employee's tenure with W&J including employment and salary history, career progression, performance evaluations, disciplinary actions (if applicable) and termination of employment. To ensure that your personnel file is up-to-date at all times, notify the Human Resources Department of all changes in your name, address, dependents, telephone number, individuals to notify in case of emergency, and changes for insurance purposes, such as beneficiary designations, etc.

How to Apply for Access

The access to personnel records is controlled by staff in the Human Resources Department and/or the Office of the President. Access is limited to those who have a legitimate need to use the materials. Those granted access may include current or prospective supervisors. A faculty or staff member also has the right to review his or her personnel file. A written request or authorization is required in either case, and a convenient time is then scheduled so that a staff member may be present to answer questions or respond to concerns. If errors and/or information with which the individual wishes to take issue have been included in the file, the individual will be given the opportunity to correct these errors or formally record disagreement.

Requests for Reference for Current or Former Employees

The Human Resources Department verifies factual reference data in response to requests, preferably when accompanied by a written authorization. The data includes name, social security number, position held, and employment dates. With written authorization from the individual, the Human Resources Department verifies earnings for credit checks. If an employee or former employee wants an evaluative reference to be given, he or she must submit in writing to the individual being asked to respond or to the Human Resources Department.

3.6 Promotions and Transfers

When job openings occur in other departments of the College, and if a current employee is qualified for that vacancy, that individual may request a transfer to the new department. Employees interested in transferring will be given consideration before the position is filled. If transfers within departments would appear to be to the best advantage of both an employee and the College, the College may initiate a transfer.

Employees who desire to be considered for an open position should notify the Human Resource Director. There will be no reprisals from supervisors toward employees who have requested to

transfer to a vacant position.

3.7 Employment of Relatives (Nepotism)

Persons related by family or marriage may be employed by the College provided such individuals meet regular College employment standards. However, faculty or staff members shall not initiate, participate in, or exercise any influence over departmental or institutional decisions involving a direct benefit to a member related by family or marriage (such benefits include initial appointment, retention, promotion, tenure, salary, leave of absence, and grievance adjustment). In situations where a conflict of interest might occur under normal operating procedures, the responsibility for the decision will pass to the next higher administrative level. For purposes of this policy, persons related by family or marriage are defined as a spouse, parent, child or individual for whom a faculty or staff member has been assigned legal responsibility in a guardianship capacity, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, and in-law relation.

3.8 Service Dates

Your service date, for the purpose of determining benefits, is the date that you were initially employed full-time by the College, after which there has been no break in service by reason of termination of your full-time employee status.

3.9 Outside Employment

If you are a full-time employee, your job at the College is expected to be your primary one. However, most outside employment is allowed if it does not interfere with your College function. This outside employment should not bring discredit to the College nor should you use the College position or name to acquire the position. Employees should be certain that a conflict of interest does not exist. Before accepting off-time employment, it is advisable to discuss the matter with your supervisor.

Written approval is necessary from both the supervisor and the President if the outside employment will require the employee's services for 16 or more hours per week.

3.10 Re-Employment

A former employee seeking re-employment with the College is required to show previous College employment on his application. However, when a period of employment has been terminated, the employee forfeits previously accrued sick leave, length of service for vacation privileges, and other benefits as might be based upon length of continuous service with the College. Such an individual will, upon re-employment, be considered for benefits on the same basis as a new employee.

3.11 Layoff Policy

The layoff policy applies to all regular and non-exempt staff of the College.

Washington & Jefferson College reserves the right to adjust the size and configuration of the work force as needs dictate. Employees affected by a work force reduction, job abolition, or reorganization shall be affected based on the following factors in accordance with the layoff and recall procedures here:

1. The employee's job responsibilities in relation to the continued efficient operations of the College;
2. The employee's skill and efficiency
3. The employee's overall work record; and
4. The employee's length of service

Determining Need for Layoff

Each Vice President of the College is responsible for determining when it is necessary to effect a layoff in his/her area, which functions or programs must be reduced or discontinued, which organizational units are to be affected, and which positions will be affected.

Additionally, each Vice President is encouraged to pursue appropriate efforts to avoid layoff, such as planned attrition through retirements, unpaid leaves of absence, alternate work schedules, the freezing or selected filling of vacancies, reassignment to another vacant position, etc.

Actions to Be Take Prior to Covered Employee Layoff

In determining the employees to be affected by layoff, a department headfirst identifies the positions to be abolished. The Director of Human Resources should be consulted at this point to ensure that the proper person(s) is identified for layoff based on the criteria discussed above.

The decision to institute a lay-off or a reduction should be considered, but not be limited to:

- Work is not sufficient to require the existing number of staff (work may be performed by fewer employees as a result of new methods, procedures, technology, etc.) and/or;
- Revenue sources have reduced the ability to fund such services and positions and/or;
- Reorganization of the unit has changed the type and/or number of positions required.

Approval for a proposed layoff must be given by the appropriate Vice President (or his/her designee) and approved by the College President prior to the application of this policy.

Once the positions have been identified, the following order of layoff will ordinarily prevail:

Temporary Employees:

Temporary employees will be laid off first before any part time or full time staff performing the same work in the same organizational unit can be laid off.

Part Time Employees:

Part time employees will be laid off before any full time staff performing the same work in the same organizational unit will be laid off.

Full Time Employees:

After management has identified positions to be discontinued according to the sequence set forth above; management must identify full-time employees in the organizational unit, to be removed from the specific occupational class, according to factors identified above.

Notice to Employees Affected by Layoff

The College will attempt to provide as much notice as practicable under the circumstances. The College usually requests departments to notify affected employees in writing with a copy to the Director of Human Resources.

Placement Options

After the College has identified all affected employees, it shall attempt to reassign them within the College based upon the same criteria in determining layoff, in any valid vacancy for which they are qualified (regardless of work hours or shift), in the same or lower salary grade as their current position. Effort will be made first to reassign the affected employee within the Vice Presidential area from which the layoff occurred.

Once a position has been offered, the College may or may not consider additional placement options for the employee.

An employee must be qualified for the position to which the employee is being assigned. Human Resources determines minimum qualifications of the employee and the identified position based on the job description of the vacant position.

Effect of Layoff on Leave and Service

An employee on layoff will not accrue vacation, personal, or sick leave. An employee may request payment of accrued vacation leave, if eligible, or be allowed to retain these balances when placed on leave-without-pay layoff.

Payment of vacation leave will be only for the maximum allowable amount under College policies. Employees may continue with their health insurance under the COBRA provisions.

A laid-off employee who retains his/her leave balance will be paid upon expiration of the period of layoff or resignation, whichever occurs first at the rate equivalent to their last paid salary. An employee placed on layoff or terminated will be paid for accrued compensatory and overtime leave at the time of his or her placement in that status.

Recall

Employees who are on layoff or who have been reassigned to a position in a lower salary grade or salary range (i.e., demoted in lieu of layoff) will be recalled to the identical position to the one they held prior to the lay-off. Recall rights will not continue more than one year from placement in layoff status.

3.12 Policy on Consensual or Romantic Relationships

It is a violation of college policy for a staff or faculty member to engage in a romantic or sexual relationship with any student unless they are married or living as partners before the student joins the college (as would be the case with a spouse taking courses through tuition remission). Failure to comply with any of the above is a violation of this policy, and therefore grounds for discipline, up to and including dismissal.

Furthermore, sexual or romantic relationships between staff or faculty members, even where consensual, when one individual is subject to direct supervision or evaluation by one another, is inconsistent with the proper role of the faculty or staff and should be avoided.

COMPENSATION

4.1 Employment Status Classification

An employee may be classified as regular full-time, probationary, or part-time. In brief, the distinctions are:

Regular, full-time Works a regular schedule of 35 hours or more per week; may participate in all College benefits programs.

Part-time with benefits Generally works less than 35 hours per week but more than 20 hours per week; receives prorated College benefits.

Part-time w/o benefits Generally works less than 20 hours per week; receives no College benefits

Temporary May work full or part-time, whose employment is intended to be of limited duration (e.g., to complete a specific project, substitute for employees on leave or to assist when the workload exceeds the regular staff's ability to complete work on a timely and quality basis). Individuals hired on a temporary basis are not eligible for any College sponsored benefits.

4.2 Working Hours

The normal workweek for full-time employees is 35 hours measured from Sunday through Saturday of a week; the normal work hours are 9:00 a.m. to 5:00 p.m., with a 30 minute or one hour period for lunch (depending upon department assignment) at a time to be designated by your supervisor. Security Officers work an eight (8) hour shift, with the hours assigned by the Director. It is sometimes necessary to reschedule employees to work other than normal hours or tours of duty. Department work schedules will be announced to give employees as much advance notice as possible. Employees are expected to report to work on time daily and to remain on the job throughout their regular work hours.

4.3 Time Sheets

Your time sheet is the official record of time worked. To ensure that accurate records are kept of the hours that you actually work (including overtime) and of the accrued leave time you have taken, and to ensure that you are paid in a timely fashion, you are required to record your time worked and absences on W&J's official time record form. Timesheets can be found on the W&J Intranet. You can either print the form, complete it, sign it and forward it to your supervisor, or

you can complete it on line and forward it to your supervisor.

After reviewing all time sheets and resolving any discrepancies, supervisors will sign the time sheets them and forward to payroll for processing.

Please ensure that your actual hours worked and leave time taken are recorded accurately. Falsifying a time sheet is grounds for disciplinary action, including the possibility of discharge.

Hourly rate employees are not permitted to work before or after their scheduled time. Any deviation from this policy must be undertaken with prior knowledge of and at the direction of the supervisor or department head.

4.4 Pay Periods and Paydays

All employees are paid semi-monthly, the 15th and the end of the month. If the scheduled payday falls on a College observed holiday or week-end, you will usually be paid on the preceding work day. Direct deposit of paychecks is available to employees and required for all new employees, hired after July 1, 2000. Each employee receives a paycheck and/or a check voucher through his department head or the campus mail. Lost checks should be reported to Human Resources immediately. If theft is suspected on College premises, the Security Office should also be called. Payroll checks may not be mailed to, or given to, anyone other than the employee for whom the check is intended, unless the employee designates, in writing, another individual to pick up the check.

Each employee receives a statement of earnings each payday showing the number of hours worked, overtime hours, gross earnings, deductions and net pay. Accrued sick and vacation hours are also shown.

Questions regarding time or hours worked, holiday pay, or sick pay should be discussed with your supervisor or Payroll for clarification of questions regarding salary and paychecks.

4.5 Overtime

In accordance with the requirements of the Federal Wage and Hour Law, non-exempt employees (employees who are subject to the Fair Labor Standards Act), when required to work overtime, will be paid at the rate of time and one-half their regular salary. Exempt employees are those employees who are exempt from the overtime provisions of the FLSA.

Overtime is computed on a 7-day, 40-hour work week. Overtime will be paid for all hours worked in excess of 40 hours in any given week. In order to qualify for overtime payments, employees must work in excess of 40 hours during the week. As the College works a 35-hour week, time worked greater than 35 hours but less than 40 hours will be paid straight time. Vacation/sick time and other paid hours do not count toward hours worked for computing overtime. Overtime is at the supervisor's discretion and before working overtime, you should

secure your supervisor's permission. Failure to do so may be considered grounds for discipline, up to and including termination.

An employee who must work on a designated paid holiday will be paid straight time for hours worked in addition to the regular holiday pay.

Your supervisor will attempt to provide you with reasonable notice when the need for overtime arises. Please remember, however, that advance notice may not always be possible.

4.6 Social Security

The College and the employee contribute equally to the cost of Social Security benefits. The deduction from the paycheck and the amount contributed by the College are deposited to the credit of the employee with the Federal government according to Federal regulations.

4.7 Payroll Deductions

Required payroll deductions are:

1. Federal income tax
2. State income tax
3. Social Security (FICA)
4. TIAA-CREF deduction
5. Pennsylvania State Unemployment Tax
6. Washington City Tax or East Washington City Tax (if applicable)
7. Those otherwise required by law and court order.

An employee may request these additional deductions:

1. Tax-deferred annuities (tax-sheltered) for retirement
2. College sponsored insurance premiums
3. Flexible Spending Account (FSA)
4. Other deductions authorized by the employee

4.8 Performance Evaluation

To ensure that you perform your job to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary. Consistent with this goal, your performance will be evaluated by your supervisor on an ongoing basis. You will also receive periodic written evaluations of your performance. Such evaluations will normally occur after you have been employed for sixty (60) days on your first anniversary date, and annually thereafter. In addition, if you are promoted or transferred to a new position, your performance will normally be evaluated in writing after you have been in your new job for six (6) months.

If you have not received a performance review in accordance with the above time frames, it is your responsibility to notify your supervisor and the Human Resources Department in writing about this matter. This will help us ensure that the appraisal process is administered in a timely manner.

All written performance reviews will be based on your overall performance in relation to your job responsibilities and will also take into account your conduct, demeanor, and record of attendance and tardiness.

An appraisal is not a contract or a commitment to provide a salary or other form of compensation adjustment, a promotion, a bonus, continued employment, or retention. An appraisal is only one of several factors that W&J uses in making these and other employment decisions.

Any comments made on your appraisal by your supervisor or other College representatives, or statements made by such individuals during any discussions regarding the appraisal, or your performance or future, including during any coaching or counseling session, should not be construed as a promise or guarantee, since circumstances may change in the future, including business conditions, and your performance.

In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by your supervisor at any time to advise you of the existence of performance or disciplinary problems.

4.9 Break Periods

Breaks are not part of College policy. However, work schedule permitting, breaks are allowed. Employees should be aware that taking a break for coffee or a short rest period depends upon the department involved and whether or not normal work can be continued while employees take breaks. Where breaks are allowed, they are limited to two, fifteen-minute breaks per day. Breaks may not be used to extend lunch or to shorten the workday.

4.10 Changes in Personnel Status

It is your individual responsibility to see that all personal information is current and on file with Human Resources Office. It is important that any changes in your address, phone number, emergency contact, dependent, etc. be reported immediately.

TIME OFF BENEFITS

5.1a Family and Medical Leave/Military Family Leave

Washington & Jefferson College provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform his/her job.

Eligibility Requirements

Employees are eligible for FMLA if they have at least 12 months of service and have worked 1,250 hours during the preceding 12 month period. FMLA is calculated using a 12-month rolling period.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents an employee from performing the functions of their job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may also meet the definition of continuing treatment.

Use of Leave

Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make a reasonable effort to schedule leave for planned medical treatment so as not to unduly disrupt the College's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees are required to use accrued paid leave while taking FMLA. In order to use paid leave for FMLA, employees must comply with the College's normal paid leave policies. FMLA runs

concurrently with other leave such as Workers' Compensation and Disability. Absences in excess of accrued paid leave will be treated as unpaid leave.

Requests for leave beyond the 12-week period will be considered under the "Leave of Absence Policy".

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the College's normal reporting procedures.

Employees must complete a "Request for Family Medical Leave" form in order for the College to determine whether the leave qualifies for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include whether: the employee is unable to perform job functions; the family member is unable to perform daily activities; there is need for hospitalization or continuing treatment by a health care provider; or circumstances support the need for military family leave. Completed forms must be submitted to the immediate supervisor for approval. Approved forms must then be forwarded to the Human Resource Department. In some cases, the supervisor may refer the employee directly to the Human Resource Department.

Employees must also inform the College if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees are required to provide certification and periodic recertification supporting the need for continued leave. The College (at its expense) may require an exam by a second health care provider of its choice if there is a reasonable question regarding the medical certification provided by an employee.

Employees returning from FMLA of three (3) consecutive days or more must provide a "Fitness for Duty" statement signed by the treating physician stating that they are capable of returning to work and performing the essential functions of the position to which they are being reinstated. An employee who fails to provide a Fitness for Duty statement is not permitted to return to work until it is provided.

Employer Responsibilities

Washington & Jefferson College will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional required information as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. The College will inform employees if leave will be designated as FMLA-protected and will specify the amount of leave counted against the employee's leave entitlement. If the College determines that the leave is not FMLA-protected, they will notify the employee of this determination.

5.1b Military Family Leave

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA Leave and Military Family Leave, Washington & Jefferson College will maintain the employee's health coverage under their "group health plan" on the same terms as if the employee had continued to work. Upon return from leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave will not result in the loss of an employment benefit that accrued prior to the start of an employee's leave.

5.2 Vacation

Employees are expected and encouraged to take their earned vacation within the specified time. Vacation time is not earned during an extended leave of absence. The maximum number of days that may be earned depends upon the employee's length of service. Full-time employees are entitled to vacation with pay according to the following schedule:

Exempt: 22 days per fiscal year, prorated the first and last fiscal years.

Non-Exempt:

After 1 full year	10 days per fiscal year
After 2 full years	15 days per fiscal year
After 5 or more full years	20 days per fiscal year

Non-exempt vacation begins to accrue after 90 days of employment. It accrues at the rate of 2.92 hours per semi-monthly pay. During the first and second full fiscal years, the employee will accrue 10 days of vacation. Vacation can be used before it is accrued. If the employee leaves employment at the College and has a negative vacation balance, they will be docked the negative hours from their last paycheck.

If a paid holiday falls within the employee's vacation period, it will not be charged against accrued vacation time. No allowance will be made for sickness or other incapacity.

Employees may carry over 35 hours of vacation into the next fiscal year. When an employee leaves the College, they will be paid for any unused vacation they earned in the **current** fiscal year. However, any vacation carried over from the prior fiscal year shall be forfeited.

Scheduling of vacations is coordinated by the employee's immediate supervisor, and senior employees will generally be given preference whenever possible.

Vacation time can be taken in increments of one-half (1/2) hour or more. If your department shuts down for a specific period, you may be required to take your vacation during the period of the shutdown.

5.3 Holidays

The College recognizes the following holidays on which its regular full-time employees receive time off with pay. They are: **Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and December 24 through January 1 inclusive**. If classes are in session on Labor Day, and the employee is required to work, the employee may take an alternative day prior to the end of the fiscal year (June 30th). If a holiday occurs on Saturday, it will be observed on Friday. If a holiday occurs on Sunday, it will be observed on the following Monday. To receive holiday pay, an employee must work their scheduled day before and after the holiday.

If the holiday occurs on an employee's regular day off, an additional day off with pay may be granted within the same pay period. Employees who must work on a designated holiday for which an alternate day off cannot be arranged, will be paid for the hours worked plus 8 hours holiday pay.

5.4 Religious Leave

The College recognizes the right of each employee to worship in the faith of his/her conviction. Accordingly, an employee is entitled to rearrange his/her work schedule to provide sufficient time off to attend or participate in a special religious observance when it occurs during the working day or week. The employee's request to attend such services should be given to his/her immediate supervisor at least five (5) days in advance.

5.5 Sick Leave

The College provides sick leave benefits for the protection of the employee in times of illness. Accumulated sick leave may be used when an accident, illness, including pregnancy or injury not covered by Worker's Compensation, and related confinement prevent an employee from

performing his/her assigned duties.

Sick leave will generally begin when the employee submits a statement from his/her physician that he/she is physically unable to work and will continue until the physician indicates that the employee is physically able to return to work. Sick leave may also be used for medical, dental and optical appointments.

Sick leave benefits are accrued at the rate of one (1) day per month--up to a maximum of 120 days. At no time will the maximum accrual exceed 120 days. Sick leave may be taken in increments of ½ hour or more.

To be eligible for sick leave, the following conditions must be met:

1. Employees must notify their supervisor or department head of their illness as early as possible in advance of the beginning of their work shift. The employee should describe the nature of the illness and expected date and/or time of return to work.
2. Sick leave compensation normally will be paid for the first two days without a physician's statement. Supervisors usually will require a physician's statement for absences in excess of two days. However, a physician's statement may be requested whenever deemed appropriate by the supervisor. Each employee is responsible for keeping his or her supervisor or department head informed of his/her physical condition and estimated date of return to work throughout his/her absence.

Any employee returning to work from an illness or injury that requires an absence of five working days or more may be required to submit a physician's statement to the department head, with a copy to the Human Resource Office, indicating that the employee is physically able to return to work.

Holidays occurring during a paid sick leave shall be paid as a holiday and not as sick leave.

Illness or injury during a vacation or during an unpaid leave of absence will not be considered for paid sick benefits.

5.6 Bereavement Leave

Full-time regular employees will be compensated for time lost from your regular work schedule within the following guidelines. You will be granted up to three (3) workdays with pay in the event of the death of a member of the immediate family. (Immediate family is defined as spouse, parent, child, brother, sister, father-in-law, mother-in-law, stepparent, stepchild.) One workday with pay will be granted for the funeral of the following relatives: grandparent, grandchild, brother-in-law, sister-in-law, uncle, aunt, cousin, nephew or niece. To be eligible for funeral leave, the employee should notify his supervisor or department head immediately. This benefit does not accumulate.

5.7 Jury and Witness Duty Leave

A full-time employee called to jury duty during the regular period of employment will be compensated at the regular rate. When an employee is called as a witness in a court case, it is also regarded as a civic responsibility. The employee's regular pay will be continued for a period not to exceed two weeks. In order to receive compensation, however, you must submit to your supervisor a copy of the summons served as soon as it is received. In addition, proof of service must be submitted to your supervisor when your period of jury or witness duty is completed. You are also allowed to retain the allowance you receive for such service.

5.8 Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to full-time employees. If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you should notify your supervisor and submit copies of your military order as soon as is practicable. You will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off without pay for required military training. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws. An employee cannot be **required** to use accrued vacation hours during this active duty period. However, employees may request to use accrued unused vacation pursuant to the vacation policy.

5.9 Time Off to Vote

The polls are generally open for local, state or national elections a sufficient number of hours for employees to be able to vote before or after working hours. However, if an employee cannot exercise his or her right to vote except during normal working hours, he or she should arrange with his or her supervisor for sufficient time off to vote. The time off may be designated by the supervisor and may not exceed two hours. This time is given without penalty or without loss of wages.

GROUP HEALTH AND OTHER BENEFITS

6.1 Our Employee Benefits Programs

W&J has established a variety of employee benefits programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help you plan for retirement, deal with job-related or personal problems, and enhance your job-related skills.

This section of the handbook highlights some features of our benefits program. Our group health and life insurance and retirement-related programs, are described more fully in summary plan description booklets, with which you are provided once you are eligible to participate in these programs. Complete descriptions of our group health insurance programs are also in W&J's master insurance contracts with insurance carriers, which are maintained in the Human Resources Department; complete descriptions of our retirement-related programs are in the appropriate master plan documents, which are likewise maintained in the Human Resources Department; complete descriptions of our retirement-related programs are in the appropriate master plan documents, which are likewise maintained in the Human Resources Department. If information in this handbook and our summary plan descriptions contradicts information in these master contracts or master plan documents, the master contracts/documents shall govern in all cases.

W&J reserves the right to amend or terminate any of its benefit programs or to require to or increase employee premium contributions toward any benefits with or without advance notice at its discretion. This reserved right may be exercised in the absence of financial necessity.

For more complete information regarding any of our benefits programs, please contact our Human Resources Department.

6.2 Life Insurance and Accidental Death and Dismemberment Insurance

The College provides life insurance to all regular full-time employees. The group plan provides a death benefit equal to between one and 4 times your base annual salary based on your age. Details of the insurance benefits may be secured from the Human Resources Office. Coverage becomes effective the first of the month following 30 days of employment. Accidental death and dismemberment coverage is provided in this policy. These benefits terminate on the date your employment with W&J terminates.

6.3 Health (Medical, Dental, and Vision) Insurance

The College provides group health insurance coverage for all regular full-time employees and coverage may be extended to dependents. Details of the insurance benefits and the cost of coverage may be secured from the Director of Human Resources.

6.4 Retirement Program

TIAA-CREF

Our retirement program is with Teachers Insurance and Annuity Association (TIAA). Employees are eligible to participate in the Retirement Plan upon date of hire, assuming you are scheduled to work at least 1000 hours per calendar year. Details of this plan are in the Plan Summary.

An employee may also participate in the Tax Deferred Annuity Plan or make additional contributions to the retirement plan. However the College does not make any additional contributes if you choose to participate in these plans. Details of the plan are available in the Plan Summary, a copy of which is available in the Human Resource office.

EARLY RETIREMENT

Employees who are at least 58 years old with a minimum of 15 years continuous full time service are eligible for the early retirement program. Between ages 58 and 62 the College agrees to pay a monthly payment equivalent to the Social Security benefit the employee would be eligible for at age 62. This monthly payment ceases at age 62.

In addition the employee, spouse/partner, and eligible dependents may remain in their current medical plan for up to 18 months from the date of early retirement, under the provisions of COBRA (Consolidated Omnibus Budget Reduction Act). During this period, the College will make the same premium contribution towards the cost of COBRA as towards the Bronze Plan. Any additional premiums will be paid by the retiree. At the expiration of the 18 months or when the retiree reaches age 65 (whichever comes first), the College will establish for the retiree and his or her spouse/partner a Health Reimbursement Account (HRA). The College will make the same annual contribution to the HRA for the early retiree as they do for retirees aged 65 or older.

HEALTH REIMBURSEMENT ACCOUNT (HRA)

For employees who retire at age 65 or older, the College will establish an HRA to be used for medical reimbursement. Money paid from an HRA to the retiree is tax-exempt. It can be used for such things as health insurance premiums including Medicare premiums, prescription drugs, over-the-counter-drugs, qualified medical, dental or vision expenses. This account is only available for retirees and their spouses/partners. It has no cash value except as a reimbursement account for qualified expenses. Upon the death of the retired employee of the College, any funds in the HRA revert to the College.

6.5 Disability Insurance

Regular full-time employees who have completed one full year of service are covered by a long-term disability insurance plan. The one-year waiting period may be waived if you were covered under a LTD plan *immediately* prior to your employment with W&J. You must be totally and permanently disabled for six months. If the disabled employee also receives benefits under the

Social Security Act or from Worker's Compensation insurance, the LTD benefit is offset by this amount. In no case, however, will the monthly benefit from the program be less than \$50 per month. There are special provisions, which apply if the disability occurs after age 60. Details are available in the plan document.

While receiving LTD benefits you may remain on the health plan for up to 29 months, or until age 65, whichever comes first. You will be responsible for the employee portion of the health insurance premiums.

6.6 Worker's Compensation

All employees are covered by worker's compensation insurance for injuries or disease resulting from work-related conditions. The College requires immediate and formal reporting of accidents and injuries on the job, regardless of how minor they may seem at the time. In the event of an accident, the employee should first secure treatment of any injury. The supervisor or department head should be notified as soon as possible. In addition, it is necessary for certain forms to be completed by Security, which must be forwarded to our insurance company. Please report any work-related injuries or illnesses to Security.

6.7 Unemployment Compensation

Employees of the College are eligible to file for unemployment compensation benefits. The State of Pennsylvania Division of Unemployment Compensation administers this program.

6.8 Educational Assistance

Tuition Remission Program: After two years of continuous full-time employment, the College provides full tuition remission, including remission of application and matriculation fees, for all full-time employees, their spouses and dependent children who enroll at W&J. Part time employees who become full time are eligible for the tuition remission benefit, after one full year of continuous full time employment, or upon becoming full time if they were part time at least two (2) years immediately following full time employment. A dependent son or daughter is a person who was claimed on federal tax returns by (or received child support from) the employee for the preceding calendar year or current calendar year. The tuition remission applies only to children and spouses seeking their first baccalaureate degree. Children and spouses must, of course, meet all of W&J's admission requirements.

The students are expected to make application for a Pennsylvania State Scholarship Commission (PSSC) monetary award, file finances and applications. The College as part of the tuition remission may use any aid from State or federal sources. This requirement may be waived by the Director of Financial Aid in consultation with the Vice President for Finance and Business. The student must demonstrate good citizenship, make normal progress and remain in good academic standing all in the sole discretion of the College in order to qualify for continuation of this benefit.

The spouse and dependent children of a full-time employee who dies or becomes disabled while employed by W&J will be granted full tuition remission. This same benefit is granted to full-time employees who retire after age 59, their spouses and dependent children. Persons who retire earlier may have this benefit extended to their spouses and dependent children if approved by the President of the College.

Employees are encouraged to take courses. However, the courses must not interfere with your job responsibilities; not more than one course during working hours will be permitted; and arrangements must be made with the supervisor to make up time spent in class. No preparation for class or homework will be permitted during working hours. Failure to observe this policy may result in termination of the educational benefit for the employee. If a course is required for an employee's position, attendance should be release time.

Staff members interested in taking courses at a full time status must receive approval from their supervisor and Vice President.

W&J Non-Credit Courses: The tuition remission benefit applies to non-credit courses offered through the College under the following circumstances:

1. The course/workshop must be self supporting based upon having enough students who pay tuition/fees.
2. Tuition remission students (i.e. W&J employees) are responsible for paying any textbook, materials, or consumable materials charges or whatever portion of the course tuition/fee that is prorated for these purposes.
3. Only current W&J employees (not dependents) are eligible for this tuition remission for non-credit courses.

Tuition Exchange Programs: Washington & Jefferson College participates in a tuition exchange program. Dependent children of full-time employees may attend any of the participating colleges with no tuition, if certain standards are met, so early application with the Dean of Enrollment is imperative. A list of participating Colleges can be obtained from the Financial Aid Office.

Information for both these programs as well as forms can be located at www.washjeff.edu/.

Please note that tuition remission and tuition exchange cannot be used to cover expenses while studying abroad.

Tuition Reimbursement Program: W&J College wants to assist our professional and administrative employees increase the effectiveness of their performance in their present College positions, as well as encourages them to obtain skills, knowledge and abilities that may improve their opportunities for career advancement within the College.

All full time professional and administrative staff that has at least two years or more of full time service to the College may apply for reimbursement for job-related courses and degree programs

at the graduate level. There is a maximum of \$5,000 per year and requests must be made by January for each year. Before enrolling in a course, the employee must have the course approved by his or her supervisor, who will make the judgment as to whether or not the proposed course is job related and whether or not there sufficient funds available in their department's development budget line. After the supervisor has approved it, the supervisor will forward the signed request to the appropriate Vice President, who also must approve the expenditure. A copy of the approved request will be forwarded to both the employee and Human Resources.

Job-related courses are defined as those in which the course content is of direct and significant assistance to the employee in carrying out present duties and responsibilities or in his or her professional development. Courses that are not directly related to a specific job, but form part of a job-related degree program, may also qualify for this program. Courses must be taken for credit at an accredited, degree-granting college or university.

Courses should normally be taken after working hours. However, if the course is not offered at that time and the course is taken during working hours, the employee must have the approval of his or her supervisor, who must verify that the employee's attendance at classes will not adversely affect department services. The employee will make up the time devoted to classes taken during working hours. Enrollment in courses by an employee should be managed so that it does not create extra work for co-workers. Employees are expected to stay with the college for at least 1 year after completion of their degree.

Professional Training and Development: Training and Development Educational Assistance is defined as professional development workshops/seminars/courses that are relevant to an employee's current position. There is no length of service requirement. The employee should discuss this type of training and development with their supervisor. Professional training and development is funded by the employee's department.

6.9 COBRA Notification

In accordance with the Consolidated Omnibus Budget Reduction Act (COBRA) eligible employees, their spouses and dependents may continue participation in W&J's medical plan for 18 months (29 months in the case of certain disabilities) assuming the employee's coverage ended due to a voluntary resignation, reduction on hours below 35 per week, or discharge, except in cases of gross misconduct. If either your spouse or dependent lose their coverage because of the death of the employee, divorce or legal separation, or a child losing dependent status, then the spouse or dependent may continue on the health insurance for up to 36 months. Employees, their spouses or dependent children who opt for COBRA coverage will be responsible for the full cost of the premium plus an administration charge. For more information regarding COBRA benefits, contact the Human Resources Department.

6.10 Notification of Change in Family Status

It is the employee's responsibility to notify Human Resources if there is a change of family status within 30 days of the event. This includes marriage, birth, death, divorce, or adoption. Also

employees must notify Human Resources to change health benefits with 30 days of the event, or they may lose option to change benefit status, or to exercise their right under the COBRA option.

6.11 HIPPA Privacy

W&J complies with the Health Insurance Portability and Accountability Act of 1996 (HIPPA). The official HIPPA Notice is given to all new employees and is posted on the Human Resources website under benefits. The Human Resources department does not keep any PHI (protected health information) on our employees. The following are examples of health information, not considered PHI that the Human Resources department does keep:

- Enrollment and disenrollment information, including COBRA.
- Health information needed to comply with Family Medical Leave.
- Workers' compensation records.
- Disability insurance eligibility
- Sick leave requests

6.12 Travel Accident Insurance

W&J insures employees against death, dismemberment, or loss of sight while traveling on authorized College business. Death benefits are payable to one's estate or named beneficiary. Details of the insurance benefits can be obtained from the Human Resources Office.

EMPLOYEE CONDUCT

7.1 Personal Appearance and Demeanor

Personal neatness and appropriate attire are left largely to the employee. All employees are asked to be careful of their hygiene, neatness of attire, and cleanliness of apparel. Flagrant violations of standards of hygiene and cleanliness may be cause for disciplinary action.

7.2 Absenteeism or Tardiness

W&J expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, W&J has established sick leave and long-term disability benefits plans to compensate employees for certain time lost for legitimate medical reasons, including time off to secure necessary treatment for a disability. (Please consult the appropriate sections of this handbook for information regarding these benefits.)

If you are unable to work, you must notify your supervisor or your department head no later than ½ hour prior to the start of your shift on each day of your absence unless you are granted an authorized medical leave, in which case different notification procedures apply. (See the leave of absence policy earlier in this handbook.) Failure to properly notify W&J will result in an unexcused absence.

If you are absent for more than five consecutive workdays, a statement from a physician may be required before you will be permitted to return to work. In such instances, W&J also reserves the right to require you to submit to an examination by a physician designated by W&J at its discretion. In addition, W&J may require you either to submit a statement from your physician or to be examined by a College-designated physician in other instances at its discretion, such as where abuse is suspected (e.g., where an employee's record indicates a pattern of short absences and/or frequent absences before or after holidays and weekends.)

Absenteeism or tardiness that is unexcused or excessive in the judgement of W&J is grounds for disciplinary action, up to and including dismissal.

7.3 Discipline

Violation of College policies and/or procedures may lead to disciplinary action. Washington & Jefferson College expects that following basic standards of conduct will promote a high quality of work environment and ensure responsible behavior. The employee must, at minimum, perform adequately in the job, follow the rules established by the department or supervisor, follow the policies of the College and the law, act with honesty and integrity, and respect the rights of others in the work environment. Any discipline that is imposed is intended to correct or

modify an individual's conduct, to deter such conduct on the part of others, and to protect the rights of the College and everyone working at, or associated with, the College.

Discipline may take the form of verbal or written warnings, suspension with or without pay, or termination of employment. An employee may also be suspended with or without pay during any investigation of possible misconduct. All disciplinary action is administered with consideration given to the seriousness and frequency of the offense, the employee's past record (including work history and earlier disciplinary record) and the circumstances surrounding the particular case. Because of the individual nature of each situation, Washington & Jefferson College reserves the right to impose discipline appropriate to the circumstances.

7.4 Guidelines for Appropriate Conduct

As an integral member of the W&J team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others but also demands that both in your business and in your personal life you refrain from any behavior that might be harmful to you, your coworkers, and /or W&J, or that might be viewed unfavorably by the public at large.

Whether you are on or off duty, your conduct reflects on W&J. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

In addition to those set forth elsewhere, listed below are some of the rules and regulations of W&J. This list should not be viewed as being all-inclusive. Types of behavior and conduct that W&J considers inappropriate and which could lead to disciplinary action up to and including termination of employment without prior warning, at the sole discretion of the College, including but are not limited to, the following:

1. Violating W&J 's nondiscrimination and/or sexual harassment policy;
2. Falsifying employment or other records;
3. Soliciting or accepting gratuities from students or clients;
4. Establishing a pattern of excessive absenteeism or tardiness;
5. Engaging in excessive, unnecessary, or unauthorized use of W&J 's supplies, particularly for personal purposes;
6. Reporting to work intoxicated or under the influence of non-prescription drugs;
7. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs;
8. Bringing or using alcoholic beverages on W&J property or using alcoholic beverages while engaged in W&J business off W&J 's premises, except where authorized.
9. Fighting or using obscene, abusive, or threatening language or gestures;
10. Stealing property from coworkers, students, or clients of W&J.
11. Violating the weapons policy
12. Disregarding safety or security regulations
13. Engaging in subordination or neglect of duties;
14. Release of confidential information to unauthorized person; and

15. Misuse of leave privileges or other benefits.

If your performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgement of W&J, based on violations either of the above or of any other W&J policies, rules or regulations you will be subject to disciplinary action, up to and including dismissal.

7.5 Management Rights

The College seeks the opinions of its employees individually, through their supervisor, department head, or Director of Human Resources about working conditions, ways and means of getting their jobs done better and on other matters of employee interest. From time to time, however, the College just as any other large organization has to make decisions without prior consultation with its employees. The College must, therefore, maintain exclusive discretion to exercise the customary functions of management including, but not limited to, the discretion to select, hire, promote, suspend, dismiss, assign, supervise and discipline employees; to determine the work schedule; to determine the size of and composition of the work force; to establish, change and abolish policies, descriptions and job classifications, and to assign duties to employees in accordance with the needs and requirements determined by the College.

7.6 Grievance Procedure

A grievance shall be considered to be any complaint or dissatisfaction arising from an interpretation, application, or claim of violation of any provision of the College policy, rules or regulations which results in the imposition of disciplinary action or the loss of any College benefits.

Washington & Jefferson College makes every effort to provide prompt and impartial consideration to any complaint, which its employees may have within the course of their work. When the circumstances require, employees are encouraged to submit complaints or grievances in accordance with the procedures outlined below. Employees may use this procedure without penalty or fear of reprisal. However, this procedure should not be construed as preventing, limiting or delaying W&J from taking disciplinary action against any individual, up to and including termination. Particular attention must be given to the time period shown for each step.

When employees or former employees have complaints, or any difficulty in their job or working relationships, the grievance procedure outlined below should be initiated within five (5) work days following the incident which causes them to feel that a grievance should be filed; or, if the grievance is connected with termination, within ten (10) work days following termination from the College.

Step 1

- A. Discuss the problem with your immediate supervisor; or if you do not believe a discussion with your supervisor is appropriate;
- B. Discuss it with the Director of Human Resources who will attempt to mediate any differences between you and the supervisor.

In either case, you will be given a written response within three (3) working days of meeting.

If a mutually satisfactory adjustment is not reached within five (5) workdays from the time of the written notification, you may proceed to Step 2.

Step 2

Submit the matter under discussion in writing to the person at the next supervisory level (dean, director, manager, department head, etc.) within three (3) working days.

The Director of Human Resources will, when requested, assist you in presenting the matter to the proper supervisor, including assistance in writing the letter.

If a mutually satisfactory solution is not reached within five (5) workdays after this second step begins, you may proceed to Step 3.

Step 3

With the continued assistance of the Director of Human Resources, if requested, submit the grievance in writing to the Vice President for Finance and Business, who will have the matter studied by a committee established especially for the case. The aggrieved employee will select one member; the appropriate supervisor will select the second member. The third member will be selected by the other two and shall serve as a Chairperson.

In the event that the third member cannot be agreed upon by the two selected members within five (5) work days following initiation of Step No. 3, the Vice President for Finance and Business shall appoint the third member after consultation with both representatives.

This committee will accumulate and study the facts about the case and will submit a written report and recommendation to the Vice President for Finance and Business who will render the decision within twenty (20) working days. The Vice President will submit his decision in writing to the employee within five (5) work days after receipt of the committee's report.

In the event the decision is unsatisfactory to either the employee or the appropriate supervisor, either may, within five (5) work days after receipt of the decision of the Vice President, file a written notice of appeal to the President of the College. The President shall review the data and reports and make her decision within fifteen (15) working days of receipt of appeal. The decision of the President shall be final.

7.7 Code of Ethics/Confidentiality Statement

Many College employees have access to student records and to the records of other employees. Information concerning students or other employees is not to be discussed with anyone, including fellow employees, who are not directly connected with the office in which the records

are kept unless that person specifically has been authorized to receive such information. Because various federal and state laws govern the release of confidential information, inquiries about students or other employees should be referred to the department head or chairperson unless the employee has received specific direction concerning the release of such information. Divulging confidential information to unauthorized personnel may result in immediate dismissal.

Complaints of unethical behavior should be reported to the supervisor of the individual whose behavior is being questioned. If the person making the allegation of unethical behavior does not feel comfortable reporting the situation to the appropriate administrator, the employee may report concerns to Human Resources Department.

7.8 Use of Letterhead

Washington & Jefferson College letterhead is for official use only. The College will not be held liable for any matter printed on its letterhead that is not officially sanctioned. It is not for personal use. Any unauthorized use of College letterhead will be considered grounds for disciplinary action, up to and including termination.

7.9 Workplace Searches

To safeguard the property of our students, our employees, and W&J, and to help prevent the possession, sale, and use of illegal drugs on W&J 's premises, in keeping with the spirit and intent of W&J 's drug-free workplace policy, W&J reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from W&J 's property. In addition, W&J reserves the right to search any employee's office, desk, files, computer system, locker or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of W&J and are issued for the use of employees only during their employment with W&J. Inspections may be conducted at any time at the discretion of W&J.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees working who after the inspection are believed to be in possession of stolen property or illegal drugs, will be sent immediately to the Human Resources Department and be subject to disciplinary action up to and including discharge if on investigation they are found to be in violation of W&J 's security procedures or any other W&J rules and regulations.

7.10 Computer Use and Other Electronic and Telephonic Communications

All electronic and telephonic communication systems and all communications and information transmitted by, received from or stored in these systems are property of W&J and as such are to be used solely for job-related purposes. The use of any software and business equipment, including, but not limited to, facsimiles, telecopiers, computers, the College's E-mail system, the

Internet, and copy machines for private purposes is strictly prohibited.

Employees using this equipment for personal purposes do so at their own risk. Further, employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized W&J representative. All pass codes are the property of W&J. No employee may use a pass code or voice-mail access code that has not been issued to that employee or that is unknown to W&J. Moreover, improper use of these resources (e.g., offensive jokes or remarks, harassment or threats, interference or impairment of the activities or violation of state or federal law) will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with W&J's legitimate business interests authorized representatives of W&J may monitor the use of such equipment from time to time. This includes monitoring Internet usage of any kind. This may also include listening to stored voice-mail messages.

W&J provides access to the Internet. The Internet represents a useful tool for the College, but like any other tool, it must be used properly. For purposes of this policy, Internet includes any public electronic data communications network.

Use of the Internet includes all restrictions, which apply generally to use of the College's E-mail and other electronic and telephonic equipment, as noted above. In addition, the following rules apply with respect to Internet usage:

1. No Browsing of Restricted Content Web Sites:
2. No Downloading of Non-Business Related Data: The College allows the download of files from the Internet. However, downloading files should be limited to those that relate directly to College business.
3. No Downloading of Application Programs: The College does not permit the download or installation on College computers of application software from the Internet. Such software may not only contain embedded viruses, but also is untested and may interfere with the functioning of standard College applications.
4. No Participation in Web-based Surveys without Authorization: When using the Internet, the user implicitly involves the College in his/her expression. Therefore, users should not participate in Web or E-mail based surveys or interviews without authorization.
5. No Use of Subscription-based Services without Prior Approval: Some Internet sites require that users subscribe before being able to use them. Users should not subscribe to such services without the express approval of management.
6. No Violation of Copyright: Many of the materials on the Internet are protected by copyright. Even though they may seem to be freely accessible, many of the intellectual property laws which apply to print media still apply to software and material published on the Internet. Employees are permitted to print out Web pages and to download material from the Internet for informational purposes as

long as the purpose for such copying falls into the category of "fair use". Please do not copy or disseminate material that is copyrighted.

7. No sharing of passwords or giving access to College dial-up services.

While the College desires to maintain user privacy and to avoid the unnecessary interruption of user activities, the College reserves the right to investigate unauthorized or improper use of College resources. In the event that use is determined to be contrary to College policy or applicable law, appropriate measures will be taken. These measures may include, but are not limited to, permanent or temporary suspension of user privileges, deletion of files, disconnection from the network, referral to employee disciplinary processes, and cooperating with the appropriate law enforcement officials and government agencies.

7.11 Solicitation

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time may not solicit employees who are on working time for any cause or distribute literature of any kind. This policy also prohibits solicitations via College E-mail and other telephonic communication systems.

7.12 Smoking

W & J is a non-smoking facility; smoking is permissible outside of campus buildings. Employees smoking in any non-smoking area may be subject to disciplinary action, up to and including termination.

7.13 Drug Free Work Place

Washington & Jefferson College complies with the Federal Drug-Free Workplace Act of 1988 (the "Drug-Free Workplace Act") and the Drug-Free Schools and Communities Act Amendments of 1989 (the "Drug-Free Schools Act" (collectively, the Acts)).

Violations of laws relating to controlled substances or alcohol are prohibited in or on W&J premises, in vehicles provided by W&J, at any worksite or location at which College duties are being performed by W&J staff members, or as part of any other W&J activities. Common examples of controlled substances, as defined by law, are cocaine, marijuana, and heroin.

This policy applies to every Washington & Jefferson College employee. The College will take disciplinary action against violators, consistent with federal, state and local laws. Such disciplinary action may include requiring satisfactory participation in a substance abuse treatment, counseling or education program as a condition of reinstatement or continued employment with Washington & Jefferson College, suspension, termination of employment, and referral for prosecution.

Finally, to ensure W&J's compliance with the Drug-Free Workplace Act, any employee who is convicted of a violation of any criminal drug law occurring in the workplace must report that conviction to her/his immediate supervisor within five days. The Drug-Free Workplace Act makes strict compliance with this policy statement a condition of employment on all federal grants and contracts. Within ten days of learning of a drug conviction resulting from workplace activities of any individual engaged in work under grants or contracts funded by a federal agency, W&J must notify the relevant funding agency that a violation of this policy statement has occurred.

7.14 Safeguarding College Equipment

All employees who handle College equipment are responsible for the care and security of such equipment while it is under their control. Employees are not permitted to use College equipment for personal reasons. Unauthorized use or removal of College equipment or property may be cause for immediate dismissal.

Employees found guilty of carelessness or mischievous, malicious or willful destruction of College equipment or loss of property may be required to pay for the repair, recovery or replacement of such equipment or property. In addition, this may be a cause for immediate dismissal.

7.15 The Telephone

Prompt, courteous answers to telephone calls should be a self-imposed rule. You are a direct representative of the College whenever you talk on the telephone. It is a good practice to identify yourself and your department when answering or making a call.

Local, personal telephone calls are allowed, but judgment should be used in restricting calls of this type to a minimum. Personal long distance calls are prohibited. Supervisors are required to observe the frequency of such calls and caution employees who use the telephone excessively for personal calls.

7.16 Termination of Employment

1. Resignation: Employees desiring to terminate their employment relationship with W&J are urged to notify W&J at least two weeks in advance of their intended termination. Such notice should preferably be given in writing to your supervisor and the Human Resources Department. Proper notice generally allows W&J sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which you may be entitled and to include such monies in your final paycheck. Without proper notice, however, you may have to wait until the next normal pay period to receive such payments.
2. Retirement: Employees who plan to retire are urged to provide W&J with a minimum of two month's notice. This will allow ample time for the processing of appropriate pension forms to ensure that any retirement benefits to which an employee may be

- entitled commence in a timely manner.
3. Dismissal: As mentioned elsewhere in this handbook, all employment relationships with W&J are on an at-will basis. Thus, although W&J hopes that our relationships with employees are long term and mutually rewarding, W&J reserves the right to terminate the employment relationship at any time, with or without cause or notice.

EMPLOYEE SERVICES

8.1 Credit Union

All employees of the College are eligible to become members of the Washington Area Teachers Federal Credit Union. Checking accounts with direct deposit are available. Loans to employee members for productive purposes are one of the functions of the Credit Union. Employees should contact the Director of Human Resources for information and enrollment materials. Credit Union deposits can be made through payroll deductions.

8.2 Parking

Motor vehicles driven on campus or parking in College lots must be registered and display a decal. There is no charge for this registration and decals may be secured through the Campus Security. Employees are expected to be familiar with and to observe campus-parking regulations. Drivers should be especially aware that pedestrians have the right-of-way over vehicular traffic on campus. Automobiles, which are illegally parked, will be subject to fine and may be towed away at the owner's expense.

8.3 Use of Facilities

Employees are permitted to use the Library and recreational facilities at Henry Memorial Center and the Swanson Fitness Center during specific periods. For further information, please contact the directors of these facilities.

8.4 Check Cashing

Employees may cash checks of up to \$100 at the Bookstore during regular working hours, at no cost to the employee.

8.5 Admission to College Events

Employees and their families are invited and encouraged to attend most College functions of athletic, cultural and social nature. Admission to these events is either free of charge or there is a nominal admission charge.

8.6 Library

All staff can use their W&J ID card to borrow from the Library (one month borrowing periods for most materials). Other library privileges for staff include interlibrary loan service from libraries throughout Pennsylvania and beyond. In addition, staff can access the library's Web

site from anywhere on campus (<http://www.washjeff.edu>, and clicking on the Library bar on the College's home page. The library's Web site offers access to electronic catalogs and indexes, to the full text of many journal articles, to databases such as Encyclopedia Britannica, to World Wide Web search engines, and to a number of how-to pages developed by the librarians.

8.7 Bookstore Discount

Discounts of 10% are granted to employees, their spouses and dependent children all purchases except textbooks at the College Bookstore.

8.8 Computer Purchase Program

Employees may apply through the Human Resources Department for an interest free loan of up to \$2000 to purchase a personal computer. Loan payments are by payroll deduction over a maximum of four (4) years.

8.9 J-Cash

You may put money on account with the Business Office, and use your W&J ID card as a swipe card. This will allow you to purchase items from both the Bookstore and Food Service Operation. You will receive a 5% discount on any food purchased from Food Services if you use the J-Cash option.

GENERAL INFORMATION

9.1 Bulletin Boards

Bulletin boards are placed in strategic areas throughout the College and display information of interest to employees.

Supervisors and department heads are responsible for material posed on bulletin boards. Such boards are intended for official and semi-official information. Good judgment and discretion should be practiced in the use of these. The department head should be contacted for approval before posting unusual material, advertising or announcements.

9.2 Identification Cards

All full-time employees of the College are issued identification cards. You should carry this card with you while on duty. Identification cards are issued at the Business Office. Employees must return all identification cards upon termination of their employment.

9.3 Lost and Found

Articles found on the premises should be turned in to the supervisor or department head. Normally such items are turned over to the Security Office.

9.4 Dining Services

Employees may secure their meals in the dining room, George & Tom's or the Faculty Dining Room, located in the Commons.

9.5 Security

In the event of an emergency or breach of security, call Security on extension 6032.

9.6 Supplies

The College does not have a Central Stores. Letterhead stationery and envelopes may be purchased through the Bookstore. Other office supplies may be purchased on line or through their catalog from either through Allied Office Products or Office Depot, both of whom provide the College with a discount. Delivery for most items is one business day. For more information or catalogs, contact the Business Office.

9.7 Mail Services

Incoming mail can be picked up between 9:30 a.m. and 4 p.m. at the Mail Center. Inter-office mail should be dropped off at the Mail Center. All other mail should be stamped and placed in the Postal Collection box located outside the Rossin Campus Center. Stamps can be purchased at either the Bookstore or the Business Office.

Personal mail should not be regularly delivered to you through the College mailroom.

HEALTH AND SAFETY

10.1 Employee Safety

Safe working conditions are of primary importance throughout the College. W&J makes every effort to comply with relevant federal and state occupational health and safety laws. W&J's policy is aimed at minimizing the exposure of our employees, students, and other visitors to our facilities to health or safety risks. To accomplish this objective, all W&J employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating procedures designed to prevent injuries and illness.

The responsibilities of all employees of W&J in this regard include:

1. Exercising maximum care and good judgement at all times to prevent accidents and injuries;
2. Reporting to supervisors and seeking first aid for all injuries, regardless of how minor;
3. Reporting unsafe conditions, equipment, or practices to supervisory personnel;
4. Using safety equipment provided by W&J at all times; and
5. Observing conscientiously all safety rules and regulations at all time.

10.2 Fire Prevention and Training

W&J expects each employee to do everything possible to safeguard the students, employees and faculty as well as the College from damage by fire.

Each employee can help prevent such a disaster by keeping his or her work area clean and free of rubbish, and by observing all rules regarding fire prevention.

Combustible & Flammable Materials

Flammable materials such as paper, cardboard, oily rags, etc., must never be placed near steam pipes or radiators. All oily waste and other materials of no value must be placed in the provided metal receptacles.

Care must be exercised in the handling of flammable materials, especially flammable liquids. Extreme caution should be taken to see that such materials are not spilled or splashed, particularly on clothing. Flammable liquids must be kept only in properly labeled safety containers that are provided for the purpose.

Fire Exits & Drills

Employees should beware of their surroundings and know the location of the two exits nearest his or her workplace.

In case of fire, WALK to the nearest exit. Do not shout or say anything that might lead to panic among fellow employees. A building can be emptied quickly if everybody keeps calm

Fire drills are occasionally held to ensure the prompt and safe exit of employees from all buildings in case of an actual fire.

Reporting Fire Hazards

The importance of fire prevention in all divisions cannot be over emphasized. Carelessness and thoughtlessness are the two main reasons for fire disasters. Some major fire hazards that employees should report are:

1. Cigarettes, cigars or pipe ashes in wastepaper baskets;
2. Flammable liquids left uncovered after use or improperly stored;
3. Accumulation of paper, oily rags, etc., in storage or other areas;
4. Defective wiring or electrical devices, use of extension cords as permanent wiring;
5. Smoking in non-smoking areas;
6. Open fire doors.

10.3 Emergencies

The emergency guideline, explained herein will not cover every situation. Your first priority is the safety of students, employees, other visitors and yourself. Use your best judgment to meet that priority first.

If you are made aware of a real or threatened emergency, please follow these procedures:

Accidents/Injuries

Each employee is responsible to report every work-connected injury, no matter how slight, to his or her supervisor. Each supervisor is responsible for seeing that employees report all accidents. Emergency medical help should be summoned immediately, if necessary. If professional help is not immediately available, first aid may be administered. Judgment should be exercised prior to moving an injured individual taking into account the nature and severity of the injury and the danger, if any, of remaining in the area.

Other Emergency (fire, explosion, catastrophe, etc.)

You should attempt to take steps to protect yourself and others in the vicinity. As promptly as possible, sound the alarm verbally and/or by pulling the fire alarm system. Notify Security (6032) to the extent possible under the circumstances. Continue to see that persons are evacuated at least 500 feet away from the danger. Close windows, doors and other sources of drafts prior to exiting the building. Do not use elevators in case of fire or storm emergency weather.

Threatened Emergency (bomb threat, etc.)

Attempt to determine the source of the threat. Note the time at which the call began to the nearest minute as accurately as possible. Do not hang up the telephone--if the circuit is left open the call can be traced more easily. Using another telephone, notify Security (College extension 6032) of the threat, reporting as much information as you were able to obtain from the caller. Remain where you are until told to evacuate the area. Use this time to check your area for unusual objects. Lock any materials, which are confidential or should be secured in a safe place. Unless imminent harm appears likely, DO NOT pull the fire alarm or sound a verbal alarm.

Search assistance in case of a bomb threat

Evacuation of a building will ordinarily be accomplished by sounding the fire alarm. Move quickly (but do not run) to the nearest exit. DO NOT lock your office, storeroom or workroom doors that had been unlocked. In the event of a bomb threat, one person from each office will be requested to return to that office and very carefully scan it for unusual objects. You will be asked to check BUT NOT TOUCH wastebaskets, boxes, briefcases or other objects not quickly recognized. When a police or fire official comes to your office, point out unusual or suspicious looking objects. After the public safety officer arrives and your report is given, please leave the building. You will be advised when it is safe to return to the building.

10.4 Blood borne Pathogens

The College complies with the Occupational Safety and Health Act's Bloodborne Pathogen Standard as adopted by the Occupational Safety and Health Act. In compliance with this Standard, all employees are required to use "universal precautions" whenever they come into direct contact with blood or other body fluids and follow College procedures for the containment, treatment, transportation, and disposal of infectious waste. The College has also developed a written exposure control plan that is available in The Office of Safety and Security. If an employee is exposed to blood or other body fluid, report the exposure incident immediately to the supervisor. Failure to follow universal precautions, including those regarding the containment, treatment, transportation and disposal of infectious waste, may result in disciplinary action. Training for Bloodborne Pathogen Standard is provided during employee orientation and as needed by law. Anyone exposed to a BBP is required to inform the Safety and Security Department as soon as possible.

10.5 Weapons

All employees of Washington & Jefferson College are prohibited from possessing or carrying weapons of any kind while on College property, regardless of whether they are licensed to carry the weapons or not. Such prohibition extends to such individuals having such weapons in briefcases, purses, toolboxes, personal vehicles, or other personal property or effects.

The exceptions to this policy are:

- (a) Firearms in the possession of individuals who have written authorization from the College's Director of Safety and Security to carry such weapons;
- (b) Firearms in possession of sheriffs, police officers, law enforcement officers and correctional officers who are duly authorized by law to carry such firearms;
- (c) Equipment, tools, devices and materials which are prescribed for use by College employees as a condition of employment or class enrollment; and
- (d) Legal chemical dispensing devices, such as pepper sprays, that are sold commercially for personal protection.

College property includes all College owned, leased, or otherwise controlled buildings and lands. College vehicles are covered by this policy at all times whether or not they are on College property. College sanctions will be imposed on offenders as appropriate and, in addition, criminal charges may be filed. For the purposes of this policy, "weapons" include:

- (a) Firearms, such as handguns, shotguns, rifles, pellet guns, machine guns, stun guns, lasers, or electronic stun weapons;
- (b) Explosives, such as bombs, grenades, blasting caps, or other containers containing explosive substances; and
- (c) Other equipment, material and devices that, in the manner they are used, could ordinarily be used, or are intended to be used, or are readily capable of causing serious bodily injury. The items described in clause (c) include, but are not limited to, knives (except small personal pocket knives with folding blades that are less than three (3) inches long), tear gas, chemical subtonics, brass knuckles, clubs or chains.

10.6 Violence Policy

Washington & Jefferson College is committed to the prevention of workplace violence and the maintenance of a respectful working environment. A safe and secure environment is a fundamental prerequisite for fulfilling the College mission of preparing students for professional success, democratic citizenship in a diverse and dynamic global environment and a personal life of meaning and value. The College reaffirms the basic right of employees to a safe and humane working environment. Every employee will be treated at all times with dignity, respect, and fairness.

Prohibited Conduct

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

Prohibited Items

Employees are reminded that the following items are prohibited on College property, including parking lots: all firearms, switchblade knives or knives with blades longer than three inches; explosives, including blasting caps; and other objects carried for the purpose in intimidating or injuring. No exceptions to this policy are allowed unless specifically authorized by the Director of Safety and Security.

Enforcement

Violations of the workplace violence policy will be met with appropriate disciplinary action, up to and including dismissal from the College, removal from the premises, reporting to the civil authorities and criminal penalties.

Reporting Procedures

Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior, which occurs or might occur on College property or in connection with College employment.

Employees are responsible for notifying the appropriate supervisor or Human Resources, at extension 6509, of any such behavior, which they have witnessed, received, or have been told that another person has witnessed or received, whether committed by a College employee or not. If neither the supervisor nor Human Resources are readily available, contact Safety and Security at extension 6032.

Threats or assaults that require immediate attention by security or police should be reported first to security at extension 6032 or to police at 9-911 or 911.

Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

10.17 Vehicle Policy

- A. Applies to all faculty, staff, students and agents of Washington & Jefferson College.
- B. Authorized Vehicle Use – Driver must be approved with the following: a valid license; a

minimum of 3 years driving experience, and approval upon a review of driving history through the Department of Motor Vehicles. Driving licenses will be reviewed annually and driving checks through the Department of Transportation will be done every 2 years. Driving college vans will also require the Van Driver Training class with a written test and driving vehicle.

- C. Unauthorized Vehicle Use – Use of a college vehicle without proper authorization, transporting unauthorized materials, DMV violations, off-paved road use, towing vehicles, smoking within the vehicle, violations of the College Alcohol and Drug policies, and use of a vehicle for personal use are all considered unauthorized or vehicle misuse.

- D. Vehicle Etiquette - Use of the college fleet is provided to enhance the ability to conduct business, class or activities. Please observe the following rules.
 - I. Always lock all doors and make sure windows are closed when left unattended and when returned to the lot.
 - II. To help prevent lost or stolen property, please remove all valuables from the view inside the vehicle. If you notice materials left behind by previous user, please take them to the Office of Protection Services.
 - III. Complete the vehicle checklist and turn in with the keys & credit card upon your return of the vehicle to campus.
 - IV. Vehicle Cleanliness - Please remove any trash or debris from the vehicle after use.
 - V. Smoking is prohibited in college vehicles.
 - VI. Vehicle Availability – Vehicle reservations are done on a first come, first served basis with Donna Gruhalla, (X6012), in the Office of Protection Services. Pick up of reserved vehicle’s keys, gas card and vehicle checklist are available to be pick up 24 hours a day, 7 days a week in the Office of Protection Services.
 - VII. Vehicle Fueling – A gasoline credit card (Wright Universal Fleet Card) will be located in the key pouch. It is expected that the vehicle be full upon return to campus for the next user.
 - VIII. Vehicle Breakdowns or on Road Service - The glove box contains an Aramark envelope with instructions on vehicle maintenance when you are on the road.

- E. Vehicle Cancellation – Failure to provide 24 hours (one workday) notice of cancellation may result in loss of reserving privileges or cancellation fee.

- F. Vehicle Return Procedures – On completion of the vehicle usage, the driver is required to fill out the Vehicle Checklist completely that is provided in the envelope with the keys and gas card. The vehicle is to be returned to the Taylor lot, by the physical plant

building and return the envelope with completed checklist, keys and gas card to the Office of Protection Services.

- G. Vehicle Insurance - The College provides insurance coverage for all College owned vehicles. Evidence of insurance coverage is provided in all vehicles and can be found in the glove box of the vehicle. If an insurance card is not present in the vehicle for some reason, please contact Protection Services for a copy of one for the vehicle. See item O – Use of Personal Vehicle on College Business for an explanation of insurance coverage requirements for use of a personal vehicle on College business.

- H. College Fuel Credit Cards – Please use the college credit card that is located in the vehicle key pouch for refueling. Credit card is to be used for the college fleet vehicles only. No other vehicles are authorized to use the gas card to refuel. Fuel credit card use is closely monitored for irregular or unauthorized use. Gas card is restricted to purchase fuel, washer fluid or oil only. They cannot be used to purchase food, candy, beverages, etc.

- I. Vehicle Accidents or Damage - Whenever a vehicle sustains damage or you are involved in an accident (contact the local law enforcement immediately), follow the instructions in the Vehicle Accident Reporting Kit that is located in the glove box. At the time of the incident, report the accident to the Office of Protection Services at 724-223-6032. You are required to complete the accident report within 24 hours upon your return to campus.

- J. Emergency Information – If you experience problems while using the vehicle, please contact the Office of Protection Services 724-223-6032.

- K. Miscellaneous Policies
 - I. Seatbelt Use – policy requires mandatory use of seatbelts by all occupants of college vehicles.

 - II. Cell Phones – It is recommended that the driver safely stops and parks the vehicle to use a cell phone.

- L. Student Drivers – Must be 19 yrs old and be cleared as stated above. Faculty advisors are required to make the vehicle reservations and to provide an approved driver for organizations usage.

- M. Parking Tickets & Citations – Drivers are personally responsible for the cost of all traffic and parking citations.

- N. Personally Owned Vehicles – No coverage is provided for vehicle repairs to a personal vehicle. Owner is responsible for repairs. Driver should report accident to his/her

insurance company. Repairs to other vehicles involved in an accident are also the responsibility of the employee.

O. Use of Personal Vehicle on College Business - The College strongly encourages individuals to use the College owned vehicles while on College business at all times to avoid possible insurance claims against the individual's personal insurance policy. If faculty, staff, agents of the college or students use their personal vehicles on an approved trip for a college related function, that person must maintain their own automobile liability insurance coverage. The individual's liability insurance coverage is the primary insurance for any claim. The individual is responsible for repairs/damages and any personal insurance deductibles on any personal vehicle. Worker Compensation program covers employees injured traveling on college business. Evidence of insurance coverage on personal vehicles is required to be given to Protection Services in the form of a certificate of insurance from the individual's insurance carrier and subsequently verified by Protection Services. The minimum limits of liability coverage required to use a personal vehicle on College business is as follows:

- I. \$100,000 each occurrence and \$300,000 aggregate for bodily injury.
- II. \$50,000 for property damage.
- III. Or \$300,000 combined single limit for bodily injury and property damage. Uninsured/Underinsured limits must be the same as the bodily injury and property damage limits.

P. Fleet Vehicle Emergency Procedures Your vehicle's storage compartment has an accident reporting pamphlet provided by the insurance company. Fill out all sections as completely as possible. This includes: information about all involved parties, witness contact information, police reports (if applicable), etcetera. Do not leave the scene until you have collected as much information as possible.

Do not abandon the vehicle along the highway, except for a medical emergency.

On the fleet card/gas card provided by W&J College there is a toll free number (1-888-WEX-TOWS) for roadside assistance issues like: a dead battery, flat tire, or vehicle lockouts. They will also tow you to a nearby garage for more serious repairs. Please request transport to the nearest Pep Boys or NTB. Service agreements are in place with these providers and additional account information is in your vehicle's emergency procedures packet.

If you are within 50 miles of Washington & Jefferson College: Contact Pancake Towing Service at 724-222-4313. Provide the exact location of the vehicle and Pancake Towing will pick it up and deliver it our preferred mechanics in Washington, PA.

Do You Need A Rental Car In Order To Return To Campus? Contact Enterprise Rent-A-Car at 724-225-0999 and provide Customer # G31817 between 9am-6pm M-F or until 12pm on Saturday. If it is not during these hours, call 800-261-7331.

If You Are Leaving A Vehicle For Any Reason Or Have Been Involved In An Accident,
You Must Contact W&J Protection Services Immediately At: 724-223-6032.