



**2019-2020**  
**Wabash College Employment Guide**  
**For Exempt and Non-Exempt Employees**

Office of Human Resources  
Wabash College

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## THE MISSION OF THE COLLEGE

*Wabash College educates men to think critically,  
act responsibly, lead effectively, and live humanely.*

Wabash College, a liberal arts college for men, employs faculty and staff who are committed to providing quality engagement with students, high levels of academic challenge and support, and meaningful experiences that prepare students for life and leadership in a diverse, multicultural world.

Wabash is an equal opportunity employer and welcomes employment applications from persons of all backgrounds without regard to their race, color, national origin, sex, gender identification, religion, disability, age, marital or parental status, sexual orientation, military status, genetic information, citizenship status, or any other legally protected status, except where such a distinction is a bona fide occupational qualification. Wabash is welcoming for all people who have relationships with the College.

Wabash takes appropriate steps to provide reasonable accommodation upon request to qualified individuals with disabilities so long as doing so does not cause an undue hardship. Wabash also takes appropriate steps to provide reasonable accommodation upon request to employees whose religious beliefs or restrictions create a conflict with Wabash's policies, practices, or procedures so long as doing so does not cause an undue hardship. If you need accommodation, please provide a written description of your situation and your needs to Human Resources, and someone will contact you to discuss your request.

## INTRODUCTION

Wabash College has been guided over the years by a common law tradition. Some of the practices which guide the day-to-day operations of the institution are unwritten, to be found only by living and working within the community. While Wabash continues to provide a relatively free and unstructured environment where informality grounded in mutual trust continues to prevail, this Employment Guide is a valuable resource that defines many of the policies and procedures of the College. These policies have been created, committed to writing, and/or modified to preserve the culture and spirit of the College while adhering to federal and state law.

The Employment Guide does not attempt to codify all the rules and practices that govern the operation of the College. Faculty will find additional specific policies related to their appointment in the Faculty Handbook while guidelines identified here generally apply to all College employees. Additional policies and procedures may also be found on the [MyBash webpage](#).

Additional details of the College's specific benefit plans and programs may be found in the summary plan descriptions and brochures which are provided each employee at the time of hire and as plans are amended. The most up to date information may be obtained from the Human Resource Office, and benefit and policy changes announced by the College supersede information found in this Employment Guide. Many benefit details also may be found through the Human Resources portal via the [MyBash webpage](#).

Employees' rights under the Employee Retirement Income Security Act of 1974 (ERISA) are described in the Summary Plan Description of the Wabash College Retirement Plan and the Wabash College Supplemental Retirement Plan on file in the Human Resource Office.

### **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.

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 or no reason at all, with or without notice, though it is customary to provide two weeks' notice. Similarly, the College may terminate the employment relationship at will.

## **CHAPTER 1: DEFINITIONS AND GENERAL POLICIES**

### **Employment Requirements**

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

- Required tax forms, payroll forms, and insurance forms.
- Successful completion of a background check.
- Department of Homeland Security form (I-9).
- If under 18, a work permit when required by law.

In addition, the prospective employee must have met with the Director of Human Resources to have employment policies and practices and employee benefit programs explained.

Employees using Wabash owned or rented vehicle or a personal vehicle to conduct Wabash business must have a current driver's license and carry liability insurance. Wabash may periodically verify your driving record and the status of your driver's license through the Bureau of Motor Vehicles (BMW), and you must obtain or authorize Wabash to obtain a BMV report upon request at any time.

### **Regular Employee**

A regular employee is one who has, or is expected to have, at least 1,000 hours of service during a 12-month period starting with the date of employment or the anniversary of the date of employment. Students are excluded from regular employee status.

### **Permanent Employee**

With regard to the Parental Leave Policy, a Permanent Employee is a full-time employee who has at least one year of service and is not on an interim, acting, or visiting appointment.

### **Exempt Employee**

All employees paid through the Wabash College monthly payroll (referred to in this guide as salaried employees) are deemed to be exempt employees in relation to the Federal Fair Labor Standards Act.

### **Non-Exempt Employee**

All employees paid through the Wabash College bi-weekly payroll (referred to in this guide as hourly or bi-weekly employees) are deemed to be subject to the Federal Fair Labor Standards Act and its regulations, commonly referred to as non-exempt employees.

### **Outside Employment**

Regular employees should consider their positions at the College as their primary employment. Those who engage in outside employment, beyond occasional, temporary opportunities, should be transparent about that work with their supervisors. Employees should not engage in outside

employment during normal work hours and they should refrain from using College resources to support outside employment or business opportunities. Please contact the Human Resources Office if you have questions.

### **Work Year**

The College's work year is the same as its fiscal year, beginning July 1 and ending June 30 of the following calendar year.

### **Year of Service**

An employee shall be considered to have completed one year of service at the end of the first measuring year during which the employee completes at least 1,000 hours of service. The first such measuring year shall be the 12-month period beginning on the employee's initial date of employment. The date of employment means the day on which an employee first completes an hour of service.

### **Work Week**

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

### **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. The President's Office issues an annual memo outlining holidays and periods when the College is closed (see Section 2.13).

### **Pay Period**

- Exempt Staff: The pay period covers one month. Direct deposit is made in the employee's bank account on the last business day of each month, provided it does not fall on a bank holiday.
- Non-Exempt Staff: The pay period covers two work weeks. Pay for two weeks' earnings are directly deposited in the employee's bank account on the Thursday following the last day of the pay period, provided it does not fall on a bank holiday.

An employee can view his or her pay advice on-line by logging into the Wabash Self Service menu from the [AskWally page](#), choosing Employee Self Service, then earnings statement.

### **Pay Rate Review**

Except for the first year of employment, during which a new employee's pay rate may be reviewed more than once, pay rates normally are reviewed annually. Any changes in rates usually go into effect on or around July 1.

### **Personnel Reviews and Evaluations**

The timing and format of personnel evaluations are managed by the Senior Staff member overseeing the particular department, area, or division of the College.

### **Emergency Closing**

If the College is closed for a weather emergency by the President, Dean of the College, or designee, a regular employee may be paid for any regular work time actually lost as a result of the closing.



## CHAPTER 2: BENEFITS FOR REGULAR EMPLOYEES

### 2.1. RETIREMENT PROGRAMS

In accordance with federal law there is no mandatory retirement policy. For the purpose of determining retirement benefits, the last day of the month in which an otherwise eligible regular employee reaches 65 is considered the normal retirement age, while certain programs may also recognize an early retirement option as well.

#### College Sponsored Retirement Account (RA) Plan (College Paid)

A regular employee who reaches the age of 21 may participate in the [College's retirement program](#) after one year of employment at Wabash. These qualifications are waived if the employee comes to Wabash with an existing 403(b) contract with a retirement plan carrier, from a prior higher education employer. For more information on the College's RA Plan, an employee should consult the [Summary Plan Description](#), which is posted on the [Human Resource page of the College's website](#).

#### Supplemental Retirement Account (SRA) Plan (Optional-Employee Paid)

The employee may elect to make voluntary contributions to either a ROTH account or a tax deferred annuity with the Teachers Insurance and Annuity Association (TIAA). There is no age or service requirement for participation in this program except that student employees are ineligible. For more information on the College's SRA Plan, an employee should consult the [Summary Plan Description](#), which is posted on the Human Resource page of the College's website.

### 2.2 TERM LIFE INSURANCE

The College provides a basic life insurance policy to all full-time regular employees. In addition, additional voluntary term life insurance can be purchased through payroll deduction for the employee, his or her spouse, and dependents. For more information on the College's group term life insurance program, an employee should consult the [Summary Plan Description](#), which is posted on the Human Resource page of the College's website.

### 2.3 WABASH COLLEGE GROUP HEALTH INSURANCE PLAN

The College offers full time regular employees the opportunity to participate in a Health Insurance program through CIGNA Healthcare. The College offers a Traditional Preferred Provider Organization (PPO) option as well as a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) option. For more information on the College's group health insurance plan, an employee should consult the [Summary Plan Description](#), which are posted on the Human Resource page of the College's website.

#### **Consolidated Omnibus Reconciliation Act (COBRA) Health Insurance Coverage Continuation**

College employees and their families have the opportunity to elect to continue their group health insurance coverage for a limited period of time in certain situations when coverage would otherwise end under the [Consolidated Omnibus Budget Reconciliation Act](#) (COBRA). In

these cases, participants are responsible for the entire premium in continuing whatever coverage they had at the time of a qualifying event. Qualifying events include:

- Termination of employment of a covered employee or the employee's spouse.
- Reduction in the number of hours of employment.
- Marriage.
- Birth or Adoption.
- Death of the covered employee.
- Divorce or legal separation of the covered employee.
- A covered employee becoming eligible for Medicare.
- Loss of dependent child status under plan rules.

Employees are responsible for notifying the Director of Human Resources within 30 days after the occurrence of a qualifying event. The Director of Human Resources will provide the employee and/or spouse with additional information about rights and coverage under COBRA when notified that a qualifying event has occurred

#### **2.4 DISABILITY BENEFITS**

All regular employees of the College are covered under Long-Term and Short-Term Disability Insurance. Short-Term insurance coverage begins upon hire, and Long-Term insurance will begin after one year of service. For more information about the College's Short-Term and Long-Term Disability Insurance Programs, an employee should consult the [Summary Plan Description](#), which is posted on the Human Resource page of the College's website, for the applicable program.

#### **2.5 DENTAL INSURANCE**

The College offers voluntary Dental Insurance. For more information on the dental insurance program, an employee should consult the [Summary Plan Description](#), which is posted on the Human Resource page of the College's website.

#### **2.6 VISION INSURANCE**

The College offers voluntary Vision Insurance. For more information on the vision insurance program, employees should consult the [Summary Plan Description](#), which is posted on the Human Resource page of the College's website.

#### **2.7 FLEXIBLE SPENDING ACCOUNTS AND HEALTH SAVINGS ACCOUNTS**

An employee may elect to participate in flexible spending (FSA) and health savings (HSA) account programs. These programs allow the employee to set aside a portion of his or her earnings to pay for qualified expenses, such as medical expenses not covered by insurance.

Participation in these programs requires annual enrollment during the open benefits enrollment period, usually occurring in October or November to take effect the following January 1. The Human Resource Office will send annual enrollment notices via [Ask Wally](#).

Details on this program may be obtained from the Human Resource Office. For more information on these programs, an employee should consult the [Summary Plan Description](#), which is posted on the Human Resource page of the College's website, for the applicable program.

## **2.8 CHILDREN'S SCHOLARSHIP PROGRAM**

After one year of service, the children of an employee may be eligible to participate in the following program:

- a) Male children may attend Wabash College tuition-free.

After five years employment, the children of an employee may be eligible to participate in one of the following programs:

- a) The GLCA Tuition Exchange Program.
- b) The National Tuition Exchange Program.
- c) A cash award of up to \$2,500/year for attendance at a school other than Wabash, a school that participates in the GLCA Tuition Exchange Program, or one that participates in the National Tuition Exchange Program.

Participation in these programs is limited to four years per child and eight years per family and is for undergraduate study only. Participation also depends on the child meeting the admissions and academic requirements of the school they select. The child must apply for all other aid for which he or she is eligible before consideration will be given for remission of tuition at Wabash and the cash award to another college or university.

## **2.9 PARENTAL LEAVE POLICY**

### Parental Leave Policy — Faculty

The Faculty parental leave policy is explained in section 5.5 of the Faculty Handbook.

### Parental Leave Policy — Salaried Staff

To assist salaried staff members in balancing their work and family responsibilities, the College offers eligible salaried staff members the opportunity to take parental leave in accordance with the terms of this policy. To be eligible for parental leave under this policy, the salaried staff member must be a full-time, permanent employee as defined in the College's Employment Guide and must be the parent of a newborn child, or of a newly adopted child age five (5) or younger (a "qualifying child").

An eligible salaried staff member (regardless of sex) who is a biological or adoptive parent of a qualifying child, and who is the primary caregiver of that child, may take up to 15 weeks of leave at their full salary, figured at the rate described on their most recent appointment or salary letter, applicable to the weeks immediately following the week in which the birth or

adoption occurs. For these purposes, the caregiver is “primary” if he/she has the relatively larger time commitment, as compared to the other parent, for the care of the child during the work day. The College may require that the salaried staff member provide certification to support this determination.

The primary caregiver may also take up to an additional 15 weeks of leave at no pay (immediately following the 15 weeks taken as paid leave). During this unpaid period, the College will continue to pay the College’s portion of the applicable medical plan coverage for the salaried staff member.

An eligible salaried staff member who is a secondary caregiver (a parent who is not the primary caregiver) of a qualifying child may take up to 15 weeks of unpaid leave, applicable to the time period in which the birth or adoption occurs or immediately following the leave of the primary caregiver. During this unpaid period, the College will continue to pay the College's portion of the applicable medical plan coverage for the salaried staff member.

A salaried staff member who would like to take leave under this policy must discuss his or her plans in advance with the Senior Staff member leading his or her area so that adequate job coverage can be arranged.

Leave under this policy runs concurrently with a Family Medical Leave. Also, if the salaried staff member is entitled to short-term disability benefits due to recovery from the birth, the paid parenting leave and short-term disability may be taken consecutively, but not concurrently. This policy is limited to two birth events and/or adoptions per employee irrespective of primary or secondary caregiver roles.

#### Parental Leave Policy — Hourly Staff

To assist hourly staff members in balancing their work and family responsibilities, the College offers eligible hourly staff members the opportunity to take parental leave in accordance with the terms of this policy. To be eligible for parental leave under this policy, the hourly staff member must be a full-time, permanent employee as defined in the College’s Employment Guide and must be the parent of a newborn child, or of a newly adopted child age five (5) or younger (a “qualifying child”).

An eligible hourly staff member (regardless of sex) who is a biological or adoptive parent of a qualifying child, and who is the primary caregiver of that child, may take up to 15 weeks of leave at their full salary, figured at the hourly rate and regular scheduled hours as described on their most recent appointment or salary letter, applicable to the weeks immediately following the week in which the birth or adoption occurs. For these purposes, the caregiver is “primary” if he/she has the relatively larger time commitment, as compared to the other parent, for the care of the child during the work day. The College may require that the hourly staff member provide certification to support this determination.

The primary caregiver may also take up to an additional 15 weeks of leave at no pay (immediately following the 15 weeks taken as paid leave). During this unpaid period, the College will continue to pay the College's portion of the applicable medical plan coverage for the hourly staff member.

An eligible hourly staff member who is a secondary caregiver (a parent who is not the primary caregiver) of a qualifying child may take up to 15 weeks of unpaid leave, applicable to the time period in which the birth or adoption occurs or immediately following the leave of the primary caregiver. During this unpaid period, the College will continue to pay the College's portion of the applicable medical plan coverage for the hourly staff member.

An hourly staff member who would like to take leave under this policy must discuss his or her plans in advance with the Senior Staff member leading his or her area so that adequate job coverage can be arranged.

Leave under this policy runs concurrently with a Family Medical Leave. Also, if the hourly staff member is entitled to short-term disability benefits due to recovery from the birth, the paid parenting leave and short-term disability may be taken consecutively, but not concurrently. This policy is limited to two birth events and/or adoptions per employee irrespective of primary or secondary caregiver roles.

## **2.10 STATUTORY PROGRAMS**

### Worker's Compensation

All employees of the College are covered under the Worker's Compensation Law of Indiana. Worker's compensation insurance provides financial protection if you are injured or become ill as a result of your employment in accordance with applicable state worker's compensation laws. Wabash pays the entire cost of this protection.

### Unemployment Compensation

All employees of the College are covered under the Unemployment Compensation Law of Indiana.

## **2.11 BUSINESS TRAVEL POLICY**

Exempt and non-exempt employees who travel on College business, including attendance at workshops or conferences at the request of their supervisor, may be reimbursed for reasonable travel expenses. Travel on College business must be approved by the supervisor and the College officer in charge of the department's budget.

Standard travel expenses allowed include the following:

- Transportation expenses for events conducted outside of the Crawfordsville community:
  - Mileage will be reimbursed at the current mileage rate established by the Internal Revenue Service.
- Registration fee(s).

- Meals:
  - Per Diem Rates established by the General Services Administration is the preferred method for reimbursement of meals and incidental expenses.
  - Actual expenses are preferred for business meals hosted by an employee during a travel event.
- Lodging.

Non-exempt employees may be paid for hours worked while attending the meeting and engaged in work. Specific guidelines apply to pay for employees on business travel. Contact the Human Resource Office for more information.

Contact the Business Office about travel approval, eligible expenses, and preparing an expense report.

Faculty travel related to professional development and presentation of scholarship is addressed in Sections 4.2 and 4.3 of the Faculty Handbook. Specific guidelines on expense reimbursement can be obtained from the Dean of the College's office.

### **2.12 FACILITIES USAGE, ATHLETIC EVENTS, CAMPUS EVENTS, ETC.**

**Allen Center Facilities:** All employees and their dependents over age 12 may use College athletic exercise facilities free of charge when open and available for use. A Wabash ID card is required. Use of facilities is governed by the rules and regulations established by the Athletic Department.

**Lilly Library:** All employees and their dependents can make use of the resources in the Lilly Library free of charge. A Wabash ID is required.

**Campus Events:** All employees and their dependents may attend applicable regular home athletic events (some exceptions apply), fine arts events, speakers, concerts, and other events free of charge. A Wabash ID is required, and in some instances, tickets are required.

### **2.13 HOLIDAYS**

The College normally closes all administrative offices for the following holidays:

- Labor Day (all College offices must be open on Labor Day, although they may be partially staffed. If an administrative employee works on Labor Day, he or she may take a day off at some later time).
- Thanksgiving Day and the Friday after Thanksgiving Day.
- Two days at Christmas.
- Two days at New Year's.
- Memorial Day.
- Independence Day.

Each year the College publishes an employee memo listing the exact dates of each holiday for the following academic year.

#### **2.14 VACATION BENEFITS**

See details in Appendix A (Exempt) or B (Non-Exempt).

#### **2.15 BENEFITS RESTRICTED TO PROFESSIONAL STAFF AND SUPPORT STAFF**

##### Hutsinpillar Fund

The College has limited funds available to regular, non-faculty employees to support travel or other personal needs. Payment of these funds is considered a bonus, therefore it is taxable income. There is a waiting period for the benefit and it will be paid to all eligible employees on periodic intervals. Contact the Human Resources Office for program information.

##### Educational Fund

Funds are available to assist an employee with the costs associated with taking educational courses offered by an accredited high school, vocational, technical or arts school, college or university during off-duty hours. Eligibility begins after two years of employment and is limited to \$500.00 per course for up to two courses per semester in pursuit of a bachelor's or master's degree. Funds are limited.

Application should be made in writing to the employee's immediate supervisor, who will record his or her recommendation and forward the request to the Senior Staff member leading the area.

#### **2.16 LACTATION SUPPORT IN THE WORKPLACE**

Wabash will provide a private location where an employee can express breast milk. An employee who needs to express milk may do so during any lunch or break time. An employee who needs to express milk should contact the Human Resources Office for direction to the designated area and to arrange times as needed. Employees will be allowed reasonable paid breaks (typically not to exceed 20 minutes) to express milk.

Employees may keep expressed milk in their own cooler packs for optimal security or use a designated refrigerator to store milk until the end of the workday. Employees must store the expressed milk in their own containers. Each container must be clearly labeled with the employee's name and the date.

#### **2.17 INDIANA MILITARY FAMILY LEAVE**

In accordance with Indiana's Military Family Leave Act, Wabash provides leave to eligible family members of individuals on active duty in the United States Armed Forces or the Indiana Army or Air National Guard. "Active duty" means full-time service on active duty orders for a period of at least 90 consecutive calendar days.

##### Eligibility

Eligible employees include the following relatives of the individual on active duty:

- a) spouse;
- b) parent (by blood, adoption, foster placement, or step-relationship);
- c) court-appointed guardian or custodian;
- d) grandparent (by blood, adoption, foster placement, or step-relationship);
- e) sibling (by blood, adoption, foster placement, or step-relationship); or
- f) child (by blood, adoption, foster placement, or step-relationship).

To be eligible for Military Family Leave, an employee:

- a) must have been employed by the College for at least 12 months; and
- b) must have worked at least 1,500 hours during the 12-month period immediately preceding the date that the leave is to begin.

#### Leave Entitlement

Eligible employees may take up to 10 days off work per calendar year as Military Family Leave.

Leave can be taken during:

- a) the 30 days before active duty orders are in effect;
- b) during a leave provided to the one on active duty while the active duty orders are in effect; and
- c) the 30 days after the termination of the active duty orders.

#### Notification Requirements

Employees must provide a written request for Military Family Leave to Human Resources and provide a copy of active duty orders, if available, before taking leave. This request must be made at least 30 days before the date the requested leave is to begin unless the active duty orders are issued fewer than 30 days before the date the requested leave is to begin.

#### Substitution of Paid Leave

Generally, Military Family Leave is unpaid. If, however, an employee also has accrued paid time off and if the employee's leave request meets the requirements to use that paid time off, the employee may elect to receive paid time off while on Military Family Leave. However, employees may not request or use any paid medical, sick, or disability benefit while on Military Family Leave.

#### Continuation of Benefits

The College will maintain an employee's coverage under its Health Plan on the same conditions during Military Family Leave as if the employee had been employed continuously during the leave period. An employee who wishes to continue health coverage must continue to pay his or her share of the premiums during the leave period to maintain coverage.

#### Job Restoration/No Retaliation



Upon return from Military Family Leave, employees will generally be restored to their position. No action will be taken against an employee because of the use of Military Family Leave. If, during the leave, an event occurs that would have changed, or even eliminated, the employee's job had the employee not taken leave, the employee will have no greater rights than if the employee had been continuously employed during the leave.

## **CHAPTER 3: POLICIES AND PROCEDURES FOR COLLEGE EMPLOYEES**

### **3.1 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, color, sex, national origin, disability, sexual orientation, gender identification, age, religion, military status, genetic information, or citizenship status, 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 or inappropriate conduct 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.

### **3.2 ELECTRONIC MEDIA, SERVICES, AND COMMUNICATION POLICY**

#### Introduction

Wabash College's technical resources, including any hardware, software, voicemail, email, Internet access, smart phones, copiers, scanners, facsimile machines, or other electronic resources provided by the College (College Resources) are intended to be used in the pursuit of official Wabash College business. This policy expresses Wabash College's philosophy and sets forth general principles to be applied to the use of College Resources even as technology evolves. College Resources also include, but are not necessarily limited to, all data and messages created, sent, received, or stored in the system; Internet facilities; facilities and services of the web site; domain names; social media handles, and email account names.

#### General Principles

The Wabash College community values civility, honesty, fact-based conversation, and humane concern for others. At the same time, the College recognizes that electronic communications, including social media, have the potential to carry this discourse far beyond the walls of this institution. Because electronic communications such as email are not face-to-face modes of communication, users may be less cautious or more candid in the content of messages. Wabash requires that users of College Resources exercise due caution in the use of College Resources and social media.

The use of College Resources is subject not only to this Policy, but also to all other applicable College Policies, as well as local, state, and federal laws, rules, and regulations. College Resources should not be used to send jokes, comments, or messages that contain content that may be reasonably considered discriminatory, harassing, or defamatory. Email or other electronic communications, which attempt to hide the identity of the sender or creator, or represent the sender or creator, or misrepresent the sender as someone else, are violations of this Policy and the law.

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 as long as such use is consistent with this Policy. However, employees must demonstrate a sense of responsibility and may not abuse the privilege.

Should employees make incidental use of the email system to transmit personal messages, such messages will be treated no differently than other messages and may be accessed, reviewed, copied, deleted, or disclosed pursuant to this Policy.

Wabash information systems may not be used to operate personal formal or informal businesses intended to make money for an individual or group.

### Confidentiality and Security

Although electronic systems may accommodate the use of passwords for security, confidentiality cannot be guaranteed. Even though a file or email 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 email message. Therefore, ultimate privacy of messages cannot be ensured.

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 the College’s computerized files, transmissions, voicemail, or email, Wabash College may override any applicable password or codes in accordance with the best interests of the College, its employees, or its students, prospective students, alumni, or visitors. All bills, log files, and other documentation related to the use of Wabash’s equipment or property may be reviewed and used for purposes that the College considers appropriate.

### Email

The College’s email 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. Employees should keep in mind that when they are using email, they are creating Wabash documents using an organizational asset. Employees have no right of privacy to any information or file maintained in or on Wabash property or by using College resources.

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:

- During regular maintenance of the system.
- When Wabash has a legitimate need to access the employee’s email or voicemail mailbox or computer files; e.g., 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 email or voicemail system or in the employee’s computer files.

- When Wabash receives a legal request to disclose email or other electronic information from law enforcement officials or in ongoing legal proceedings.
- When Wabash has reason to believe that an employee is using College resources in violation of the law or College policies.

### Websites and Social Media

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 (whether live or online), are statements identifiable to Wabash College, and some may argue they are attributable to Wabash College. While some users include personal “disclaimers” in electronic messages, there would still be a connection with Wabash College, and some may argue that the statement should be imputed to the College.

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 chat rooms, message boards, or virtually any website or social media platform leaves institution- identifiable electronic “fingerprints,” even if the employee merely reviews or downloads the material and has not posted any message.

Social media has become ubiquitous in our lives, and provides important tools for the College to recruit students, build affinity, grow its image, and engage its alumni and friends. Wabash employees are encouraged to share news and events that are part of the College’s public record, and linking directly to news stories or event descriptions helps enhance Wabash’s distinction. It is appropriate to post to personal social media to advance the institution’s goals during the work day. However, personal or private social media conversations and posts should be managed on the employee’s own time. Employees should use personal email accounts in connection with non-work related Internet postings, e-commerce, social media interactions, and the like.

It is imperative that users adhere to federal and College policies related to privacy, including the Family Educational Rights and Privacy Act (“FERPA”), the Health Insurance Portability and Accountability Act (“HIPPA”), and NCAA regulations, while exercising good, ethical judgment. For information on these policies, consult them on the [MyBash page](#) or talk with an appropriate department head.

### Wabash College and Its Social Media Presence

The Communications and Marketing Office manages content on official Wabash social media channels, including but not limited to, Facebook, Twitter, Instagram, Snapchat, YouTube, LinkedIn, and its Podcast platform. An official Wabash channel is any channel that is accessible from the Wabash website.

In conjunction with IT Services, the Communications and Marketing Office must grant approval for any Wabash College social media channels or accounts that bear the Wabash College name

or contain official logos or marks. This ensures adherence to policy and design standards of the College. Account managers must use a Wabash College email address for the account. IT Services will grant and monitor appropriate administrative access to the accounts. When page editors or account administrators leave the College, please contact the Communications and Marketing Office to set up or adjust user permissions. The Communications and Marketing Office has the right to shut down any Wabash-related accounts that become stagnant.

Before starting or maintaining a social media presence for your office, department, club, or sports team, contact the Communications and Marketing Office. Staff can suggest appropriate frequency of posts, ensure brand and logo consistency, and provide recommendations for marketing the channel and monitoring its success.

What employees post on Wabash-affiliated social media platforms is the user's responsibility. Employees should keep in mind that any posts could reflect directly on the College and could be perceived as coming from the College. Accuracy of facts, proper spelling and grammar, and strict adherence to privacy policies are critical.

It is helpful for employees to advance Wabash's mission and core values to engage prospective students and their families, alumni, and the general public, including:

- Our mission to educate young men to think critically, act responsibly, lead effectively, and live humanely.
- Our long-standing history of providing a rigorous liberal arts education in a residential community.
- Our commitment to a holistic education, grounded in the Gentleman's Rule, with an emphasis on personal responsibility and open, civil dialogue.

#### Personal Social Media Accounts

As referenced earlier, employees are encouraged to share Wabash news and events on personal pages, but private, personal use should be done outside work hours or on breaks. Additionally, please do not use official College logos on personal social media sites without permission. Respect the privacy rights of students, faculty, staff, and alumni, and abide by FERPA, HIPPA, and NCAA policies for privacy and confidentiality.

Generally, the College considers use of social media to be a personal endeavor. Regardless, use of social media – even for purely personal purposes – presents certain risks and carries with it certain responsibilities. The employee is ultimately responsible for what he or she posts online. An employee should never represent himself or herself as a spokesperson for the College unless specifically authorized to do so. If an employee identifies himself or herself as a College employee or discusses College-related matters, the employee should include a disclaimer that the views expressed are personal views only (e.g., "The postings on this site are my own and do not reflect the views of Wabash College."). The posting of a disclaimer will not shield the

employee from disciplinary action if the posted information violates College policy or federal, state, or local law.

Employees also should not express personal opinions that are maliciously false about the College or its administrators, faculty, staff, students, or alumni, either by name or implication, using social media. Employees are more likely to resolve work-related concerns by speaking directly with a supervisor or using the reporting procedures outlined in the College's Faculty Grievance Procedure, Professional Conduct Policy, Prohibition Against Harassment, and Whistle Blower Policy. Nonetheless, if an employee posts complaints or criticisms on social media, those posts must not contain content that reasonably could be viewed as discriminatory, violent, vulgar, obscene, threatening, intimidating, harassing, slanderous, or similarly unlawful. Examples of such conduct might include offensive posts intended to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on race, sex, disability, religion, or any other status protected by law or College policy.

**Ownership of Electronic Systems and Services, Confidentiality, and Copyright Issues**  
College Resources are and remain at all times the property of Wabash College. 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.

Employees must exercise a greater degree of caution in transmitting Wabash confidential information via email, social media, or other computer systems than with "traditional" means of communication because of the reduced effort required to redistribute such information.

Wabash College's confidential information should never be transmitted or forwarded to individuals or companies not authorized to receive that information.

Wabash College employees should restrict access to their computers by locking or logging off of the computer when the computer will be unattended.

The ability to attach a document to an email message for distribution or to post a document on a website greatly enhances the risk of copyright infringement. A user can be liable for the unauthorized copying and distribution of copyrighted material through the email system or the website. Accordingly, employees should not copy and distribute through the email system or post on the Wabash website any copyrighted material of a third party (such as software, database files, documentation, articles, graphic files, or 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.

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 PRIVILEGE. Additionally, to preserve the attorney/client privilege, messages to counsel should never be sent to a distribution list or forwarded to anyone else.

### Media Contacts and Additional Information

Unless specifically authorized to do so, employees must not speak to the media on the College's behalf. Direct all media inquiries to the Communications and Marketing Office.

If you have questions or need further guidance, please contact the Communications and Marketing Office. Additionally, if you learn of social media postings or other electronic media usage inconsistent with the requirements of this Policy, preserve an image of the posting or communication if you are able to do so without violating the law, and immediately notify the Director of Human Resources. Violations of this policy may result in disciplinary action up to and including employment termination in the case of employees and expulsion in the case of students.

This Policy does not, in any manner, prohibit employees from discussing among themselves or others their wages, benefits, and other terms and conditions of employment or workplace matters of mutual concern.

### Changes to this Policy

The College reserves the right to change these policies at any time, with such notice as it deems appropriate.

## **3.3 COPYRIGHT COMPLIANCE AT WABASH COLLEGE**

### Policy Statement

All members of the Wabash community are expected to comply with [U.S. Copyright Law, Title 17 of the United States Code](#), and to respect the intellectual property rights of others. Those who disregard the copyright compliance guidelines of the College place themselves at risk for possible legal action and may incur personal liability. Use of College resources that infringe the right of a third party, or may result in a claim of copyright infringement, is prohibited.

Employees of the College who direct or require others to copy or distribute copyrighted material in any format including, but not limited to, books, movies, music, paintings, photographs, and software, have a responsibility to discourage copyright infringement, and to inform those copying or distributing copyrighted material to do so in compliance with U.S. Copyright Law.

### Purpose

As a private, independent, four-year Liberal Arts institution that “educates men to think critically, act responsibly, lead effectively, and live humanely,” Wabash College recognizes the importance of intellectual property in the creation and dissemination of knowledge. To fulfill its ethical and legal obligations, the College strives to comply with copyright laws, regulations and agreements in the responsible use of information for teaching, learning or administration of the College. To that end, the College seeks to provide a balance between the need to easily access and use information for scholarship, and the right of the owners of the information to exercise reasonable control of its use.



The purpose of this policy is to promote use of copyrighted works in compliance with U.S. Copyright Law, Title 17 of the United States Code, to protect the intellectual property rights of copyright holders, and to provide “fair use” guidelines and procedures for obtaining copyright permission when needed. This policy is not offered as a substitute for legal counsel in copyright-related issues. It is based on generally accepted interpretations of copyright compliance and offers guidelines for appropriate use of copyrighted material at Wabash. The College Copyright Officer, Director of the Lilly Library, may be able to assist you further.

### Scope and Application

This policy applies to anyone acting on behalf of the College who uses material for which a person or entity other than the College owns the exclusive rights under U.S. Copyright Law, Title 17 of the United States Code.

This policy applies to all authorized users of College resources, as well as contractors and volunteers involved in the production of College teaching or marketing materials. This policy is not intended to limit use by the community of material for which the College owns copyright.

### Rules of Thumb

1. Always acknowledge that the intellectual property of others is protected by copyright and use the material accordingly.
2. Neither copyright protections nor Fair Use provisions apply to works in the public domain. (NOTE: [The Digitalslider](#), created by Michael Brewer and the American Library Association, is a handy tool to help you determine if a work is likely to be in the public domain.)
3. Copyrighted works licensed by the [Creative Commons](#) or with non-exclusive copyright agreements may convey permission for use beyond the general limitations of copyright law.
4. When what you want to do isn't [Fair Use](#), modify your use or ask permission for use from the copyright owner.
5. Whenever possible, use copyrighted works owned by the College or Library to verify evidence of material ownership.
6. Always include appropriate attribution and applicable copyright notices when using copyrighted material. Copyrighted works used in their entirety are best made available in class or in the Library Reserve Collection.
7. When copying portions of copyrighted work, “less is best.” The greater the amount copied, the less likely that fair use exemptions will apply. When the work being copied is owned or licensed for use by the College or Library, copying a greater amount may be allowed. The amount will be determined in consideration of how the copied material

relates to a given educational goal and the [Four Factors](#) that judges consider when ruling on claims of copyright infringement: purpose and character of use, nature of the copyrighted work, amount of the portion taken, and the effect of the proposed use upon the potential market.

8. When made available online, compliant portions of copyrighted material must be protected by limiting access to the enrolled students of a specific course and by prohibiting copying or distribution for non-educational purposes.
9. Copyrighted material, in whole or in part, may not be retained in the Library Reserve Collection or remain accessible online over consecutive semesters.
10. When a film will be screened only for enrolled members of a class, public performance rights are not required; if a screening will include individuals outside of the class roster, public performance rights may be required. Contact the Director of the Library or Visual Media Liaison with further questions.
11. The following are examples of actions that may be considered copyright infringement, and thus should be undertaken only with due consideration and consultation with the College Copyright Officer, as needed: unauthorized (i.e., without payment or permission) distribution of copyrighted works over the Internet (i.e., via P2P file sharing), reproducing copyrighted work with the intent to create anthologies or compilations, or to otherwise substitute for the purchase of works in their original formats. converting copyrighted work from an original format to a preferred format.

For additional information please refer to the [Copyright website](#).

### **3.4 INSTITUTIONAL POLICIES AND PROCEDURES RELATING TO RESEARCH MISCONDUCT**

An underlying principle of all research is the quest for truth. The credibility of research must be above reproach if the public trust is to be maintained. Any compromise of the ethical standards required for conducting research cannot be condoned. While breaches in such standards are rare, they must be dealt with promptly and fairly by all parties in order to preserve the integrity of the research community and of the College.

#### Scope

These Policies and Procedures are intended to create and maintain a compliant research environment at Wabash College, including to carry out Wabash College's responsibilities under the Public Health Service ("PHS") Policies on [Research Misconduct, 42 CFR Part 93](#) ("Part 93"). These Policies and Procedures apply to allegations of research misconduct involving (1) a person who, at the time of the alleged research misconduct, was employed by, was an agent of, or was affiliated by contract or agreement with this institution, and (2) any activity or program that involves the conduct of biomedical or behavioral research, biomedical or behavioral research training, or activities related to that research or training, including applications or proposals for PHS support.

### Research Misconduct

“Research misconduct,” as used herein, is defined as: fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. It does not include honest error or honest differences in opinion. Research misconduct includes:

- Fraudulent or improper practice in conducting research or reporting the results of research, including intentional falsification or fabrication of data, plagiarism, or intentional misrepresentation of data collection and analysis, or other practices that seriously deviate from those that are commonly accepted within the scientific or scholarly community for proposing, conducting, or reporting research; and
- Serious misappropriation of research funds, including but not limited to diversion of such funds to personal or non-College use. The term “serious misappropriation,” as used herein, is not considered to include minor deviations within budget categories, nor funds expended under reasonable circumstances within the scope and goals of the originally proposed research.
- Failure to follow grant appropriation requirements, including requirements for proper stewardship, accounting and reporting of grant funds, for any grant, whether from PHS, NIH, a private or other source.

### Confidentiality

During all stages of research misconduct proceedings, including allegations, inquiry and investigation stages, confidentiality of both those who, in good faith, report suspected research misconduct and of the accused will be protected to the greatest extent possible and limited to those who need to know, consistent with a fair research misconduct proceeding, and as allowed by law. Except as may otherwise be proscribed under applicable law, confidentiality shall be maintained for any records or information from which research subjects might be identified, and disclosure is limited to those who have a need to know to carry out a research misconduct proceeding.

### Procedures

If research misconduct is suspected, the following procedures apply (note that in all instances below where the “Dean’s designee” is indicated, this means a member of the faculty or an Associate Dean of the College whom the Dean designates):

1. All allegations of research misconduct should be reported immediately to the Dean of the College, an Associate Dean of the College, Division Chair, Department Chair, Chief Financial Officer, or Human Resources Director.
2. Upon review, the Dean of the College (or the Dean’s designee) shall conduct an initial inquiry and complete related requirements as follows:

- a. At the time of or before beginning an inquiry, the Dean of the College (or the Dean's designee) must make a good faith effort to notify in writing the presumed respondent, and such notice must be served in person or sent by mail or its equivalent to the last known street address, facsimile number or email address of the presumed respondent. If the inquiry subsequently identifies additional respondents, they shall also be notified.
- b. The Dean of the College (or the Dean's designee) shall ensure that the institution maintains adequate records for a research misconduct proceeding.
  - i. At the time of or before notifying the respondent of the allegation, the Dean of the College (or the Dean's designee) will promptly take all reasonable and practical steps to obtain custody of all the research records and information needed to conduct the research misconduct proceeding, inventory the records and information, and sequester them in a secure manner, except that where the research records or information encompass scientific instruments shared by a number of users, custody may be limited to copies of the data or information on such instruments, so long as those copies are substantially equivalent to the evidentiary value of the instruments;
  - ii. Where appropriate, the Dean of the College (or the Dean's designee) will give the respondent copies of, or reasonable, supervised access to the research records;
  - iii. The Dean of the College (or the Dean's designee) will undertake all reasonable and practical efforts to take custody of additional research records or information that is discovered during the course of a research misconduct proceeding (including additional records or information discovered during the inquiry or investigation phases), except that where the research records or information encompass scientific instruments shared by a number of users, custody may be limited to copies of the data or information on such instruments, so long as those copies are substantially equivalent to the evidentiary value of the instruments; and
  - iv. The Dean of the College (or the Dean's designee) will appropriately maintain the research records and information in a secure manner for seven (7) years after completion of the proceeding.
- c. The initial inquiry (which shall include informal consultation with the accused) shall examine the circumstances of the allegations and determine whether there are sufficient grounds to indicate that an investigation is required. The Dean of the College (or the Dean's designee) shall complete this initial inquiry within 60

calendar days of initiating the inquiry, within which time a written inquiry report shall be prepared that includes the following information:

- i. The name and position of the accused;
    - ii. A description of the allegations of research misconduct;
    - iii. The PHS support, including, for example, grant numbers, grant applications, contracts, and publications listing PHS support;
    - iv. The basis for recommending that the alleged actions warrant an investigation (states what information was reviewed, summarizes relevant interviews, and includes the conclusions of the inquiry); and
    - v. Any comments on the report by the accused or the complainant (see d. immediately below).
  - d. The individual against whom the allegation was made shall receive a copy of the full report of the initial inquiry and shall have the opportunity to review and provide written comment on the inquiry report, and the institution must attach any written comments received to the report.
3. If the Dean of the College (or the Dean's designee) determines not to conduct an investigation, he/she shall document such decision in writing in sufficient detail so as to permit a later assessment by Public Health Service's Office of Research Integrity ("ORI") of the reasons why it was decided not to conduct an investigation.
4. If the Dean of the College (or the Dean's designee) determines there is sufficient information to suggest that an investigation is required, the Dean of the College (or the Dean's designee) shall:
- a. Before the investigation begins, notify the individual about whom allegations have been made pursuant to Section 5, below;
  - b. Within 30 days of finding that an investigation is warranted, provide the ORI with the written finding and a copy of the inquiry report, and, upon request, provide the following information to ORI:
    - i. The institutional policies and procedures under which the inquiry was conducted;
    - ii. The research records and information reviewed, transcripts or recordings of any interviews, and copies of all relevant documents; and

- iii. The charges for the investigation to consider.
      - c. Charge the Scientific Integrity Committee with the task of conducting a formal investigation and evaluation of all facts to determine whether research misconduct has taken place. The Committee must begin such investigation within 30 days after the Dean of the College (or the Dean's designee) determines that the investigation is warranted.
  5. At the time the Scientific Integrity Committee is tasked with an investigation, and before the investigation begins, the Dean of the College (or the Dean's designee) shall notify the individual about whom allegations have been made that an investigation is to be conducted, include a copy of the inquiry report, Part 93 of the PHS policies, and these policies and procedures, and shall present to him/her a statement of the allegations. This statement shall include information on the nature of the allegations and the focus of the investigation and shall inform the person being investigated of the opportunity to defend his/her conduct by having the opportunity to appear before the committee and provide comments and other relevant information to the committee. In addition, the Dean of the College (or the Dean's designee) will provide the individual with a statement indicating that the investigation and adjudication of the alleged research misconduct will be limited to the formal charges laid out in the statement of the allegations.
  6. The Scientific Integrity Committee shall conduct a formal investigation and evaluation of all relevant facts to determine whether the allegations of research misconduct are valid. They may interview individuals with relevant information, examine research data (both published and unpublished), and seek expert opinion both inside and outside the College to aid in the scientific or scholarly audit. A finding of research misconduct requires that (a) there be a significant departure from accepted practices of the relevant research community; (b) the misconduct be committed intentionally, knowingly, or recklessly; and (c) the allegation be proven by a preponderance of the evidence.
  7. The Scientific Integrity Committee shall complete all aspects of its investigation within 120 days, including preparing draft reports and sending the final report to ORI as noted under Section 8, below. If an extension of the investigation period is needed, such an extension must be requested of ORI in writing by the Dean of the College (or the Dean's designee) and reported to any other appropriate agency, if required by that agency.
    - a. The Scientific Integrity Committee shall prepare a draft investigation report and give the accused an opportunity to comment on the draft report within 30 days.
    - b. Interim administrative actions, as appropriate to the allegations, may be taken prior to the completion of the investigation if such actions are deemed necessary to protect the welfare of human or animal subjects of research or to prevent the inappropriate use of funds.

8. Having completed its investigation, the Scientific Integrity Committee shall submit its findings of fact and recommendations in writing to the Dean of the College (or the Dean's designee).
  - a. If the Scientific Integrity Committee's findings fail to confirm an instance of research misconduct, all participants in the investigation, including the person against whom the charge was made, shall be so informed in writing by the Dean of the College (or the Dean's designee).
  - b. If the Scientific Integrity Committee has reason to believe that unfounded charges have been brought with malicious or dishonest intent, they may recommend consideration of appropriate action by the Dean of the College (or the Dean's designee), and all participants in the investigation, including the person against whom the charge was made, shall be so informed in writing by the Dean of the College (or the Dean's designee).
  - c. If the Scientific Integrity Committee finds that the allegations are substantiated and that research misconduct has occurred, the accused shall have the right of appeal to the President of the College. If the appeal does not alter the decision of the Scientific Integrity Committee, the following actions shall then be taken by the Dean of the College (or the Dean's designee):
    - i. The agency sponsoring the research shall be informed of the findings of the investigation.
    - ii. All participants in the investigation, including the person against whom the charge was made, shall be informed of the findings in writing by the Dean of the College (or the Dean's designee).
    - iii. Publishers and editors of journals shall be informed if manuscripts emanating from fraudulent research have been submitted or published.
    - iv. The College will maintain, for a minimum of seven (7) years, after Public Health Service or other appropriate agency has been informed of the findings, all documentation accruing from the investigative actions of the institution.
9. The Dean of the College (or the Dean's designee) will:
  - a. Submit to ORI the final investigation report (including all attachments and any appeals). The final investigation report must be in writing and include:
    - i. Allegations. Describe the nature of the allegations of research misconduct.

- ii. PHS support. Describe and document the PHS support, including, for example, any grant numbers, grant applications, contracts, and publications listing PHS support.
- iii. Institutional charge. Describe the specific allegations of research misconduct for consideration in the investigation.
- iv. Policies and procedures. If not already provided to ORI with the inquiry report, include the institutional policies and procedures under which the investigation was conducted.
- v. Research records and information. Identify and summarize the research records and information reviewed, and identify any information taken into custody but not reviewed.
- vi. Statement of findings. For each separate allegation of research misconduct identified during the investigation, provide a finding as to whether research misconduct did or did not occur, and if so—
  - 1. Identify whether the research misconduct was falsification, fabrication, or plagiarism, and if it was intentional, knowing, or in reckless disregard;
  - 2. Summarize the facts and the analysis which support the conclusion and consider the merits of any reasonable explanation by the accused;
  - 3. Identify the specific PHS support;
  - 4. Identify whether any publications need correction or retraction;
  - 5. Identify the person(s) responsible for the misconduct; and
  - 6. List any current support or known applications or proposals for support that the respondent has pending with non-PHS Federal agencies.
- vii. Comments. Include and consider any comments made by the respondent and complainant on the draft investigation report.
- viii. Maintain and provide records. Maintain and provide to ORI upon request all relevant research records and records of the institution's research



misconduct proceeding, including results of all interviews and the transcripts or recordings of such interviews.

- b. Submit the final institution action (whether the institution found research misconduct, and if so, who committed the misconduct),
- c. State whether the institution accepts the investigation's findings, and
- d. Describe any pending or completed administrative actions against the respondent.

#### Non-Retaliation

Wabash College shall not retaliate, and shall not tolerate any retaliation by any person, against a College employee who, in good faith, reports an allegation of or concern about research misconduct or provides assistance to the Dean of the College (or the Dean's designee) or the Scientific Integrity Committee in connection with any inquiry or investigation under this policy.

### **3.5 WHISTLEBLOWER POLICY**

#### Procedures for the Submission of Complaints Regarding Accounting, Internal Controls and Auditing Matters

The Audit and Risk Management Committee of the Board of Trustees of Wabash College (the "Audit Committee") is responsible for the receipt, retention, and treatment of complaints regarding accounting, internal controls and auditing matters ("Complaints") made in good faith by College employees to any of the following persons (each, a "Designated Individual"): the President and the Chief Financial Officer ("CFO") of the College, any person directly reporting to the President or CFO, and any member of the Audit Committee.

The Audit Committee also respects College employees' legal right to report actual or suspected unlawful activity directly to government agencies or management and it is management's responsibility to ensure that employees of the College feel comfortable reporting actual or suspected unlawful activity to government agencies or management. In the alternative, employees may follow the policies and procedures outlined below to file a Complaint.

The making of a Complaint is appropriate in circumstances involving any actual or suspected fraud, deliberate error, false statement or deficiency in or noncompliance with the College's accounting, internal control, or auditing policies, and procedures that affects or may affect:

- a) the preparation, evaluation or review of College financial statements;
- b) the recording of transactions in which the College is involved and the maintenance of College financial records; and

- c) the implementation of accounting, internal control and auditing policies and procedures relating to (a) or (b) above or otherwise to the full and fair reporting of the College's financial condition.

#### Procedures for Receiving and Treating Complaints

1. Any Complaint submitted directly to a Designated Individual, whether openly, confidentially or anonymously, shall be conveyed promptly to the Audit Committee. To this end, the President and CFO shall adopt procedures to ensure that persons reporting to them comply with this requirement.
2. The Audit Committee shall review each Complaint; in making such review, the Audit Committee may, in its discretion, consult with any member of College management who is not the subject of an allegation in such Complaint.
3. The Audit Committee shall determine whether the Audit Committee or College management should investigate a Complaint.
  - a. If the Audit Committee determines that College management should investigate a Complaint, it shall notify the President of such determination in writing, and the President and/or his designee(s) shall thereafter promptly investigate such Complaint and advise the Audit Committee in writing of the results of the investigation.
  - b. The persons conducting an investigation may, with the approval of the Audit Committee, engage outside auditors, counsel or other experts.

#### Protection of Whistleblowers

The Audit Committee shall not retaliate, and shall not tolerate any retaliation by any person against a College employee who, in good faith, makes a Complaint or provides assistance to the Audit Committee or the President (or his designee(s)) in connection with the investigation of any Complaint. The Audit Committee shall not, unless compelled by judicial or other legal process, reveal the identity of a College employee who makes a Complaint and who asks that his or her identity as the person who made such Complaint remain confidential and shall not make any effort, or tolerate any effort made by any person, to ascertain the identity of a College employee who makes a Complaint anonymously.

The College will not terminate, demote, suspend, threaten, harass or otherwise discriminate in any manner (including with respect to terms and conditions of employment) against any College employee who makes a Complaint in good faith.

#### Records

The Dean of Students will maintain: (a) a log tracking the receipt, investigation and resolution of all Complaints, and (b) complete records of all steps taken in connection with any investigation of a Complaint, including the investigation of Complaints found to be unsubstantiated. In

addition, the Dean of Students shall prepare a summary report of all pending Complaints for presentation at Audit Committee meetings. Data prepared or maintained by the Dean of Students, as described in this paragraph, shall be retained for seven (7) years. In addition, such data shall be held by the Dean of Students in strictest confidence and shall be released only upon approval by the Audit Committee and then only for the purpose indicated by the Audit Committee.

#### Audit Committee Approval

Any Action requiring Audit Committee approval shall require the affirmative vote of a majority of the members of the Audit Committee.

#### **Audit Committee Contact Information**

Raymond E. LaDriere 2200 Ross Ave., #2800 Dallas, TX 75201 214-740-8681 rladriere@lockelord.com	David P. Lewis Lilly Corp Center, #1072 Indianapolis, IN 46285 317-276-5310 dplewis2018@gmail.com	Walter S. Snodell 2300 White Oak Circle Aurora, IL 60502 630-545-9331 WSnodell@peerless-av.com
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### **3.6 FAMILY AND MEDICAL LEAVE ACT (FMLA)**

As required by the Family and Medical Leave Act (FMLA), the College will provide covered employees up to 12 weeks of unpaid job-protected leave for certain family, medical and military reasons. Up to 26 weeks of leave is available for situations involving a covered family member's service in the Armed Forces. Employees who have worked for the College for at least 12 months and for 1,250 hours over the previous 12 months of employment are eligible.

#### How to Request Leave

Requests for family care, military exigency, military caregiver, and medical leave must be approved in advance by your supervisor and the Human Resources Office. Employees must provide Wabash College with at least 30 days advance notice before the leave is to begin. If the need for leave is not foreseeable, and 30 days' notice is not possible, notice must be given on the same day that the employee learns of the need for leave, or the next business day, unless circumstances make this impracticable. Leave requests should be made in writing and must set forth the reasons for the requested leave, the anticipated start date of the leave, and the anticipated duration of the leave.

Please print and complete the FMLA leave request form, located on the [Human Resources website](#).

Except in cases of child placement after adoption or foster care, a Certification of Health Care Provider form is also required. Employees requesting Military Exigency Leave must submit certification of the qualifying exigency. Please contact the Human Resources Office to obtain the appropriate Certification form. In most cases, a "doctor's note" will not be accepted as appropriate medical certification. Employees will be required, unless the College waives the

requirement, to recertify the need for Employee Medical or Family Medical Leave at least every 30 days and must report on a periodic basis no less often than every two (2) weeks with respect to their progress or the progress of their parent, spouse, or child, and their anticipated date for return to work.

All time off work which meets the definitions under FMLA will be charged against the yearly FMLA allowance.

It may be necessary for the College to contact an employee regarding her/his leave while on leave. If the employee cannot be reached at her/his home or cell phone number that is on file with the College for the duration of the leave, and the leave is in excess of five (5) working days, the employee must provide contact information (phone and address).

When on medical leave, employees may not engage in conduct that is inconsistent with the need for such leave. Employees on medical leave will not perform any paid work for another employer or any paid self-employment work during a medical leave without the prior approval of the appropriate senior staff member and/or the Director of Human Resources.

#### Reasons for Leave

An employee may request FMLA leave for the following reasons:

1. Parenting Leave. This type of leave can be taken by an employee to care for a new son or daughter, including by birth or by adoption or foster care placement. FMLA Parental Leave runs concurrently with the College's parental leave benefit (see section 2.9).
2. Family Medical Leave. This type of leave can be taken by an employee to care for the "serious health condition" of the employee's spouse, child, or parent.
3. Employee Medical Leave. The employee for his or her own "serious health condition can take this type of leave" if the condition renders the employee unable to perform his or her job functions. In some cases, the Family Medical Leave may run consecutively with the College's Parental Leave Benefit. Consult with the Director of Human Resources.
4. Military Exigency Leave. This leave is for a qualifying exigency arising from the fact that the employee's spouse, son or daughter, or parent is on or has been called to covered active duty in the U.S. Armed Forces. Qualifying exigencies include making arrangements necessitated by short-term deployments; attending certain military events and related activities; assisting the service member with alternative child care arrangements when the active duty or call to active duty status necessitates a change in the existing arrangements; assisting the service member with certain financial and legal arrangements related to active duty or the call to active duty; attending counseling arising from covered active duty or the call to covered active duty; spending time with the military member who is on short-term, temporary rest and recuperation leave; and caring for a military member's parent when the parent is incapable of self-care.

5. **Military Caregiver Leave.** This leave is to care for the employee's spouse, child, or parent who is a covered servicemember with a serious illness or injury incurred or aggravated in the line of active duty on active duty. Also, this leave may be taken by an employee who is the next of kin of a covered servicemember.

The FMLA and its interpretive regulations define terms and establish rules for each of these types of leave. For example, an employee may only take Parenting Leave during the 12-month period that begins on the date of birth, adoption, or placement. In addition, for purposes of Family Medical Leave, a "parent" means an employee's biological parent or an individual who stood in the place of the employee's parent when the employee was a child. The term "parent" does not include parents-in-law. "Son or daughter" means a biological, adopted, or foster child; a stepchild or legal ward of an employee; or a child for whom the employee stands in the place of his or her parent, who is either under age 18 or is over age 18 and incapable of self-care because of a mental or physical disability.

#### Duration of Leave

An eligible employee is entitled to a total of 12 work weeks of leave (based on the employee's normal hours per week) during a 12-month period. A 12-month period for purposes of FMLA leave is a "rolling" 12-month period measured backward for each employee from the date he or she uses FMLA leave other than Military Caregiver Leave.

For Military Caregiver Leave, eligible employees are entitled to up to 26 workweeks of leave in a single 12-month period. For purposes of Military Caregiver Leave only, the "single 12-month period" is the 12-month period measured forward from the first date of Military Caregiver Leave.

A special rule applies where a husband and wife are both eligible employees of the Employer. In that situation, the husband and wife will be permitted to take only (1) a combined total of 12 weeks of FMLA leave during a 12-month period, if the leave taken is a Parenting Leave or a Family Medical Leave to care for a parent with a serious health condition or (2) a combined total of 26 weeks in a single 12-month period for Military Caregiver Leave.

#### Substitution of Paid Leave

Generally, FMLA leave is unpaid. If, however, an employee also has accrued paid leave of other types from the College, and if the employee's leave request meets the requirements of that paid leave program, the employee will receive paid leave benefits at the same time as he or she is receiving FMLA leave benefits. Similarly, if an employee properly requests leave available under a paid leave program for a purpose that is also covered by FMLA leave, the employee will receive FMLA leave benefits at the same time as paid leave benefits. The College will "substitute" that paid leave for FMLA leave by counting the paid leave toward FMLA leave entitlement, in accordance with the following chart:

<b>Type of Paid Leave</b>	<b>Substitution For Family Medical or Parenting Leave</b>	<b>Employee Medical Leave</b>	<b>Military Caregiver or Exigency Leave</b>
Sick Leave	No	Yes	No
Short-Term Disability Benefits	No	Yes	No
Personal Leave	Yes	Yes	Yes
Vacation	Yes	Yes	Yes

An employee will be notified about the substitution of paid leave as soon as practicable after he or she requests FMLA leave.

#### Intermittent or Reduced Schedule Leave

An employee, under certain circumstances, may take intermittent or reduced scheduled leave in increments of no less than one-tenth of an hour. “Intermittent leave” generally means leave taken on an occasional basis for such reasons as medical treatments. “Reduced schedule leave” means a temporary, but regular, change in the employee’s usual number of hours per-day or hours per-week. If an employee takes a Parenting Leave, the employee is not entitled to take leave intermittently or on a reduced schedule. For Family Medical, Employee Medical, or Military Caregiver Leave, the employee may take an intermittent or reduced schedule leave if it is medically necessary. An employee must provide to the College certification that a medical need for leave exists and that the medical need can best be accommodated through an intermittent or reduced schedule their leave. Military Exigency Leave may also be taken on an intermittent or reduced schedule basis. Employees needing intermittent FMLA leave or leave on a reduced leave schedule must attempt to schedule their leave so as not to disrupt the College’s operations. In addition, if an employee requests intermittent or reduced schedule leave, the College may require the employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and which better accommodates intermittent or reduced schedule leaves.

Upon the conclusion of an Employee Medical Leave, the employee must present certification to the College from his or her health care provider that he or she is able to return to work. Unless and until an employee provides this fitness-for-duty certification, the employee will not be able to return to work.

#### Continuation of Benefits

As a general rule, FMLA leave is unpaid leave. The College, however, will maintain an employee’s coverage under the Wabash College Group Insurance and Short-Term Disability Plans on the same conditions during FMLA leave period. An employee may choose not to continue coverage. An employee who continues health coverage must continue to pay his or her share of the premiums during FMLA leave period to maintain coverage. An employee’s premium payment is due on the date agreed to by the employee and the College, which may include increased payroll deductions prior to leave.

The College's obligations to continue health coverage during FMLA leave will end if the employee's premium payment is more than 10 days late. Even if an employee does not continue health coverage during FMLA leave, the College will restore regular coverage if the employee returns to work.

#### Right to Job Restoration

Upon return from FMLA leave, employees will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Certain salaried, key employees of the College may be denied restoration if their reinstatement would cause substantial and grievous economic injury to the College. If, during FMLA leave, a layoff, or other event occurs that would have changed, or even eliminated, the employee's job had he or she not taken leave, the returning employee will have no greater rights than if the employee had been continuously employed during FMLA leave. The College will determine whether an employee will be restored to the same position or to an equivalent position.

If an employee chooses not to return to work after his or her FMLA leave expires, the College may recover its share of health insurance premiums paid on the employee's behalf during the period of FMLA leave. The College will seek to recover those premiums unless the employee fails to return because of (1) the continuation, recurrence, or onset of a serious health condition that would otherwise entitle the employee to FMLA leave, or (2) other circumstances beyond the employee's control. If an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition, the employee must provide a medical certification of his or her serious health condition. The employee must provide the certification within 30 days from the date the College requests it. If the employee does not provide the certification in a timely manner, the College may recover its share of the health insurance premiums paid for the employee during the entire period of FMLA leave.

### **3.7 NOTICE TO THE COLLEGE COMMUNITY PURSUANT TO THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT AND THE DRUG-FREE WORKPLACE ACT**

Wabash College complies with the Drug-Free Schools and Communities Act and with the Drug-Free Workplace Act, as they apply to students and employees of the College.

The College expects of its employees standards of conduct excluding the unlawful possession, use, or distribution of illicit drugs and alcohol on College property or as part of any College activity. Appropriate sanctions range up to and including termination of employment and referral for prosecution, depending upon the severity of the violation.

#### 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 as a 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 that 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.

#### Drug-Free Workplace Act and Federal Grants

When Wabash College employees are working under grants from agencies of the United States government, the following paragraphs also apply.

Because faculty members and professional staff at Wabash College from time to time receive grants from agencies of the United States government, and because the College administers these funds, we are subject to the Drug-Free Workplace Act of 1988 and its Final Rules published May 25, 1990. The College 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 Schedules 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 Chief Financial Officer of the College or the Director of Human Resources.

Violations of this provision may result in discipline up to and including termination of employment and/or a requirement that an employee 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 employees 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 may be imposed upon employees for drug abuse.

If an employee is convicted of violating any criminal drug statute and that violation occurred in the workplace, he or she must notify the College of this fact no later than five (5) days after the conviction. The College, in turn, must notify the government agency of the employee's conviction within 10 days after receiving this notice.



If an employee is 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 him or her up to and including discharge or may require satisfactory participation in a drug abuse assistance or rehabilitation program.

The College provides each employee, via the MyBash page, the [Wabash College Health, Safety, and Security Handbook](#), to educate employees about this subject. Any questions an employee has about this notice or the booklet should be addressed to the Dean of the College's Office.

### **3.8 SMOKING POLICY**

It is College policy that employees and students will not smoke, including e-cigarettes, in any College-owned building or vehicle, and that those who do choose to smoke must, in accordance with Indiana law (Indiana Code 7.1-5-12), do so at least eight (8) feet from any entrance to a campus facility (including all College housing, garage doors, and maintenance doors). For additional information, see the Health, Safety, and Security Handbook.

### **3.9 SIGNATURE AUTHORITY POLICY**

#### Objective and Scope

This policy provides guidelines for the appropriate delegation of signature and approval authority for all contracts entered into by Wabash College. The proper authority for execution of binding contracts, grants, and memoranda of understanding with external entities is mandatory to minimize financial, legal, operational, compliance-related risks for the benefit of the College.

The Signature Authority Policy identifies minimum review and approval processes, but does not relieve any academic or administrative department from ensuring that any unusual or unique agreements are properly reviewed and authorized by appropriate levels of College administration.

This policy applies to all Wabash College employees (e.g., staff, faculty, administrative officers, and student employees), whether full-time or part-time, and students overseeing budgets. Independent contractors and consultants do not have the authority to bind the institution. An employee who signs a contractual or grant commitment that he or she is not authorized to sign can be held personally liable for the commitment.

#### Policy Overview

Given the extensive variety of contracts required in the course of normal College business, determination of appropriate signature authority and related requirements can be complex. All College employees should be aware that the authority to execute contracts depends on the nature and complexity of the agreement, appropriate consultation with other offices that might be affected by the agreement, and appropriate signature authority.

The broad categories of contracts below are governed by this policy, and are summarized below:

- Service Agreements and Contracts
- Procurement
- Research Grants and Sponsored Programs
- International Agreements, Contracts, and Memoranda of Understanding
- Charitable Contributions, Marketing, and Sponsorship Agreements
- Government Funded Financial Aid
- Athletics and Wellness-Related Agreements

This policy is supplemented by those procedures and accompanying forms specific to the nature of the activity; e.g. charitable contribution agreements are subject to the policies and procedures of the College Advancement Office.

#### Delegation of Authority

The Board has delegated transaction authority to the President, Chief Financial Officer, and Director of Business Auxiliaries to approve any transaction that does not specifically require Board action. The President has the authority to designate in writing other individuals to sign on behalf of the College. Copies of the signed authorization are kept in the Business Office.

All individuals with signature authority must complete adequate review of proposed transactions before committing the College. Additionally, these individuals are responsible for determining whether:

- The transaction complies with all applicable laws, College policies and procedures, as well as sponsor, donor, or any other restrictions.
- The resources (funding, personnel, facilities, and space) required to fulfill the contractual or grant commitment have been budgeted and are available. If resources are not available, the individual responsible for generating the contract must ensure through the appropriate level (President or Dean) that resources will be made available.
- An assessment has been made of the likely impact of the transaction on other offices or individuals at the College, and appropriate consultation has taken place with constituencies that might be involved in the transaction or contract.
- Any real or apparent conflict of interest exists on the part of the individual or organization involved in a transaction, as provided by the College's Conflict of Interest and Related Party Transactions policies (on file in the Business Office). Where such a conflict exists, the individual must declare and/or resolve the issue before entering into the transaction or contract.

### **3.10 DRIVING COLLEGE AND PERSONAL VEHICLES ON COLLEGE BUSINESS**

#### College and Personal Vehicles

It is the policy of Wabash College that all students, faculty, staff, students, program volunteers, and others who drive a College vehicle or a personal vehicle on College business must be reviewed for insurability by the College's liability insurance carrier.

There can be no exceptions to this policy. If an accident were to occur involving an uninsured driver, the College's resources would be placed at great risk. The cooperation of the entire campus community is needed in this matter.

#### Motor Pool Procedures

Wabash College is committed to meeting the transportation needs of faculty, staff, and students through a centralized campus motor pool. College vehicles are available for use by faculty, staff, and students who are at least 18 years of age with a minimum of one year of driving experience, 21 years of age with a minimum of three years of driving experience for 11-passenger vans, and have a valid driver's license for states in the continental United States. All drivers must also be approved by the College's insurance carrier. To be approved, please provide a copy of your driver's license and a signed release form which can be obtained by contacting the College's Travel Coordinator. Approvals are processed and the list of approved drivers is maintained in the Business Office.

College-owned or College-rented vehicles are to be used for College business only. If student groups request vehicles, they must first be approved in writing by the Associate Dean of Students and received by the Travel Coordinator before the reservation can be confirmed. If College-owned vehicles are not available at the time a request is made, a vehicle will be rented from a third party.

A driver must be 21 years of age to drive an 11-passenger College van. Anyone who requests an 11-passenger van must complete and pass the online test. Please contact the Travel Coordinator to get access to the online test.

#### ***Smoking and animals are strictly prohibited in College-owned vehicles.***

The College will incur all operating, repair, and maintenance expenses for vehicles issued on a rental basis and in turn will charge the department on a per-mile basis, according to the College's established limit.

It is permissible to drive a personal vehicle for College business. Reimbursement for mileage when driving one's own vehicle may be requested, according to the College's established limit. However, note that both liability and property insurance follow ownership of the vehicle. Any student, faculty, or staff member who chooses to drive his or her personal vehicle on College business assumes primary responsibility for both liability and property insurance.

### Vehicle Reservation Procedure

All vehicle reservations at the College are managed and administered by the College's Travel Coordinator. Individuals may reserve a vehicle using the Motor Pool Scheduler. Requesters are encouraged to make reservations well in advance. The College will normally be able to fulfill any reservation request received with at least 24 business hours' advance notice.

The information needed for reservations includes:

- Purpose of trip
- Destination
- Department name
- Account number to be charged
- Whether or not the reservation includes a request for the College to provide a driver (or multiple drivers, if necessary)
  - If yes, any special instructions for the driver(s) about this trip (flight information, special passenger needs, etc.)
  - If no, the name(s) of the approved driver(s) who will be driving on this trip
- Number of people to be transported (including driver)
- Type of vehicle desired
- Dates of reservation, including pick-up and return date and time
- Any additional, relevant trip information

If the requesting party provides its own approved driver(s) for the trip, the driver's name(s) should be provided at the time of reservation. All requests for the College to provide a driver must go through the Travel Coordinator, who will secure members of the College's pool of drivers to meet these requests.

Reservations will be confirmed by e-mail, once the availability of the vehicle and/or driver is confirmed. Allow sufficient time for pick up and return of the vehicle. When canceling a reservation, please notify the Travel Coordinator promptly.

If a student group requests a van, a minimum of seven people is required before an 11-passenger van can be reserved. There are no restrictions on using the vans for guest or recruitment pickups.

The College requires a minimum of 24 business hours' advance notice when requesting an 11-passenger van. Note that during certain times of the year, especially surrounding break weeks in the fall and spring, requests for vans may require additional lead time.

### Vehicle Pick-Up and Drop-Off Procedures

A representative from Campus Services or other College official must be present any time a College-owned or College-rented vehicle is signed out in order to administer check-out procedures. For this reason, the College's normal procedure is that vehicles may only be picked up between the regular business hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. All

requests to pick up a College-owned or College-rented vehicle outside of normal business hours must be arranged in advance with the Travel Coordinator.

Vehicles are located in the Jennison Street parking lot adjacent to the Campus Services shipping and receiving building (402 Jennison). There is sufficient parking for individuals picking up College vehicles to park their personal vehicles if needed. Keys and College gas cards are issued from the Campus Services building (309 Martindale Drive) south of Martindale Hall. A card for recording mileage will also be provided. Vehicles are inspected prior to pick up. Gas credit cards will be provided in the glove compartment of all vehicles owned by the College. For rental cars, the gas cards will be in the wallet with the keys. The fuel card can be used at any gas station. Bring all gas receipts to Campus Services when dropping off the vehicle.

For safety and liability reasons, a roster of names of all persons who will be riding in any College-owned or College-rented vehicle(s) (including the driver) must be presented to a Campus Services representative or other Wabash official at the time of vehicle pick-up. The roster of names may also be submitted in advance to the Travel Coordinator. Vehicle keys and College gas cards will not be distributed unless a roster of all riders' names is provided.

#### Accidents

Accident report forms are located in the glove compartment of all motor pool vehicles. Should you be involved in an accident, please fill out the accident report form and send to the Director of Business Auxiliaries immediately. If the accident makes the vehicle inoperable, call Campus Security at (765) 361-6000.

### **3.11 USE OF COLLEGE FUNDS**

#### Alcohol Policy

Employees are reminded that College policy, established by the Trustees, prohibits using College funds to purchase alcoholic beverages for students. Whether or not students are of legal age is immaterial; none of the College's resources go to purchase alcohol for students.

The College does allow the purchase of alcohol for events at which alumni, friends, or others of-age are the primary audience; if students are invited (but are not the primary audience), they must present identification that they are at least 21 years of age in order to consume alcohol at those events.

#### Budgetary Responsibility and Management

Budget managers and their designees are responsible for area and departmental budgets and accordingly must approve all expenditures for their respective areas and departments. Requests for supplies, services, and equipment should be submitted to budget managers. The procedures outlined below are specific operating policies of the College:

The College will be responsible for purchase in the College's name of supplies, equipment, or services when made either by Purchase Card (P-card) or by purchase order issued in advance of

placing an order. Purchase order request forms and P-card applications are available at the Bookstore.

A summary of details governing the use of P-cards is provided in Appendix C of this document. The Budget Manager (or designee) should review and sign monthly P-card expense reports containing P-card expenses made by area or department members. P-card expense reports for purchases made by the Budget Manager should be reviewed and signed by another College employee of appropriate position (for example, Department Chair purchases should be reviewed and signed by an Associate Dean or the appropriate Division Chair, while Division Chair expense reports should be reviewed and signed by an Associate Dean). All signed expense reports, along with receipts, should be submitted to the Business Office on a monthly basis.

P-cards should only be used to charge items that were budgeted to be paid from the budget for which the card was issued. The cards are not to be used by faculty and associated faculty to pay for conference expenses or conference travel that are paid from the Dean of the College professional travel or faculty development funds.

The College will reimburse for out-of-pocket purchases up to a maximum of \$350, and no purchase order is required. Approved receipts or paid invoices should be presented to the Business Office for reimbursement along with a [Check Request Form](#).

Employees traveling on College business may be reimbursed for the full cost of travel, including airfare and transfers, overnight accommodations, and per-diem to cover meals and incidental expenses. Discuss individual office policies with the appropriate Senior Staff member.

*The IRS has ruled that reimbursement to an employee for certain meal expenses incurred while NOT on overnight company (College) travel must be reported as taxable income.*

1. An example of a reportable meal expense reimbursement is:  
The employee travels to Indianapolis on College business, returns home the same day, and eats lunch alone, spending \$6.50 for which the employee is reimbursed by the College. The \$6.50 is added to the employee's taxable income.
2. On the other hand:  
The employee travels to Indianapolis on College business, is required to eat lunch for legitimate College business reasons with another person (e.g., student prospect, prospective donor) spending \$6.50 for herself and \$6.50 for her guest and is reimbursed \$13.00 by the College. None of the reimbursement is taxable income. However, the employee must show on expense report: 1) the purpose of the College business and 2) the name of the other person(s).

If an employee (other than student) traveling on College business has yet to obtain a P-card, a travel advance may be available. Requests received by 4:30 p.m. on Friday will be available by

1:30 p.m. the following Wednesday. An expense report with supporting receipts must be submitted within 30 days of trip completion.

Students paid for services must be included on the student payroll. Check with the Human Resources Office for details.

No one may be hired as an employee of the College to a new or existing position without the prior written approval of the President and either the Dean of the College or the Chief Financial Officer.

The budget manager's (or designee) signature will be required on any charge against an area or department budget that results in a cash disbursement. The area or department budget represents the maximum charges that can be incurred for the fiscal year. No further charges can be accepted once the budget limit is reached.

Facilities, equipment, and services of the College are to be used for College business only. This includes the use of autos, vans, photocopiers, telephones, computers, postage, office supplies, and other materials.

#### Payment to Non-Employees for Services

The College is required to file tax returns with the IRS when non-employees are paid \$600 or more for their services. This affects us primarily with the payment of honoraria for speakers and visiting artists. The Tax Equity and Fiscal Responsibility Act passed by Congress requires that we obtain a signed statement certifying the recipient's Social Security number. A completed certificate must be obtained before a check can be drawn. W-9 forms are available on the [Business Office webpage](#). Speakers and visiting artists should be sent certificates prior to the event so there is a minimum of delay in payment to them. There are additional tax considerations when the speaker or artist is not a citizen of the United States. Please contact the Director of Accounting Services if you plan to pay a non-resident alien.

### **3.12 POLICY REGARDING POLITICAL INTERVENTION ACTIVITIES**

Wabash College (the “College”) encourages and promotes the free exchange and expression of ideas, including political views. Wabash also encourages its community members to engage in activities related to the larger community, including political activities. However, at the same time, the College must be mindful of and protect its status as a public charity described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”). The Code absolutely prohibits the College and all other 501(c)(3) organizations from directly or indirectly participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office or allowing its resources to be used in any way that would appear to support a political candidate. Please read this policy carefully because it may apply in ways you do not anticipate: for example, staff and students may not use College resources such as its email system for advocacy on behalf of a candidate. The political campaign intervention prohibition applies to all elections for public office—at the federal, state, and local level. Violations of this prohibition may result in revocation of the College’s tax-exempt status and/or the imposition of certain taxes on the College, as well as other risks. The purpose of this policy is to assist the College in the preservation of its tax-exempt status under Code section 501(c)(3) by educating about both acceptable and prohibited political activities.

**1. Pursuant to Code section 501(c)(3), the College may not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.**

Therefore, the College is prohibited from engaging in the following activities:

- a. Donating directly to a political campaign, political party, or to a political action committee (“PAC”);
- b. Taking sides in a political contest;
- c. Endorsing candidates for public office (or hosting events that favor or oppose any candidate for public office);
- d. Issuing public statements by or on behalf of the College in favor of or in opposition to any candidate for public office; and
- e. Expending funds or providing College resources (e.g., College phone or email system, photocopying, mailing lists, etc.) to produce materials or communications in print or electronic format that favor or oppose candidates for public office.

**2. College faculty and staff may engage in political activities in a personal capacity, subject to certain restrictions.**

Faculty, staff, trustees, and others affiliated with the College may exercise their individual right to support any political candidate. As such, the ban on political campaign activity does not restrict leaders of the College from expressing their views on political matters if they clarify that they are speaking for themselves as individuals. Nor are leaders prohibited from speaking about important issues of public policy. To distinguish individual political intervention activities from activities that may be attributed to the



College, faculty, staff, trustees, and others affiliated with the College must comply with the following provisions in addition to the other provisions in this policy:

- a. Make it clear that their individual actions are not made on behalf of the College;
- b. Any mention of or reference to the College is made for identification purposes only and not as an endorsement by the College; and
- c. Where an individual's activity appears in print either electronically or hard copy — such as a written endorsement of a candidate for public office — the written communication must include a disclaimer stating that the communication is made solely by the individual and that it is not made by or on behalf of the College.

Moreover, faculty and staff may not conduct any political intervention activities:

- a) during scheduled work hours;
- b) with College resources (e.g., using the College's letterhead, email system, email addresses, social media accounts, or website, etc.); or
- c) in any official College publication or at any official College function.

Please keep in mind that it can be difficult to determine whether a College official is acting on his or her own behalf or on behalf of the institution. In this regard, in many situations, if not most, senior leadership and the College will be viewed as one and the same. Accordingly, extra caution is warranted when senior College leadership engages in personal political activities.

Any College employee who has a question about whether his or her individual political intervention activities may be attributed to the College should contact James Amidon, Chief of Staff and Director of Strategic Communications, for further clarification and direction.

3. Subject to the following, the College may invite or permit candidates to speak on campus:
  - a) The College must provide an equal opportunity to participate to all qualified candidates seeking the same office.
    - a. The nature of events should be similar (e.g., one candidate should not be invited to a large banquet, and another to a small gathering of a few students).
  - b) The College must not indicate any support for or opposition to any candidate. Introductions and event communications should clearly state that the College does not endorse or support the candidate. **CAUTION:** Exclusively positive or excessively supportive introductions can easily be misinterpreted as political campaign activity.
  - c) Fundraising is not permitted at the event.
  - d) Such candidate appearances should be in an academic context (e.g., class lectures, speeches, town hall question and answer sessions, or similar programs). Candidate appearances should not be treated as campaign rallies or events.

Candidates may also attend or speak at College events in a non-candidate capacity. In this regard, a political candidate may be a public figure who is invited to speak because of his or her achievements. Nonetheless, if the candidate is publicly recognized at the College event or is asked to speak:

- a) The College should ensure that the individual is selected to speak solely for reasons other than his or her candidacy, and that neither the candidate nor the College addresses his or her candidacy;
- b) No campaign activity should occur at the event; and
- c) The College should ensure that it maintains a non-partisan atmosphere at the event where the candidate is present.

To ensure that all requirements have been fulfilled, no individual or group may invite a candidate to campus without the College's prior approval. Please contact Mr. Amidon to initiate that process.

**4. The College may conduct voter registration and get-out-the-vote drives.**

- a) Voter registration drives and events should be conducted in a neutral, nonpartisan manner (they should not refer to any candidate or political party).
- b) The College may similarly conduct training programs or courses with the intent of increasing understanding of the electoral process or encouraging students to be involved in the process. Nonetheless, such training must be nonpartisan in nature (i.e., the selection of instructors and students, and the development of curriculum must be nonpartisan).

**5. The College may take a position on public policy issues, including issues that divide candidates in an election for public office, as long as the message does not in any way indicate support or opposition to a candidate.**

**CAUTION:** A message does not need to identify the candidate by name to be prohibited political campaign activity. A message that shows a picture of a candidate, refers to a candidate's political party affiliations, or contains other distinctive features of a candidate's platform or biography may be prohibited political campaign activity. A communication is particularly at risk of being considered political campaign intervention when the communication is made close to an election and/or when it makes reference to candidates or voting in an upcoming election.

Because of the fine line between public policy positions and political intervention activities, Mr. Amidon must review and approve in advance any official statements by the College on public policy issues.

**6. The College may allow established student groups to use its facilities for partisan political purposes, subject to the following:**

- a) Facilities should be offered and made available to established student groups equally;
- b) Any such groups should pay the standard fee applicable to student groups, if any, for use of College facilities;
- c) To avoid the appearance of College endorsement, College staff who participate in student political group activities should (a) make clear that they participate as individuals and not on behalf of the College; and (b) help educate the group regarding this policy;
- d) If student groups advocate publicly for a candidate or position, any such communications must clearly indicate that the group does not speak on behalf of the College; and
- e) If student-run newspapers or other publications publish editorials, any such editorials expressing the opinion of the editorial staff must include a statement indicating that the views are limited to those of the students and do not represent the opinion of the College. Such editorials may express the editors' views about candidates for public office if the publication's editorial policy is free from editorial control by college administrators and/or faculty advisors.
- f) No links to candidate websites shall be placed on any College website page (or on any student group page that is linked directly from the College's website).
- g) Student groups (and any other College- affiliated group) may not co-sponsor a candidate event with a campaign, political organization, nonprofit or any other outside group.

**CAUTION:** As noted above in Section 1, no College resources—i.e., Student Senate funds, postage, campus mail, telephone system, College email including list serves, photocopiers, etc.—may be used by student groups in advocating for or against a candidate for public office.

**7. Participating in a political campaign is different from lobbying. Code section 501(c)(3) organizations are permitted to engage in a limited amount of lobbying, but the lobbying may not be a “substantial” part of the College’s activities.**

The lobbying rules are complex. You must speak with Mr. Amidon and obtain approval prior to engaging in any lobbying activity on behalf of the College. Moreover, increased, unique, or focused lobbying and public policy activities that are conducted during a campaign season may warrant extra caution.

**College Contact Information**

The College recognizes that it can be challenging to navigate the limitations on political activities to which Code section 501(c)(3) organizations are subject. Please contact Mr. Amidon (amidonj@wabash.edu) for assistance in analyzing a particular activity.

**3.13 RESEARCH INVOLVING HUMAN PARTICIPANTS**

Research involving human participants must be submitted to and approved by the Wabash College Institutional Review Board before research takes place. Research is a systematic

investigation designed to develop or contribute to generalizable knowledge. A human participant is a living individual about whom a researcher obtains data or identifiable private information. Wabash College requires that all researchers and research team members complete training on protections for human subjects.

### **3.14 EMPLOYMENT AND PROMOTION BACKGROUND SCREENING**

To ensure that Wabash College employees are well qualified and have a strong potential to be productive and successful, and to further ensure that the College maintains a safe and productive work environment, it is the policy of the College to perform pre-employment screening and credentials verification on all applicants who are offered and accept an offer of employment. A pre-employment background check is a sound business practice that benefits everyone. It is not a reflection on any particular job applicant. Therefore, all offers of employment are conditioned upon the College's receipt, review, and approval – in the College's sole discretion – of a pre-employment background screening report. Any applicant who refuses to sign a release form or otherwise cooperate in the background screening process will not be offered employment.

Applicants also are expected to provide references from their former employers as well as educational reference information that can be used to verify academic accomplishments and records. Background checks may include verification of information provided on the completed application for employment, the applicant's resume, or on other forms used in the hiring process. Information to be verified includes, but is not limited to, social security number and previous addresses. The College may also conduct a reference check and verification of the applicant's stated education and employment. The background check may also include a criminal records check, though criminal conviction, plea, or pending charges will not automatically bar an applicant from employment. The effect of a conviction, plea, or pending charges will be assessed with respect to time, circumstances, seriousness of the offense, and job responsibilities and duties. However, an applicant's failure to list a conviction, plea, or pending charge (other than those that have been annulled, expunged, sealed, pardoned, erased, or impounded) where requested on their application will disqualify the applicant from consideration for employment or will result in termination of employment if subsequently discovered.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

All pre-employment background screenings are conducted by a third party to ensure privacy and legal compliance. All reports are treated confidentially to the greatest extent feasible. The College may also conduct a background screening on current employees in the same manner as described above in appropriate circumstances such as, by way of example only, to determine eligibility for promotion, reassignment or retention. Employees will be notified in advance of any such screening to the extent required by law.

This College relies upon the accuracy of information contained in the employment application process, as well as the accuracy of other statements made by applicants throughout the hiring process and statement made by employees during their employment, including but not limited to oral interviews. Any misrepresentations, falsifications, or material omissions in any such information or data may result in the College's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Employees must notify the Director of Human Resources in writing within three calendar days of any arrest, conviction, or entry of a guilty plea for any criminal offense, or immediately upon reporting to work following such arrest, conviction, or plea entry, whichever is earlier. This obligation includes drug-or alcohol-related offenses, but does not apply to minor traffic tickets or citations unless the employee has an independent obligation to report under another College policy.

## CHAPTER 4: OTHER MATTERS

### **Spouse and Partner Employment**

The College is mindful of the difficulties that members of two-wage earner families can encounter in seeking employment. The College does not disqualify a candidate for employment because the College already employs the candidate's partner or spouse; the College currently employs spouses and partners on its faculty and staff. Nor does the College give candidates an advantage because it already employs the candidate's partner or spouse. The College does take steps to assure that no employee has a role in hiring, evaluating, or making other employment decisions regarding his or her partner or spouse. In addition, while the College can make no commitment regarding a partner or spouse, the College will use its resources to help employees identify employment opportunities at the College or in the surrounding area for their partners and spouses.

### **Jury or Witness Duty**

A regular employee may receive pay from the College while serving on a jury or appearing in court due to a subpoena or court order. In the case of non-exempt (bi-weekly) employees, hours paid for jury or witness duty do not count as hours worked for the computation of overtime pay.

### **Bereavement Leave**

An exempt or non-exempt employee may receive regular pay for up to three days for time off work because of a death of an employee's family member, as defined in Appendix B. The appropriate member of the President's staff may approve additional leave time under special circumstances. In the case of non-exempt (bi-weekly) employees, hours paid for bereavement do not count as hours worked for the computation of overtime.

### **Job Openings**

The College posts job openings on the [Wabash Employment webpage](#), accessible through the Human Resources portal on the College's website. Promotions may first be made within an office or department.

### **Emergency Procedures**

Information on [Emergency Procedures](#) is located under online tools on the MyBash page. This includes information on [Evacuation and Sheltering](#), the emergency procedures flip chart, and instructions on how to sign up for the [Wabash College Emergency Notification System](#), which allows for the College to provide timely alerts related to weather and other emergencies via text messages, email, and website alerts.

### **Health, Safety, and Security Handbook**

[The Health, Safety, and Security](#) Handbook is annually updated and contains policies and procedures related to nondiscrimination and Title IX; sexual assault; dating violence, domestic violence and stalking; and crime awareness and campus security.

**Harassment and Title IX Workshop**

Integrity and responsible conduct are continuously reinforced via activities such as an annual workshop on workplace conduct and Title IX. This workshop is required of all new College employees (staff and faculty), as well as staff and faculty in administrative or supervisory roles every three years.

**FERPA Training**

The Registrar's Offices provide FERPA (Family Educational Rights and Privacy Act) training on an annual basis. Faculty, staff, and coaches who regularly interact with students and parents should periodically attend this session.

**Wabash Identification Cards**

Employees and eligible family members may obtain a Wabash ID Card by contacting the Information Technology Office Manager for an appointment. There is no general requirement that employees have ID cards, but they are needed to use the Library and athletic facilities, and for admission to home football games. The College furnishes them at no cost, but replacement IDs are \$10.

**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, Associate Dean, 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. Additional options are available through the College's Whistle Blower Policy (see section 3.5).

## **APPENDIX A: EXEMPT EMPLOYEES**

The following policy and benefit definitions apply to Exempt (salaried) employees only:

### **Vacation Benefit**

A regular employee shall take time off for a paid vacation annually. Regular exempt employees receive four weeks (20 days) paid vacation annually, beginning July 1 each year, which must be taken by June 30 of the following year. Vacation time not taken during the designated time is lost and may not be accumulated and taken later. The number of paid vacation days granted will be pro-rated the first work year and the final work year based on the dates the employee is hired or terminates employment. Vacation schedules should be arranged with an appropriate supervisor to ensure adequate coverage in delivery of the College's services. Vacation days should be recorded promptly in the attendance record program provided by the College.

### **Moving Expenses**

The College may provide up to \$2,000 for a moving allowance to defray the cost of relocation to the College. Moving allowances are taxable in the year received. Contact the Human Resources Office for program information.

### **Attendance**

If you are absent from work due to illness for one or more full workdays, you must report the absence to your supervisor and record it in the attendance record program provided by the College. If an employee is absent from work for five consecutive full workdays due to illness, the supervisor overseeing the area must notify the Human Resources Office. The Director of Human Resources may require the employee to submit a physician's statement or, if appropriate, certification under the FMLA policy.

If Wabash has approved intermittent or reduced schedule FMLA leave, you must record and report the hours taken as intermittent or reduced schedule leave each workday.

### **Deductions from Exempt Employees' Salaries**

Exempt employees work as few or as many hours as are necessary to get the job done. For this reason, and subject to the exceptions below, Wabash does not reduce exempt employee's pre-determined compensation for any partial day absence (other than intermittent or reduced schedule FMLA leave); any partial workweek absence occasioned by Wabash or its operating requirements, including holidays and partial-workweek shutdowns; or because of variations in the quality of work performed.

Deductions from salary may occur in the following circumstances:

1. Full-day absences for personal reasons, other than sickness or disability in accordance with Wabash's policies.



2. Full-day absences due to the employee's own sickness or injury, including work-related injuries and FMLA-related absences. Such deductions will be made in accordance with Wabash's paid time off plans and state worker's compensation laws and regulations.
3. A full day suspension imposed for infraction of a safety rule of major significance.
4. Full-day absences for unpaid discipline suspensions under Wabash's discipline policy for infractions of its workplace conduct rules.
5. When no work is performed in a workweek.

Attendance and discipline policies are applicable to an absence even though the absence may not be one for which a deduction from salary will be taken.

Employees must use paid time off benefits for partial day absences for personal reasons or the employee's own illness or injury per our paid time off policies, but the College will not reduce an exempt employee's pay for less than a full day's absence if the employee has exhausted all paid time off benefits.

An exempt employee who believes his or her salary has been improperly reduced should immediately report the problem in writing to the Human Resources Office. The College will reimburse an employee for an erroneous deduction.

## APPENDIX B: NON-EXEMPT EMPLOYEES

The following policy and benefit definitions apply to Non-Exempt (bi-weekly) employees only:

### Work Year

The College's work year is July 1 through June 30. An employee benefit based on the work year will be pro-rated:

- For an employee starting regular employment after July 1 using a percentage computed by dividing the number of days from the date of employment through June 30 by 365.
- For an employee terminating regular employment before June 30 using a percentage computed by dividing the number of days from the preceding July 1 to the termination date by 365.

The number of paid hours per-day a regular employee is entitled to for the time off, illness, vacation, and holiday benefits is computed as follows:

Annual Work Schedule	Benefit Hours/Day
Less than 1,000	None
1,000 to 1,250	5
1,251 to 1,500	6
1,501 to 1,750	7
1,751 or more	Full Day

### Time Sheet

An employee must report all hours worked during a work week on the College's online system. The hours reported must be approved by the employee's supervisor and the Human Resources Office. Hours reported should include:

- Time actually spent at work during your regularly scheduled working hours, including authorized rest breaks of 20 minutes or less,
- Pre-approved overtime.
- Paid holiday.
- Personal Time Off .
- Personal illness.
- Vacation.

The total of the above items may not exceed 40 hours in any workweek.

### Overtime Pay

Hours actually worked in excess of 40 hours during a work week will be paid for at 1.5 times an employee's regular rate of pay. Hours worked beyond the employee's regular work week must

be approved by the employee's immediate supervisor. ***It is against the law not to report hours worked during a workweek.***

**Rest Breaks**

An employee may take two (up to 20 minutes each) rest breaks during a full workday. The timing of the rest breaks must be arranged with his or her supervisor.

**Personal Time Off**

A regular employee may elect to take two work days off with regular pay during each work year for personal reasons by arrangement with the employee's supervisor. Partial days or full days may be taken. Personal days, partial or full, are considered as hours worked. This two-day benefit will be pro-rated the first work year for an employee starting work after July 1.

An employee terminating his or her employment during the work year will have the two days pro-rated for that final year, based on days worked after July 1 as a percentage of a full year, less any personal time-off work already taken.

Computation of personal time off pay: The amount of pay for a paid personal day off will be computed by multiplying the number of personal hours reported on the employee's time card (not to exceed full time hours per day — 7.5 or 8) by the employee's current regular hourly rate of pay.

**Emergency Closing**

In the event of an emergency closing as defined earlier in this guide, the employee may be paid his or her regular hourly rate times the number of hours lost for which he or she was regularly scheduled to work. The lost hours paid are not considered hours worked and will be paid in addition to hours actually worked if an employee is required to work by his or her supervisor while the College has been declared closed for the emergency.

**Paid Vacation Benefit**

A regular non-exempt employee shall take time off for a paid vacation annually. The length of an employee's continuous employment with the College determines the number of paid vacation days earned during a year of service in accordance with the following schedule:

<b>Completed Years of Service</b>	<b>Annual Vacation</b>
0 thru 4	10 days
5 thru 9	15 days
10 on	20 days

Vacations will be taken at the mutual convenience of the employee and the employee's supervisor. Paid vacation days earned during a year of service must be taken by the end of that year of service or lost. Vacation days, partial or full, are considered as hours worked. Vacation hours will be credited to the employee's leave account at the beginning of each year of service. These hours reflect the total amount of vacation time to be earned during the year of service.

If a paid holiday comes during an employee's paid vacation, the employee may be paid with the next pay check for that holiday in addition to the vacation pay, or may take a work day off in the same work year with pay by arrangement with his or her supervisor.

### **Paid Vacation for Terminating Employees**

The number of paid vacation days earned will be pro-rated the final work year for an employee terminating before his or her anniversary date of employment. The amount of pay for a paid vacation day will be computed by multiplying the number of vacation hours reported on the employee's time card (not to exceed full time hours per day — 7.5 or 8) by the employee's current, regular hourly rate of pay.

### **Paid Holidays**

A non-exempt employee may receive pay for the holidays listed in Section 2.13 of the Employment Guide. An employee may also take as a holiday his or her birthday, which may be taken one day the week of, the week before, or the week following the actual birthday. The holiday benefit is payable to regular employees who work or claim vacation during the week in which a holiday falls.

Computation of holiday pay:

- The amount of pay for a paid holiday will be computed by multiplying the number of holiday hours reported on the employee's time card (not to exceed the number of hours for which the employee is eligible) by the employee's current, regular hourly rate of pay.

Computation of pay for a work week in which a paid holiday falls:

- Paid holiday hours are considered hours worked and count toward the computation of overtime for the work week.
- An employee who is required to work on a paid holiday will be paid at his or her regular hourly rate for those hours worked in addition to the paid holiday hours. The hours worked will also count toward the computation of overtime for the work week.
- An employee receiving Weekly Indemnity Disability Benefits is eligible for the difference between his/her Weekly Indemnity benefit and his/her regular pay for the paid holiday benefit.

### **Personal Illness**

A regular employee may be paid personal illness benefits, if unable to work because of sickness, accidental injury, or maternity, prior to becoming eligible for Short-Term Disability (See Section 2.4).

A regular employee will earn and be credited with one-half a personal illness day for each four weeks for which the employee receives pay or disability benefits.

Unused personal illness days may be accumulated to a maximum of 15 days.

Personal illness benefits will not be paid for any days for which an employee is eligible to receive Weekly Indemnity benefits.

Paid personal illness days, full or partial, will be considered as hours worked.

Computation of personal illness pay: The amount of pay for a paid personal illness day will be computed by multiplying the number of illness hours reported on the employee's time card (not to exceed full-time hours per day – 7.5 or 8) by the employee's current, regular hourly rate of pay.

### **Attendance**

Employees must accurately record and report all hours worked and absences on their time sheets.

If an employee is absent from work for more than five consecutive workdays, the supervisor overseeing the area must notify the Human Resources Office, and the Director of Human Resources may require the employee to submit a physician's statement or, if appropriate, certification under the FMLA policy.

### **Bereavement Leave**

A regular employee may receive regular pay from the College for time off work because of the death in the employee's immediate family.

- For death of a spouse, child, parent, or spouse's parent — three days.
- For death of a brother or sister, brother- or sister-in-law, grandparents, grandparents-in-law, and grandchildren — two days.

Hours paid for bereavement do not count as hours worked for the computation of overtime.

## **APPENDIX C: SUMMARY OF PURCHASING CARD POLICIES AND PROCEDURES**

### **General Policies**

The purchasing card (P-card) is a tool to efficiently pay for low cost, high volume goods. Any employee authorized to have a purchasing card must review P-card procedures manual and certify his or her understanding of the College's requirements of use of the card, including:

- Allowable expenses.
- Ensuring purchases do not include Indiana state sales tax.
- Providing receipts timely for all purchases to the departmental purchasing card reconciler.
- Certify P-card expense report in a timely manner.
- P-cards are not to be used for personal expenses.

Contact the Director of Business Auxiliaries for program information.