



# Employment Guide as it pertains to Student Employment at Wabash

## Notice

Nothing in this employment guide is intended to create (nor shall be construed as creating) an express or implied contract of employment or to guarantee employment for any term or to promise that any specific procedures must be followed. There is no contract of employment between the College and any of its employees.

While the College hopes that your employment relationship with it will be a satisfactory one, you may resign your employment at any time for any reason at all, with or without notice. Similarly, the College may terminate the employment relationship.

### **Payroll Information needed BEFORE you begin employment:**

Before anyone may be classified as an employee and permitted to work, the following must be completed and filed with the Business Office:

1. Required tax forms:
  - a. W-4 Federal Tax Form
  - b. WH-4 State Tax Form
2. Immigration form (I-9)
3. Banking Information for Direct Deposit
4. If under 18, a work permits as required by law

## **I. Electronic Media, Services, and Communication Policy**

### ***Introduction***

Wabash College's technical resources, including any voice mail, e-mail, Internet access, scanners, facsimile machines, pagers or: other electronic resources, are provided primarily for use in the pursuit of official Wabash College business. Cellular phones are provided for Wabash College business *only*. With the rapidly changing nature of electronic media, this policy cannot lay down rules to cover every possible situation. Instead, it expresses Wabash College's philosophy and sets forth general principles to be applied to use of electronic media and services. Wabash College reserves the right to change these policies at any time, with such notice as it deems appropriate. Violations of this policy may result in disciplinary action, up to and including termination.

### ***General Principles***

The Wabash College Community values civility, honesty and humane concern for others. As a College, we value open inquiry and civil discourse and do not intend for any policies to limit such discourse. At the same time, the College recognizes that electronic communications have the potential to carry this discourse far beyond the walls of this institution and thus requires that users of electronic communications exercise due caution.

- a) The e-mail system is not a private communication system (even though passwords are used for security reasons), and employees should not expect that a message would never be disclosed to or read by others beyond its original intended recipients.
- b) Employees should keep in mind that when they are using e-mail they are creating Wabash documents using an



organizational asset. These documents, like the purchase orders, correspondence, and other documents that employees create while performing their work, are not private and may be read by others at Wabash or outside the campus under the appropriate circumstances.

- c) While Wabash College does not monitor the content of files or e-mail, the employee has no right of privacy as to any information or file maintained in or on College property or transmitted or stored through the College's computer systems, voice mail, e-mail, or other technical resources.
- d) Even though a file or e-mail message may be deleted from the system, a record of it may remain on the computer system either in backups or archived files or in other ways. It is possible to recreate a "deleted" file or e-mail message. Therefore, ultimate privacy of messages cannot be ensured.
- e) Although electronic systems may accommodate the use of passwords for security, confidentiality cannot be guaranteed.
- f) Employees should be aware that electronic messages and documents, like "hard copy" correspondence, might be read by other Wabash employees or outsiders under circumstances similar to those under which the College may need to access other business files and information. While it is impossible to list all of the circumstances, some examples are the following:
  - 1. During regular maintenance of the system.
  - 2. When Wabash has a legitimate need to access the employee's e-mail or voice mail mailbox or computer files; i.e., if the employee is absent or a supervisor or manager has reason to believe that information relevant to the day's business is located in the e-mail or voice mail system or in the employee's computer files.
  - 3. When Wabash receives a legal request to disclose e-mail messages or other electronic information from law enforcement officials or in ongoing legal proceedings.
  - 4. When Wabash has reason to believe that an employee is using its electronic media, services, communications, or other technical resources in violation of College policies including but not limited to the policies against illegal and unauthorized copying of software, disclosure of confidential information, or harassment in the workplace.
- g) Any messages or information about Wabash or its position on issues sent by an employee to one or more individuals, *via* an electronic network or in a public forum are statements identifiable and attributable to Wabash College. While some users include personal "disclaimers" in electronic messages, it should be noted that there would still be a connection with Wabash College and the statement still might be legally imputed to the College.
- h) Network services and World Wide Web sites can and do monitor access and usage and can identify at least which College - and often which specific individual - is accessing their services. Thus, accessing a particular bulletin board or Web site leaves institution-identifiable electronic "tracks," even if the employee merely reviews or downloads the material and has not posted any message.

## **II. Ownership of Electronic Systems and Services**

Wabash College's information systems are and remain at all times the property of Wabash College. These include the equipment; all data and messages created, sent, received or stored in the system; Internet facilities; facilities and services of the Web site, and e-mail account names.

Messages and other information on these systems may be subject to the investigation, search, retrieval, and review by others in accordance with this policy or when the investigation serves the legitimate business interests and obligations of Wabash College. For purposes of inspecting, investigating, or searching Wabash College's computerized files, transmissions, voice mail, or e-mail, Wabash College may override any applicable password or codes in accordance with the best interests of Wabash College, its employees, or its clients, customers, or visitors. All bills, log files, and other documentation related to the use of Wabash College's equipment or property may be reviewed and used for purposes that Wabash College considers appropriate.

### ***Appropriate Use of Electronic Media, Services, and Communication***

- a) Electronic media and services are primarily for Wabash business use. Limited, occasional or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable with the exception of college-owned cellular phones. However, employees must demonstrate a sense of



- responsibility and may not abuse the privilege.
- b) Should employees make incidental use of the e-mail system to transmit personal messages, such messages will be treated no differently than other messages and may be accessed, reviewed, copied, deleted or disclosed. Wabash information systems may not be used to operate personal formal or informal businesses intended to make money for an individual or group.
  - c) Because electronic communications such as e-mail are not face-to-face modes of communication, users may be less cautious or more candid in the content of messages. Please remember that the e-mail is not private and that defamatory, discriminatory, or harassing materials distributed, accessed, or downloaded through the e-mail system or via other electronic systems or technical resources could expose the user to liability as well as to disciplinary action. Accordingly, Wabash computers should not be used to send jokes, comments, or messages that contain content that may reasonably be considered discriminatory, harassing, defamatory, or offensive to any member of the Wabash community.

### **III. Confidentiality and Copyright Issues**

Wabash policy requires that all employees protect the integrity of the College's confidential information as well as the proprietary and confidential information of others.

- a) Employees must exercise a greater degree of caution in transmitting Wabash confidential information via e-mail or other computer systems than with "traditional" means of communication because of the reduced effort required to redistribute such information. Wabash confidential information should never be transmitted or forwarded to individuals or companies not authorized to receive that information.
- b) Wabash College employees are encouraged to log off of their computers when the computer will remain unattended for a long period of time.
- c) The ability to attach a document to an e-mail message for distribution or to post a document on a web site greatly enhances the risk of copyright infringement. A user can be liable for the unauthorized copying and distribution of copyrighted material through the e-mail system or the web site. Accordingly, you should not copy and distribute through the e-mail system or post on the Wabash web site any copyrighted material of a third party (such as software, database files, documentation, articles, graphic files and downloaded information) unless you have confirmed in advance from appropriate sources that Wabash College has the right to copy or distribute such material. Any questions concerning these rights should be directed to the Head Librarian.
- d) All messages to and from legal counsel seeking or giving legal advice should be marked with the following, in capital letters at the top of the message: CONFIDENTIAL: ATTORNEY/CLIENT PRIVILEGED COMMUNICATION. In addition, in order to preserve the attorney/client privilege, messages to counsel should never be sent to a distribution list, should never be forwarded to anyone else, and should never be retained on the e-mail system. If a copy of an attorney/client privileged communication needs to be retained, it should be printed and filed in the appropriate file.

E-mail or other electronic communications, which attempt to hide the identity of the sender or creator, or represent the sender or creator, or represent the sender as someone else, are violations of this policy.

### **IV. Professional Conduct Policy and Prohibition against Harassment**

Wabash College is proud of its professional and congenial work environment, and will take all necessary steps to ensure that the work environment remains pleasant for all that work here. All employees must treat each other with courtesy, consideration, and professionalism. The College will not tolerate harassment of any employee by any other employee or supervisor for any reasons. In addition, harassment for any discriminatory reason, such as race, sex, national origin, disability, sexual orientation, age, or religion, is prohibited by state and federal laws, which may subject the College and/or the individual harasser to liability for any such unlawful conduct. With this policy, the College prohibits not only unlawful harassment, but also other unprofessional and discourteous actions. Accordingly, derogatory racial, ethnic, religious, age, sexual orientation, sexual or other inappropriate remarks, slurs, or jokes will not be tolerated.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, or



physical conduct of a sexual nature when:

1. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
3. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment, which is intimidating, hostile, or offensive to the employee.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to:

1. **Verbal:** repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats, or suggestive or insulting sounds;
2. **Visual/Non-verbal:** derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
3. **Physical:** unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
4. **Other:** making or threatening reprisals as a result of a negative response to harassment.

Any employee who believes that he/she is or may be subjected to objectionable conduct must report it immediately to the Director of Human Resources or the Chief Financial Officer. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation. No employee in this organization is exempt from this policy. In response to every complaint, the College will take prompt investigatory actions and corrective and preventative actions when necessary. An employee who brings such a complaint to the attention of the College in good faith will not be adversely affected as a result of reporting the harassment.

Any employee who engages in objectionable conduct is subject to discipline up to and including termination.

## **V. Policy on Abuse of Controlled Substances and Alcohol**

By law, the manufacture, use, possession, sale, dispensation or distribution of certain drugs and other substances - called controlled substances -- is restricted. Abuse of controlled substances and alcohol can present serious issues, even at the College. Substance abuse can affect an employee's productivity, safety and behavior. This policy is implemented to address that issue.

All College employees should report to work free of the influence of alcohol, drugs, controlled substances or the misuse of any medication. Employees are asked to abide by this policy personally and to come to the aid of other employees who require assistance in eliminating abuse. Employees also are requested to cooperate in the College's efforts to maintain this policy at the College workplace.

Any employee who voluntarily identifies himself or herself to the College as having a drug or alcohol problem will not be subject to discipline for volunteering that fact. Rather, the College will refer the employee to a rehabilitation program to permit the employee an opportunity to eliminate dependence on drugs or alcohol.

Employees who volunteer such information and participate in a rehabilitation program are not relieved of their obligation to comply with this policy. Return from rehabilitation may also be conditional on the employee's compliance with individual responsibilities.

## **VI. Notice to Wabash College Employees who are or will be working under Grants from Agencies of the United States Government**

Because faculty members at Wabash College from time to time receive grants from agencies of the United States government, which grants are administered by the College, the College is covered by the Drug-Free Workplace Act of



1988 and must certify to the government that it will provide a drug-free workplace. This Notice is given in compliance with the requirements of the act.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance at the College as a workplace is prohibited. Controlled substances are those identified in Schedule I through V of Section 202 of the Controlled Substances Act and in Regulation 21 C.F.R. Section 1308.11-15. Copies of these Schedules and Regulation may be obtained from the Business Office.

Violation of this provision may result in discipline up to and including termination of your employment and/or a requirement that you satisfactorily participate in a drug abuse assistance or rehabilitation program approved by a federal, state or local agency.

The College has established a drug-free awareness program designed to inform you of

- a) the dangers of drug abuse in the workplace,
- b) our Policy on Abuse of Controlled Substances and Alcohol,
- c) any available drug counseling, rehabilitation or employee assistance programs, and
- d) discipline that maybe imposed upon you for drug abuse.

If you are convicted of violating any criminal drug statute and that violation occurred in the workplace, you must notify the College of this fact no later than 5 days after the conviction. The College, in turn, must notify the government agency of your conviction within 10 days after receiving this notice.

If you are convicted for a criminal drug statute violation that occurred in the workplace, within 30 days after receiving notice of that fact, the College must take appropriate personnel action against you up to and including discharge or may require your satisfactory participation in a drug abuse assistance or rehabilitation program.

Any questions about this Notice or the requirements of the Drug Free Workplace Act of 1988 should be addressed to the Dean of the College or the Treasurer.

## **VII. Alcohol Policy**

Employees are reminded that College policy, established by the Board of Trustees, prohibits using College funds to purchase alcoholic beverages for students. Whether or not students are of legal age is immaterial; with increasing litigation, our legal counsel tells us the College must be able to affirm that none of its resources go to purchase alcohol for students.

## **VIII. Smoking Policy**

It is College policy that employees and students will not smoke in classrooms or laboratories, the Scarlet Inn, the library, the pool and surrounding area, or the locker rooms, exercise rooms and sports courts of the gymnasium. When offices are used for classrooms, there should be no smoking during the class period.

## **IX. Statutory Programs**

### ***Worker's Compensation***

An employee is insured for benefits as required of the College under the Worker's Compensation Law of Indiana.

## **X. Unemployment Compensation**

An employee is covered under the Unemployment Compensation Law of Indiana.

## **XI. Work Week**

The College's workweek is 12:01 a.m. Sunday to 12:00 midnight the following Saturday.



## **XII. Office Hours**

The College's offices are normally open from 8:00 a.m. until 12:00 noon and from 1:00 p.m. until 4:30 p.m., Monday through Friday.

## **XIII. Concerns**

Employees with concerns about their work conditions are encouraged to discuss their concerns first with their immediate supervisor and then, failing a satisfactory solution to the problem, the appropriate department chair, division chair, Dean of the College, Director of Human Resources or the Chief Financial Officer. The President of the College is the final recourse in all concern procedures.

## **XIV. Supplemental Retirement**

All employees at Wabash are eligible to contribute to a Supplemental Retirement Program. Amounts contributed to the program will be deducted from your pay. For an enrollment form and details of this program, please see the Director of Human Resources

*Wabash College admits students and gives equal access to its programs and facilities without regard to race, color, religion, national or ethnic origin, or disability.*

*It is the College's policy that, as required by law, equal employment opportunities be available to all persons without regard to race, sex, age, color, religion, national origin, citizenship status or disability. This policy applies to all employees and applicants for employment and to all phases of employment including hiring, promotion, demotion, treatment during employment, rates of pay or other forms of compensation, and termination of employment.*