

***POLICY  
MANUAL***

Effective April 2012

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## **INTRODUCTION**

The purpose of the Iowa Wesleyan College Policies and Procedures Manual is to provide current policy information on a variety of topics.

It should serve as a reference for all. If questions arise, Human Resources should be contacted for interpretation and guidance.

Iowa Wesleyan College reserves the right to exercise customary management functions. These include, but are not limited to, the right to hire, promote, demote, suspend, dismiss, layoff, supervise and discipline employees; revise policies, procedures and other regulations; determine the size and compensation of the workforce; and assign work schedules and duties.

Interpretation of the policies and procedures in this manual is made by the Senior Vice President. Nothing contained in this manual should be construed as a contract or guarantee of continued employment.

# **EMPLOYEE BENEFITS**

**Section: Employee Benefits**  
**Subject: Health Insurance**  
**Applies to: Faculty and Staff**  
**Date: September 1, 2013**

### COLLEGE POLICY

The College strives to provide affordable health insurance coverage for full-time, regular employees and their dependents on a voluntary basis.

### PROCEDURES

Health insurance with prescription drug coverage is available for regular, full-time employees. Two plans are offered from which an employee may choose. Benefit levels, co-pays and out-of-pocket expenses vary between the plans.

	<b>PLAN A 3011 BENEFIT LEVEL In Network</b>	<b>PLAN B 3012 BENEFIT LEVEL In Network</b>
Single Deductible	\$ 500	\$ 1,000
Family Deductible	1,000	2,000
Max Out-of-Pocket Single	2,500	5,000
Max Out-of-Pocket Family	5,000	10,000
Office Co-Pays	20	15
Prescription Drugs		
Tier 1 (Generic)	15	10
Tier 2 (Preferred)	30	25
Tier 3 (Non-preferred)	40	25
	<b>MONTHLY COST TO EMPLOYEE</b>	<b>MONTHLY COST TO EMPLOYEE</b>
Single	\$ 163	\$109
Single +1	426	281
Family	485	340

Single plus 1 coverage can include spouse or child. Premiums for health insurance coverage are payroll deducted on a before-tax or after-tax basis.

Effective September 1, 2013

**Section: Employee Benefits**  
**Subject: Long-Term Disability**  
**Applies to: Faculty and Staff**

### COLLEGE POLICY

Iowa Wesleyan College provides a long-term disability policy for all regular, full-time employees.

### PROCEDURE

1. The full cost of this insurance premium is paid by the College.
2. Benefits become available after an elimination period of 180 days of continuous disability.
3. Once long-term disability begins, the employee will be paid approximately sixty (60) percent of salary up to a maximum of \$5,000 per month depending on other types of income being received (i.e., Social Security, pension payments, etc.). An employee cannot collect benefits from long-term disability insurance and sick pay at the same time.
4. Application for this benefit is coordinated through the Human Resources Office.

**Section: Employee Benefits**  
**Subject: Bereavement Leave**  
**Applies to: Faculty and Staff**

### COLLEGE POLICY

All regular employees may be absent up to three consecutive, regularly scheduled working days without loss of pay in the event of death in their immediate families. All regular employees may be absent one regularly scheduled working day in the event of death of other family members outside the immediate families.

### PROCEDURE

1. Immediate family is defined as spouse, parent (including stepparent, legal guardian, or foster parent), child (including stepchild and foster child), sister or brother (including stepsister, stepbrother, half sister, or half brother), father-in-law, mother-in-law, daughter-in-law, son-in-law or other dependent living in the employee's home at the time of death.
2. Other family members outside the immediate family include grandparents, grandchildren, brother-in-law, sister-in-law, aunt, uncle, niece, nephew or cousin.
3. The leave must be taken during the period of time between the date of death and the day following burial.
4. An eligible employee who plans to be absent under this policy is required to notify his immediate supervisor as early as possible but no later than the beginning of work on the first day of absence.
5. For attendance at a funeral for other than death in the immediate family or other family member as specified above, one regularly scheduled working day may be taken from accumulated vacation leave or as a payroll deduction, if no leave is available.
6. Additional time off for funeral-related business will be charged against the employee's accumulated vacation leave or charged as leave without pay if no leave is available. This additional time off must be pre-approved by the supervisor.

**Section: Employee Benefits**  
**Subject: Holiday Leave**  
**Applies to: Faculty and Staff**

### COLLEGE POLICY

The College recognizes the following holidays: New Year's Eve and New Year's Day (as follows), Good Friday, Memorial Day, Independence Day (if falls on Saturday will be observed on the Friday before; if falls on Sunday will be observed on the Monday after), Labor Day, Thanksgiving (2 days) and Christmas (as follows).

The IWC Christmas Holiday Break Schedule:

<b>Year</b>	<b>IWC Offices will close at 5 pm</b>	<b>IWC Offices will re-open at 8 am</b>
2012	December 21, 2012	January 2, 2013
2013	December 20, 2013	January 2, 2014
2014	December 23, 2014	January 5, 2015
2015	December 23, 2015	January 4, 2016

### PROCEDURE

1. Holiday pay is granted to regular, full-time employees.
2. Part-time, regular employees receive holiday pay if the holiday falls on a regularly scheduled work day.
3. Temporary employees do not receive holiday pay.
4. When an approved holiday falls while an employee is on vacation, sick leave, or other paid leave, the approved time shall be charged as a paid holiday rather than as vacation, sick leave or other paid leave.
5. Employees on leave without pay are not paid for holidays that occur during the leave.
6. Employees in designated areas of the College may be required to work on regular holidays when the rest of the campus is closed. This staffing is assigned by the supervisor.
7. Employees who have not completed one full consecutive year of employment at Iowa Wesleyan College may not extend their resignation date to include holiday pay. The last day worked is the date of termination.

9. Holidays do not accrue.

**Section: Employee Benefits**  
**Subject: Family and Medical Leave Act (FMLA)**  
**Applies to: Faculty and Staff**

### COLLEGE POLICY

A regular employee who has been employed at the College for at least twelve months and has worked at least 1,250 hours during that twelve-month period is eligible for FMLA. Qualified employees are eligible for up to twelve weeks of leave in a twelve-month period for the birth, adoption or foster care placement of a child; for care of a spouse or an immediate family member with a serious health condition; for the employee's own care in the case of a serious health condition; or for qualifying exigency military leave for the employee or employee's spouse, children or parents. In addition, military caregiver leave of up to 26 weeks is available to qualified employees to care for a seriously injured or ill covered service member.. This leave will run concurrently with any paid leave used by the employee in conjunction with the specified situation.

### PROCEDURE

1. The twelve-month period is a rolling twelve months that begins with the first absence that qualifies as FMLA leave.
2. FMLA leave during a twelve-month period may be intermittent.
3. FMLA leave should be requested and approved prior to the initial absence; however, an absence of three or more days for any of the reasons listed above will be treated as initiating an FMLA leave, and subsequent absences, including intermittent absences of a day or less, will be treated as FMLA leave.
4. Employees on FMLA leave must use any accrued paid sick or vacation leave beginning with the effective date of the leave. Upon exhaustion of paid leave, the remainder of any FMLA leave will be unpaid. With the exception of the military caregiver leave, the combination of both paid and unpaid FMLA leave cannot exceed twelve weeks in any twelve-month period. Requests for additional unpaid leave will be considered individually.
5. No benefits accrue while an employee is on unpaid leave.
6. While an employee is on unpaid leave, the employee is responsible for paying health insurance premiums by the date(s) specified by Human Resources or the coverages will be canceled 15 days after the date(s) specified by Human Resources.
7. Medical certification may be required before an FMLA leave is granted, and medical discharge may be required prior to an employee returning to work.





Human Resources

Date

### **FMLA INFORMATION FOR THE EMPLOYEE**

- Qualified employees have a right under the FMLA for up to 12 weeks of leave in a 12-month period. Weeks will be extended to 26 for a military caregiver leave.
- If medical certification is required, it must be returned by the specified date or an employee's request may be denied. Medical certifications must be completed in full by the health care provider and not the employee.
- If the leave is for an employee's serious health condition and a medical release is required, a health care provider must furnish that release.
- All accrued paid time (sick and vacation leave) must be used first during FMLA leave before any unpaid leave and will be counted as a part of the FMLA leave.
- If an employee pays a portion of the premiums for health, dental and life insurance benefits, these payments will continue during the period of FMLA leave covered by paid leave. During unpaid FMLA leave the employee is responsible for payment of these benefits by the date specified by Human Resources or the benefits will lapse.
- At the conclusion of FMLA leave, an employee will be reinstated to the same position held at the time the leave began or to an equivalent position with equivalent pay, benefits and working conditions.
- If an employee does not return to work following FMLA leave, the employee may be required to reimburse the College for its share of health insurance premiums paid on the employee's behalf during FMLA leave.

**Section: Employee Benefits**  
**Subject: Military Leave**  
**Applies to: Faculty and Staff**

### COLLEGE POLICY

For either annual military or emergency duty leave, a regular employee may be relieved of College responsibilities to serve without loss of regular compensation or vacation leave for a period not to exceed ten working days in any calendar year. The employee's benefits will be continued during this period. Any regular employee who takes a military leave for extended active duty is eligible for up to twelve weeks of paid leave. Paid leave is defined as the College paying the difference between the employee's military pay and the employee's College pay if the military pay is less.

Employees on military leave, whether paid or unpaid, may elect to continue their current health insurance at their normal contribution rates for up to six (6) months. Thereafter, employees may elect to continue their current health insurance for an additional six (6) months at full cost to the employee. After twelve (12) months, employees on military leave will be offered the opportunity to continue their health insurance at full cost in accordance with COBRA regulations.

Upon release from military service, regular employees who wish to return to the College are generally entitled to reinstatement to either their previous position or a position with like seniority, status, and pay – depending on the length of the employee's military service and the College's operational needs. Any faculty, or staff member who does not notify the College of their intent to return within the time frame below shall be deemed to have resigned.

The reinstatement rights as described in this policy are available provided that the employee's period of military service does not exceed five years and provided that the employee has not been separated from the military with a less than honorable discharge or otherwise excluded by law.

Employees returning from military leave are entitled to the seniority they would have attained had their employment with the College been continuous.

To be eligible for reinstatement, an employee must have provided advance notice of their need for military leave and, upon returning from military leave, must provide timely notice of intent to return in accordance with the following schedule:

<i>Length of Leave</i>	<i>Time in Which to Notify College of Intent to Return</i>
30 days or less	Within 3 days after completion of military service OR on the first College work day after completion of service, whichever is longer
31 to 180 days	Within 14 days after completion of military service
More than 180 days	Within 90 days after completion of military service

### PROCEDURE

Employees requesting a Military Leave of Absence should promptly notify their immediate supervisor indicating the anticipated dates of the leave. Copies of military orders and military pay information should also be provided to the supervisor when available.

**Section: Employee Benefits**  
**Subject: Rest Breaks**  
**Applies to: Support Staff**

### COLLEGE POLICY

The College recognizes the importance and value of providing an employee the opportunity to refresh by taking breaks from assigned duties.

### PROCEDURE

During the regular office hours of 8 a.m. to 5 p.m., employees may take a morning break of up to 15 minutes and an afternoon break of up to 15 minutes. In addition, employees are entitled to an hour break for lunch. Accommodations will be made for nursing mothers for reasonable breaks for up to one year following the birth of a child. Scheduling of an employee's breaks is set by the employee's immediate manager, with the goal of providing the least possible disruption to the College's operations. Break periods may not be accumulated from day to day or added together to create a prolonged break. Break periods cannot be foregone to make up for time lost due to absence or tardiness. Break periods may not be used at the beginning or end of the work schedule or added to the scheduled meal period nor can they be counted as overtime if a break is not taken.

**Section: Employee Benefits**  
**Subject: Shared Sick Leave**  
**Applies to: Faculty and Staff**

### COLLEGE POLICY

Iowa Wesleyan College's shared sick leave policy provides that in the event of a prolonged or catastrophic illness or injury to an employee, or an extended absence due to illness of a family member, eligible regular employees who accrue sick leave and who have exhausted their leave balances may have sick leave donated to them by other eligible College employees.

The receipt of donated sick leave is a privilege, not a guaranteed right, that is granted after certain administrative and medical certifications are made, along with the willingness of fellow employees to donate from their sick leave accrual.

### DEFINITIONS

**DONOR** is an eligible employee who meets the criteria of the policy and wishes to donate X number of hours of his accrued balance of sick leave.

**RECIPIENT** is an eligible employee who meets the criteria of the policy and will have a need for leave in excess of 10 working days and who has exhausted other paid leave.

### ELIGIBILITY

Both recipients and donors of the shared sick leave must meet all the following guidelines:

1. Eligible participants, both donors and recipients, must be regular, full-time faculty or staff, part-time faculty (half-time or more) or part-time staff (working 20 hours or more per week). This benefit is not provided to temporary or adjunct employees.
2. To be eligible for shared sick leave benefits, an employee must have
  - (a) worked for the College for a total of at least 12 months, and
  - (b) worked at least 1,250 hours over the previous 12 months.
3. An employee who donates time may not donate an amount of sick leave that would cause his leave balance to go below 15 days.

4. An employee becomes eligible to receive donated sick leave at the point in time when all 5 of the criteria below are met:
  - (a) The employee or member of his immediate family suffers from a medically certified illness, injury or impairment, or physical or mental condition that has caused or is likely to cause the employee to go on leave for at least 10 consecutive working days;
  - (b) The employee's need for absence is certified by a licensed practicing physician;
  - (c) The employee has exhausted all of his available paid sick and vacation leave;
  - (d) The employee has had a minimum balance of 5 days sick leave at least once over the past 12 months;
  - (e) The employee has complied with policies and procedures governing the use of sick leave.
5. If an employee has an existing workers' compensation claim and the employee's accrued sick leave ends, donation of shared sick leave would not automatically occur. This request must be approved.

#### PROCEDURE

1. Recipient completes application and submits it along with the physician's certification to the Director of Human Resources. The application will be signed by the recipient or his representative as well as the recipient's immediate supervisor.
2. The application is reviewed by Human Resources to ensure that the certification of physician is complete and the form is correctly completed and to verify that the recipient will exhaust his leave time during the projected absence. The recipient does not have to have been off 10 working days to apply, but must have a situation where it is likely to cause an absence for at least 10 consecutive working days. The application is then forwarded for approval to the Vice President to which the recipient's department reports.
3. Donor completes donation form and submits it to the Director of Human Resources. The form will indicate the name of the recipient of the donated time. The Director of Human Resources will verify the donor's leave balance for eligibility. After the form is signed by the Senior Vice President, the donated hours will be assigned.
4. No sick leave can be credited to a recipient's leave balance or deleted from a donor's leave balance until documentation is in place, signed and approved.

5. Upon receipt of completed documentation and certification of eligibility, the Director of Human Resources will transfer all donated time, not to exceed the amount requested by the recipient, to the sick leave balance of the recipient. As the recipient utilizes this shared leave, he will be paid as usual and shall report the sick leave as it is used.
6. Any overage donated to a specific recipient will go back to said donor. This donor will be consulted if the recipient needs additional time not requested or certified at that time. As the recipient accrues leave of his own, it must be used first. He can then use the donated leave. The recipient uses donated leave in the order in which it was received.
  - (a) To be eligible, a recipient must have a physician's certification stating the recipient cannot perform his duties for a minimum of 10 working days. This means an entire day, not a portion of the work day. However, once a recipient has qualified for sick leave sharing for a specific condition, the recipient is eligible to use donated leave intermittently for follow-up care and recurrence of the same condition.
  - (b) Recipient or other employee(s) may not solicit employees to donate sick leave time. The Director of Human Resources will make a general announcement to the campus community of the need for shared sick leave after a request is submitted and approved. Prospective donors will contact the Director personally to complete the forms.
  - (c) Upon returning to work, a recipient may continue to use donated leave for follow-up treatments for the condition that made him eligible. For example: A recipient who has cancer and requires follow-up treatment may continue to use donated leave to cover these absences. A recipient who has received donated leave for pregnancy may continue to use this leave for any checkups and follow-up treatments relating to the pregnancy. However, this leave may not be used for the baby's checkups. Health issues with the baby necessitating extended absences would require a new application for sick-leave donation and would require that the employee meet all qualifying criteria in relation to the baby's illness.
  - (d) Recipient of the donated leave will continue to accrue paid leave while using shared sick leave and must take his own leave before donated time.
  - (e) Employees on unpaid leave will not be eligible to participate in shared sick leave.
  - (f) Donors and recipients alike will receive leave balance information as is normal procedure.

- (g) If there are multiple donors of sick leave, the donor whose form is received first will have his leave used first.
- (h) Once an employee donates time and the application is accepted, the donation cannot be withdrawn, unless the donor becomes ineligible.
- (i) Time is donated and received in hours.
- (j) Shared sick leave hours will count toward an employee's FMLA leave allotment of 12 weeks in a 12-month period.
- (k) Shared sick leave is limited to a maximum of 60 work days in a 12-month period and does not affect the availability of long-term disability coverage. The recipient is limited to 60 days in a 12-month period or to the point when disability insurance becomes available, whichever comes first

**DONATION OF SICK LEAVE**

Today's Date \_\_\_\_\_

Donor's Name \_\_\_\_\_

Number of Accumulated Sick Leave Hours to be Donated \_\_\_\_\_  
(must leave a balance of 15 days)

Recipient's Name \_\_\_\_\_

*Please forward to Human Resources Office for approval*



Approved by: \_\_\_\_\_  
Executive Vice President

Date: \_\_\_\_\_

**HUMAN RESOURCES TRANSFER OF BALANCE**

Donor's Current Sick Leave Balance \_\_\_\_\_

Donor's Remaining Sick Leave Balance \_\_\_\_\_

Date of Transfer \_\_\_\_\_

Completed by: \_\_\_\_\_  
Human Resources Department

Date: \_\_\_\_\_



**Section: Employee Benefits**  
**Subject: Sick Leave**  
**Applies to: Faculty and Staff**

### COLLEGE POLICY

Iowa Wesleyan College provides sick pay to regular, full-time staff and full-time faculty to cover a period of absence due to sickness or accident, or to be with ill or injured members of their immediate families. Sick pay is provided to regular, part-time faculty working one-half time or more and to regular, part-time staff working 20 hours or more per week. Sick leave is not provided to adjunct or temporary employees.

### PROCEDURE

1. Immediate family is defined as spouse, parent (including stepparent, legal guardian, or foster parent), child (including stepchild or foster child), sister or brother (including stepsister, stepbrother, half sister, or half brother), father-in-law, mother-in-law, daughter-in-law, son-in-law or other dependent living in the employee's home at the time of illness or injury.
2. Regular, full-time employees receive full pay based on the accrual of sick days at the rate of one day for each month of continuous service. Twelve-month employees earn a maximum of 12 sick days per year. Nine and ten month faculty and staff earn a maximum of 9 or 10 sick days per year. Regular, part-time employees working 20 hours or more per week receive full pay with the accrual of one-half sick day per month of continuous service.
3. A total of 90 sick days may be accumulated.
4. An employee who begins work before the 16th of the month is entitled to a full month's credit toward sick pay; a person who begins work on or after the 16th of the month does not earn sick pay credit for that month.
5. Sick leave is to be used only for illnesses and injuries, and terminating employees will not be paid for unused sick leave.
6. Injuries or illnesses occurring as a direct result of work for Iowa Wesleyan College are covered by Worker's Compensation, and sick leave may not be applied toward those instances. However, after Workers' Compensation has been received by the employee, if requested by the employee, sick leave may be paid to the extent of the difference between Workers' Compensation and eligible sick days accrued.

7. Employees should notify their supervisors as soon as they know they will be absent from work, preferably within the first hour of their first day of sick leave.
8. Absence from work for more than three days without proper notice to the supervisor may constitute automatic termination and subsequent loss of all benefits. Not reporting for work without prior approval is grounds for disciplinary action.
9. An employee eligible for FMLA who has an initial absence of three or more consecutive days due to his own illness or accident, or the illness or accident of an immediate family member, will have those days deducted from his annual FMLA benefit of 12 weeks. After the first qualifying FMLA absence, future absences, including intermittent absences of a day or less, will be deducted from the annual FMLA benefit.
10. An employee must report all sick days used on the time report slip received with each paycheck. Once completed, this slip is to be given to the employee's supervisor, who signs it and forwards it to the Human Resources Office.
11. Regular employees who have exhausted their accrued sick days may use accumulated vacation days for illnesses or injuries, apply for shared sick leave or apply for FMLA without pay. After FMLA has been exhausted, it is up to the supervisor in consultation with the Human Resources Office to determine if the additional leave will be granted.
12. Sick leave will continue to accrue when an employee is on College-paid sick leave.
13. Sick leave will not accrue while an employee is on unpaid leave of absence from the College or while on insurance-paid, long-term disability leave of absence. Holidays are not paid while on leave of absence without pay.
14. Accumulated sick days are not reinstated for employees who terminate employment with Iowa Wesleyan College and return at a later date.

**Section: Employee Benefits**  
**Subject: Vacation Leave**  
**Applies to: 12-Month Faculty and Staff**

### COLLEGE POLICY

Iowa Wesleyan College grants vacation leave to regular, 12-month employees.

### PROCEDURE

1. Vacations are granted as follows:
  - a. Support staff receive 10 days of paid vacation per year. At the completion of 5 years of continuous service, support staff receive 15 days of paid vacation per year.
  - b. Administrative staff receive 15 days of paid vacation per year. At the completion of 5 years of continuous service administrative staff receive 20 days of paid vacation per year.
2. Vacation days are earned on a monthly basis and for full-time employees are accumulated as follows:

10 days per year = 6.67 hrs per month  
15 days per year = 10.00 hrs per month  
20 days per year = 13.34 hrs per month

Vacation days for part-time employees are accumulated based on their regular working hours. For instance, a 12-month staff employee who works 20 hours per week would accumulate 3.34 hours per month.
3. Changes in the rate of accrual are made on the anniversary date of hire.
4. An employee who begins work before the 16th of the month is entitled to a full month's credit toward vacation pay; a person who begins work on or after the 16th of the month does not earn vacation pay credit for that month.
5. Vacation time will not accrue beyond twice the amount of vacation any employee is entitled to receive during one year of service. When this maximum is reached, no further vacation will be earned until the total earned has been reduced below the maximum.

6. Whenever possible, supervisors will try to arrange employees' vacation schedules to suit the employees' personal requests. An employee requesting vacation should do so as far in advance as feasible unless an emergency situation arises to prevent this from being done. This request is to be made in writing on the Request for Vacation form.
7. Employees are expected to take their vacations at times that fit with the College's schedule. The supervisor reserves the right to limit the number of employees who may be absent from any department at any one time and to deny any leave for a request when the employee's absence would place an undue hardship on other employees in the department or on the current operations of the College.
8. Vacation time can be used and subtracted from the cumulative record of vacation days as follows: Non-exempt employees record to the nearest one-quarter hour; exempt employees record in one-day increments.
9. An employee must report all vacation each pay day pay. Once completed, these slips are to be forwarded to the employee's supervisor to approve and submit to the Human Resources Office.
10. An employee who leaves Iowa Wesleyan College employment shall be compensated for up to 10 unused vacation days. In the event of the death of the employee, such unused vacation days shall be paid to the estate of the deceased employee in the same manner as above.
11. An employee whose last day of employment with Iowa Wesleyan College is on or after the 15th of the month is entitled to a full month's credit toward vacation pay; an employee who leaves Iowa Wesleyan College employment before the 15th of the month does not earn vacation pay credit for that particular month. Payment for unused vacation time for employees leaving employment will be made on a separate check on the pay period following the end of employment.
12. Pay in lieu of vacation will not be granted to employees.

Time off without pay for a short term may be granted by supervisor only for unusual circumstances and only when employee's vacation time is exhausted. All accrued vacation leave must be exhausted prior to taking unpaid leave, including unpaid FMLA leave.



**Section: Employee Benefits**  
**Subject: Voluntary Leave**  
**Applies to: Faculty and Staff**

### COLLEGE POLICY

Under extreme circumstances and when the leave is in the best interest of the regular employee and the College, an unpaid leave of absence, with the length of the leave to be determined by the College, may be granted.

### PROCEDURE

Requests for leave, outlining the reason for and duration of the leave, should be submitted in writing to the employee's supervisor. The appropriate Vice President and Senior Vice President will review the request, make a determination and forward their documentation to the Human Resources Office. All earned sick and vacation leaves must be exhausted before taking unpaid leave. If applicable, the leave will run concurrently with any FMLA leave

**Section: Employee Benefits**  
**Subject: Retirement**  
**Applies to: Faculty and Staff**  
**Date: September 1, 2013**

### COLLEGE POLICY

Participation in the College-sponsored TIAA-CREF retirement plan is optional to IWC employees.

### PROCEDURE

Full-time, regular employees may contribute to the colleges sponsored 403 (b) retirement plan on the date of hire. All contributions are immediately vested.

Part-time, temporary employees may contribute to the college sponsored 403 (b) retirement plan on their date of hire. All contributions are immediately vested.

Employees may voluntarily supplement their retirement by contributing into a tax-sheltered 403(b) annuity program.

**Section: Employee Benefits**  
**Subject: Professional Courtesy for Dependents and Spouses**  
**Applies to: Faculty, Staff, LC National and SODEXO Staff**

### COLLEGE POLICY

Tuition for undergraduate classes taken for a first degree is remitted by the College for dependents, including the spouse, of all regular, full-time employees of the College, including National and SODEXO full-time staff assigned to the Iowa Wesleyan College campus. Maximum number of attempted hours per dependent for which tuition will be remitted is 124 semester hours (unless a student's major requires more hours), or 8 full-time semesters. Dependents may enroll for credit in any academic day or evening undergraduate programs offered on campus by Iowa Wesleyan College.

### PROCEDURE

1. Eligible dependence is interpreted as any dependent child born to an employee or legally adopted by an employee who is unmarried and meets the requirements of dependency set forth by the Internal Revenue Service and is pursuing a first undergraduate degree.
2. The dependent must apply for and be accepted by the College for admission. Eligibility for Professional Courtesy in no way guarantees admission to the College nor obligates the Admission Office to automatically accept employees' dependents for admission.
3. Dependents registering for at least 6 hours per term and requesting a loan or loans must file for federal and state financial aid which will first be applied to the employee's account. The balance of tuition charges will be covered by tuition remission. Dependents receiving tuition remission are not eligible for any other institutional aid, with the exception of institutional work study (aid). Failure to apply in a timely manner for the Iowa Tuition Grant will reduce the benefit by the amount of that grant.
4. A class is offered only when there is sufficient paying enrollment in the class to make the class offering cost effective. At no time will a class be offered that relies on non-paying dependents to reach the required enrollment numbers.
5. Although the College absorbs the cost of tuition, the dependent is responsible for all other fees, books, board, room, and costs incurred in attendance of the College.

6. Independent self-study classes are not included in this tuition-free offering for dependents. Dependents will be charged the actual cost for providing the class.
7. To apply for tuition remission for a dependent, an employee must complete and submit to the Office of Human Resources each term prior to the published deadline for registration for that term a **REQUEST FOR PROFESSIONAL COURTESY** form, available from the office of Human Resources. The Human Resources Office will forward a copy to the Business Office and keep a copy in the employee's personnel record.
8. If an employee leaves Iowa Wesleyan College employment voluntarily, is terminated, or is separated or divorced while a dependent is enrolled in coursework at the College, the dependent may complete that term of study with tuition remitted by the College.
9. If the dependency status of the student changes during an enrolled term whereby the student is no longer receiving more than half financial support from the employee, the student will be allowed to finish that term of coursework at no additional cost. It is the responsibility of the employee to notify the Human Resources Office or the Business Office as soon as any change in dependency status occurs.
- 10.** Dependents of employees whose death occurred while employed at Iowa Wesleyan College, or dependents of employees who became totally disabled while employed at Iowa Wesleyan College will retain the professional discount benefit for one year for each year employed at the College, up to a maximum of 128 credit hours attempted. To be eligible, a dependent must have been a legal dependent or a spouse married to the employee at the time of the employee's retirement, death, or disability. The total years of eligibility may be split among the dependents.



Date Received in Human Resources Office \_\_\_\_\_

**Section: Employee Benefits**  
**Subject: Professional Courtesy for Employees**  
**Applies to: Faculty, Staff, & LC National and SODEXO Staff**

### COLLEGE POLICY

Iowa Wesleyan College encourages the educational advancement of faculty and staff. Hence, **after approval by the supervisor**, tuition for a first-time degree will be waived by the College for regular, full-time employees, including National and SODEXO full-time staff assigned to the Iowa Wesleyan College campus to enroll in a maximum of one course on campus each term during regular working hours, up to a total of 124 credit hours attempted.

Tuition is waived by the College for regular, full-time employees, including National and SODEXO full-time staff assigned to the Iowa Wesleyan College campus, to take an unlimited number of courses offered on campus outside regular working hours during evening and weekend programs, up to a total of 124 credit hours attempted.

Tuition is waived for regular, part-time faculty and staff, not including National and SODEXO part-time staff or adjunct faculty, to take no more than one course per term on campus outside working hours.

### PROCEDURE

1. Eligibility for Professional Courtesy in no way guarantees admission to the College nor obligates the Admission Office to automatically accept employees for admission. Employees must apply for and be accepted for admission to the College.
2. Prior to scheduling classes, employees must secure approval from their supervisors. To apply for Professional Courtesy, an employee must complete and submit to his supervisor each term prior to the beginning of the term a **REQUEST FOR PROFESSIONAL COURTESY** form available from the office of Human Resources. If the supervisor approves the request, he will return the completed form to the Human Resources Office prior to the published deadline for pre-registration. The Human Resources Office will forward a copy to the Business Office and keep a copy in the employee's personnel record.
3. The supervisor may refuse permission for an employee to take a course when performance of job responsibilities necessitates the employee being present at the job site during the particular hours requested for class attendance. Office procedure has priority and will take precedence over any classes scheduled during duty hours. Supervisors are encouraged to accommodate employees in their efforts without sacrificing the department's efficiency. Supervisors will require time away from work due to class attendance to be made up when the work cannot be completed without additional expense to the College.

4. Employees registering for at least 6 hours per term and requesting a loan or loans must file for federal and state financial aid which will first be applied to the employee's account. The balance of tuition charges will be covered by tuition remission. Employees receiving tuition remission are not eligible for any other institutional aid. Failure to apply for the Iowa Tuition Grant in a timely manner will reduce the amount of tuition remission received.
5. Employees are admitted into a course on a space-available basis. Employees may not be allowed to register or may be asked to withdraw if space is required to accommodate regular, paying students.
6. A class is offered only when there is a sufficient paying enrollment in the class to make the class offering cost effective. At no time will a class be offered that relies on non-paying employees to reach the required enrollment numbers.
7. Although the College absorbs the cost of tuition, the employee is responsible for all other fees (excluding activity fees), books, and costs incurred in the class.
8. Independent self-study classes are not included in this tuition-free offering for employees. Employees will be charged the actual cost for providing the class.

If an employee chooses not to take a class during a particular term, the right to take one class per term cannot be added to another term to allow for more than the one class maximum per employee per term.

If an employee leaves Iowa Wesleyan College employment voluntarily or is terminated while enrolled in course work at the College, the employee may complete that term of study with tuition remitted by the College.



Date Received in Human Resources Office \_\_\_\_\_

# **GENERAL**

**Section:** General  
**Subject:** American with Disabilities Act (ADA)  
**Applies to:** Faculty and Staff

### COLLEGE POLICY

The Americans with Disabilities Act (ADA) prohibits discrimination in employment against qualified individuals with disabilities. It is the policy of Iowa Wesleyan College to provide reasonable accommodations when necessary for persons qualified under the ADA. These accommodations will be made in a timely manner and on an individualized and flexible basis.

### PROCEDURE

It is the responsibility of the individual employee to do all of the following:

1. Identify himself as an individual with a disability seeking an accommodation to perform the essential functions of the job.
2. Have an appropriately licensed professional document the disability.
3. Demonstrate how the disability limits the ability to complete the essential functions of the job or limits participation in programs or services of the College.

It is the responsibility of the Director of Human Resources, after reviewing all the facts, to determine the reasonable accommodation to be provided and to inform the employee verbally and in writing of the accommodation to be made.

**Section: General**  
**Subject: Background Checks**  
**Applies to: Faculty and Staff**

### COLLEGE POLICY

Hiring qualified individuals to fill positions contributes to the success of the College. Background checks serve as an important part of the selection process. They also assist the college with evaluating employees for promotion, reassignment or retention.

Information from background checks is collected as a means of ensuring that prospective and current employees have not engaged in illegal activities or conducted themselves in a way that is not consistent with an effective compliance and ethics program. It also helps the College to obtain information to assist with determining an applicant's or employee's overall employability, promoting a safe work environment for all employees and protecting the property and information of the College.

### PROCEDURE

1. Background checks are conducted on every new employee, unless prohibited by law. This process is conducted to verify the accuracy of the information provided by the applicant and may include, but is not limited to, checks of past employment, criminal records and job-related accomplishments.
2. Background checks will be conducted on current employees as deemed necessary to evaluate employees for promotion, reassignment or retention.
3. All background checks will be conducted in compliance with all applicable laws, including the Fair Credit Reporting Act.
4. A background check will be conducted only after the prospective or current employee has completed an authorization form.
5. The College is committed to using the information obtained from the background check for employment purposes only.

**Section: General**  
**Subject: Drug-Free Workplace**  
**Applies: Students, Faculty and Staff**

COLLEGE POLICY

The College is committed to providing a drug-free, healthful and safe workplace environment and to complying with the Drug-Free Workplace Act of 1988.

The unlawful possession, use, distribution, dispensation or manufacture of alcohol or illegal drugs on College-owned property or at College-sponsored activities is prohibited.

**Section: General**  
**Subject: Equal Employment Opportunity**  
**Applies to: Faculty and Staff**

COLLEGE POLICY

Iowa Wesleyan College is an equal employment opportunity employer. No person may be unlawfully discriminated against in employment because of race, color, religion, gender, age, sexual orientation, national orientation, disability or veteran status.

**Section: General**  
**Subject: Campus Conduct Hotline**  
**Applies: Students, Faculty and Staff**

### COLLEGE POLICY

The College values an environment that promotes honesty, integrity and excellence. One component for providing that environment can be a confidential, independent call-in service that provides a simple, anonymous way for the community to alert the administration to problems that may affect the entire campus community.

Calls to the Hotline are confidential and anonymous, answered by a masters'-degreed specialist in psychology or social services, handled with support and sensitivity, report to the administration for investigation and assigned a case number for use in follow-up.

### PROCEDURE

1. The Hotline is available 24/7 at 866-943-5787.
2. A five digit randomly generated case number will be provided for follow up.
3. A trained counselor will conduct the interview which will not be recorded.
4. Within one business day a summary of the interview will be forwarded to the College.
5. The College will respond within five business days.
6. Typical topics for reporting are fraud or crime, sexual harassment, sexual misconduct, discrimination, safety or facility risk issues, security and internet policy abuses, workplace hostility, unethical grading practices, fraudulent financial or business practices, or any other questionable behavior.

**Section: General**  
**Subject: Conflict of Interest**  
**Applies to: Board, Administrators, Faculty and Staff**

### COLLEGE POLICY

To protect the College's best interests, all College-affiliated individuals must avoid any activity that provides personal gain to the individual or to the individual's relative(s) in a way that conflicts with the best interests of the College. A potential conflict of interest can occur when a College-affiliated individual is in a position to influence a decision that might result in a personal gain for the employee or for a relative of the individual. A relative is defined as spouse, child, parent, step-parent, parent-in-law, sibling, brother-in-law, sister-in-law, aunt, uncle, cousin or grandparent.

Potential conflicts of interest might include, but are not limited to, the following:

1. Holding a direct or indirect position or financial interest in an outside organization that provides goods or services for the College.
2. Competing with the College in the purchase or sale of property, interests or services.
3. Using or disclosing for personal profit nonpublic information obtained as an affiliate of the College.
4. Accepting gratuities or special favors from an outside concern that does or is seeking to do business with the College. This does not include the acceptance of items of nominal or minor value that are clearly tokens of respect or friendship and not related to any particular transaction or activity of the College. Any gift or favor in excess of \$250 should be cleared by the Senior Vice President.

### PROCEDURE

A financial interest is not necessarily a conflict of interest; however, individuals must disclose in writing any potential or actual known conflicts of interest. Disclosure by members of the Board and by the President should be made to the Chairman of the Board. Disclosure by the Board Chairman should be directed to the Executive Committee of the Board. Disclosure by all other affiliates of the College should be directed to the Senior Vice President or the President. Disclosure by the Senior Vice President should be directed to the President.

If the person receiving the disclosure perceives a conflict may exist, that person shall convene a committee of peers to investigate the conflict, make a decision as to whether or not a conflict exists and offer a decision as to whether or not continuing in the arrangement is in the College's best interest.

**Section: General**  
**Subject: Emergencies on Campus**  
**Applies to: Faculty, Staff and Students**

### COLLEGE POLICY

All emergencies including the following should be immediately reported to 911:

1. A crime in progress or just discovered.
2. A medical emergency.
3. A fire.

### PROCEDURE

When dialing 911, be prepared to give the following information:

1. Clearly identify yourself.
2. Share your location and possible best access routes for emergency personnel.
3. State the nature of the call explaining what has happened.

If possible, stay on the line with 911 operator and respond to his or her questions or instructions.

If in doubt about whether or not it is appropriate to call 911, you are encouraged to call 911.

**Section: General**  
**Subject: Inclement Weather**  
**Applies to: Students, Faculty and Staff**

### COLLEGE POLICY

It is the intent of the College to ensure the safety of all students, faculty, staff and visitors. In the event of hazardous weather, the President or his designee will determine if a delay or closing of the institution is warranted.

### PROCEDURE

1. When a decision is made to delay opening or to close the College, emails will be sent to all College email addresses. In addition, the information will be posted on the College's home page. The decision for closing will be based on the following information:
  - The condition of College sidewalks and parking lots and the ability of the Physical Plant staff to keep those passages clear.
  - The condition of local roadways and the ability of the state and county to keep those roads passable.
  - Weather forecasts for the next 12 to 24 hours.
  - Any state and county restrictions.
2. Students, faculty and staff should exercise caution and consider personal safety as their first priority.
3. A delay or closing of the College includes both classes and offices.
4. In the event of a delay or cancellation, Student Life, National and SODEXO employees are considered key employees and are expected to report to work and may experience longer hours than normal
5. Staff who cannot report to work when there is no delay or cancellation may use vacation without prior approval.

**Section: General**  
**Subject: Information Technology User Agreement**  
**Applies to: Students, Faculty and Staff**

### COLLEGE POLICY

Using the informational technology resources of the College is a privilege and is provided to students, faculty and staff to enhance teaching and learning and for class assignments, academic research, professional/personal advancement, and administrative and instructional support.

Informational technology resources include, but are not limited to, user accounts, email accounts, printing and network and internet access.

All data on the campus network, computers and servers belong to Iowa Wesleyan College. To maintain the integrity of this data, network traffic will be monitored regularly. Any attempt to compromise the integrity of the data or any unacceptable use of technological resources could result in revocation of the user's accounts and/or disciplinary and legal action. In the event of a criminal investigation, the institution will comply fully with legal authorities.

Users will be held accountable for their activities and should not engage in unacceptable user practices which include, but are not limited to, the following:

- Sharing log in ID and/or password
- Accessing computer files not belonging to them
- Viewing pornographic or offensive content
- Sending harassing messages
- Copying or transferring computer software which constitutes software piracy
- Propagating a computer virus
- Installing software that could compromise existing systems
- Violating copyright laws
- Installing any networking devices
- Tampering with any network equipment
- Using resources for commercial or financial gain
- Using resources for any illegal purpose

**Section: General**  
**Subject: Policies**  
**Applies to: Students, Faculty and Staff**

### COLLEGE POLICY

Policies and procedures of the College exist to provide a framework for consistent treatment of situations that commonly occur within an organization.

### PROCEDURE

1. The proposal for a new policy or change to an existing policy can be initiated by any member of the College community.
2. The policy proposal should be formulated and presented to the appropriate council or body for approval—Faculty Assembly, Staff Council, Administrative Council, or Student Government Association.
3. After approval by the appropriate council or body, the policy should be forwarded to the Senior Vice President, who then forwards it to the appropriate body for final approval—the Board or Cabinet.
4. After final approval, the policy will be published and distributed campus wide.

**Section: General**  
**Subject: Sexual Harassment**  
**Applies to: Students, Faculty and Staff**

### COLLEGE POLICY

All members of the College community have the right to be free from sex discrimination in the form of sexual harassment. Sexual harassment may take two forms: (1) creating a hostile environment, and (2) quid pro quo.

A hostile, demeaning or intimidating environment created by sexual harassment interferes with an individual's full and free participation in the life of the College.

Sexual harassment quid pro quo occurs when a position of authority is used to threaten to impose a penalty or to withhold a benefit in return for sexual favors, whether or not the attempt is successful. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. It should be noted that the potential of sexual harassment exists in any of the following relationships: student/student, faculty/student, student/faculty and faculty/faculty. Here and subsequently "faculty" refers to faculty, staff and administration. Because of the inherent differential in power between faculty and students, sexual relationships between faculty and students are prohibited.

Sexual harassment may result from many kinds of behavior. These behaviors may range from the most egregious forms, such as sexual assault, to more subtle forms. Explicit behaviors include but are not limited to requests for sexual favors, physical assaults of a sexual nature, sexually offensive remarks, and rubbing, touching or brushing against another's body. More subtle behaviors may be experienced as intimidating or offensive, particularly when they recur or one person has authority over another. Such behaviors may include but are not limited to unwelcome hugs or touching, inappropriate staring, veiled suggestions of sexual activity, requests for meetings in non-academic settings, and risqué jokes, stories or images.

Accusations of sexual harassment that are made without good cause shall not be condoned. Such accusations are indeed grievous and can have damaging and far-reaching effects upon the careers and lives of individuals.

### PROCEDURE

Any member of the College community having a complaint of sexual harassment may raise the matter informally and/or file a formal complaint. The informal process is an attempt to mediate between the parties in order to effect a mutually agreeable solution without entering into the formal hearing process.

The following informal procedures may be followed:

- ✓ Clearly say "no" to the person whose behavior is unwelcome.
- ✓ Communicate either orally or in writing with the person whose behavior is unwelcome. The most effective communication will have three elements:
  - ✓ A factual description of the incident(s) including the time, place, date and specific behavior
  - ✓ A description of the complainant's feelings, including any consequences of the incident
  - ✓ A request that the conduct cease
- ✓ Speak with a department chair, dean, director, counselor or chaplain who may speak to the person whose behavior is unwelcome. The name of the complainant need not be disclosed. The purpose of such conversation is the cessation of the unwelcome behavior.
- ✓ In the case of harassment of a student, it may be appropriate first to seek the advice of his or her advisor.

To initiate a formal grievance procedure, the complainant shall submit a written statement to the Chair of the Committee on Professional Grievances and Complaints who shall report the complaint to the President of the College. The President, after such consultation as is deemed appropriate, will request the names of several persons from each party to the dispute, and the President shall choose one person's name from each list to be added to the Committee on Professional Grievances and Complaints. Members of the Committee will then meet to discuss the complaint. Unless the Committee concludes that the complaint is without merit, the parties to the dispute will be invited to appear before the Committee and to confront any adverse witnesses. The Committee may conduct its own inquiry, call witnesses and gather whatever information it deems necessary to assist in reaching a determination as to the merits of the accusation. Once a determination has been reached, the Committee shall report its findings to the President of the College.

Possible outcomes of the investigation are (1) that the allegation is not warranted and cannot be substantiated, (2) a negotiated settlement of the complaint or (3) that the allegation is substantiated, requiring a recommendation to the President that disciplinary action be taken.

Faculty, staff, administration and students can appeal a final decision regarding a complaint to the Executive Committee of the Board of Trustees.

If the President of the College is the accused, the case is referred to the Executive Committee of the Board of Trustees.

If the chairperson of the Committee is the accused, the complaint shall be submitted to the President of the College. If any member of the Committee is the accused or for reason of prejudice must be recused, the President of the College shall appoint another member.

The right to confidentiality of all members of the College community will be respected in both formal and informal procedures insofar as possible.

Iowa Wesleyan College is committed to preventing sexual harassment. To that end, this policy and these procedures will be printed in appropriate College publications. In addition, educational programs will be conducted annually by the College to (1) inform students, faculty, staff and administration about identifying sexual harassment and the problems it causes; (2) advise members of the College community about their rights and responsibilities under this policy; (3) train personnel in the administration of this policy. The Sexual Harassment Policy and Procedures will be issued to all incoming students and personnel.

**Section: General**  
**Subject: Sexual Misconduct**  
**Applies to: Students, Faculty and Staff**

### COLLEGE POLICY

Sexual misconduct will not be tolerated by the College. Reports of sexual misconduct will be dealt with confidentially and promptly with violators subject to disciplinary action, including termination, suspension and/or removal from campus. Prosecution by civil authorities may occur.

Sexual misconduct is defined as the threat or commission of behavior used to obtain sexual gratification against another's will or at the expense of another such as inducing fear, shame, or mental suffering. Sexual misconduct may include, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling and threat of sexual assault.

### PROCEDURE

The College will enact the following procedures to prevent sexual molestation and abuse on campus:

1. All new faculty, staff and key students will undergo background checks as a condition of employment. This includes adjunct faculty. Background checks will be required for all current employees changing positions when the new position increases the perceptible risk factor. Background checks will include at a minimum a search for sex-related offenses in the counties of residence for the past seven years, a search of the state registry of sex offenders and a database search for criminal activity in the states of residence for the past seven years.
2. Within six months of hire and then biennially, faculty, staff and key students will participate in a sexual molestation and abuse prevention training program which prioritizes awareness tied to prevention, along with strategies for a proactive response once a warning sign emerges.
3. Campus Conduct Hotline, an anonymous reported mechanism, is available for the confidential reporting of violations.

**Section:**                **General**  
**Subject:**              **Smoking**  
**Applies:**              **Students, Faculty and Staff**

COLLEGE POLICY

Because the College is committed to providing a safe and healthy work and learning environment, smoking is prohibited in all campus buildings and vehicles. In addition, smoking is banned within 30 feet of the entrance to buildings.

**Section:**                **General**  
**Subject:**              **Solicitation**  
**Applies to:**         **Students, Faculty, Staff**

COLLEGE POLICY

Solicitation or distribution of literature by students, faculty, staff or non-College-related individuals is strictly prohibited.

Departments may designate areas within their work areas to post work-related announcements. Flyers and posters must not detract from the College's mission or purpose and must be posted on bulletin boards located around the campus.

**Section: General**  
**Subject: Travel**  
**Applies to: Faculty and Staff**

### COLLEGE POLICY

The Business Office is responsible for the final review and approval of requests for reimbursement of travel expenses. In the execution of this responsibility, the Business Office will bring to the attention of the appropriate Vice President the approval of any requests for unusual and/or excessive amounts.

### DEFINITIONS

#### A. Accountable Plans.

The Internal Revenue Service Code states that, to be an accountable plan, an employer's reimbursement or allowance arrangement must include all three of the following rules:

1. Expense must have a business connection—that is, expenses should have been paid or incurred while performing services as an employee of the employer.
2. Adequately account for these expenses to the employer within a reasonable period of time.
3. Return any excess reimbursement or allowance within a reasonable period of time.

#### B. Adequate Accounting.

1. Employees must account for their expenses by providing the employer with a statement of expense, an account book, a diary, or similar record in which the employee enters each expense at or near the time it was incurred, along with documentary evidence (such as receipts) of travel, mileage, and other employee business expenses.
2. Employees account for all amounts received from the employer during the year as advances, reimbursements, or allowances. This includes amounts charged to the employer by credit card or other method.
3. Employees provide the employer the same type of records and supporting information that would have to be provided to the IRS if the IRS questioned a deduction on an employee's return.
4. Employees pay back the amount of any reimbursement or other expense allowance for which an adequate accounting is not provided, or for reimbursements in excess of the amount for which an employee was reimbursed.

#### C. Reasonable Period of Time.

1. Employees receive an advance within 30 days of the time an expense is incurred.
2. Employees adequately account for all expenses within 60 days after they were paid or incurred.

## PROCEDURES

A. Expenses of only one employee may be included on a Travel Expense Report.

B. Travel Expense Reports shall:

1. Be submitted for one (1) major trip or one (1) month of travel.
2. Include the following information for each trip:
  - a. Beginning and ending dates for each trip.
  - b. Business purpose (character) for the trip.
  - c. Name of the establishment.
  - d. Amount of the expenditure.
  - e. Supporting receipts, which show the name of the establishment, date, and amount.
3. Be signed by the employee and approved by the employee's supervisor.
4. Should be submitted to the Business Office immediately upon return from travel.
5. If monthly expenses total less than ten (10) dollars, a Travel Expense Report may include expenses for six (6) months of a fiscal year. In this case, a separate log should be kept showing a listing of each travel occurrence.

C. Transportation Reimbursement.

1. Employees in the service of the College shall use the most economical, standard transportation available and the most direct and usually traveled routes. Expenses added by use of other transportation or routes must be assumed by the employee.
2. Reimbursement for the actual cost of commercial transportation shall be made upon submission of receipts with the Travel Expense Report.
3. Airline Travel.
  - a. Commercial airline travel shall be coach/tourist class, documented by a copy of the ticket. Additional expense for first-class travel will not be reimbursed.
  - b. Round-trip, excursion or other negotiated reduced-rate rail or plane fares shall be obtained if practical.
4. College-owned vehicles should be used for business travel when available and feasible. Mileage payment shall not be claimed if College-owned vehicles are used.

D. Mileage

1. Mileage commuting between home and the campus shall not be paid.
2. If an employee's travel begins from home rather than from the campus, mileage shall be paid for the shorter mileage between residence and travel destination, or the campus and travel destination.

E. Privately-owned vehicles.

1. Mileage claims for use of privately-owned vehicles shall be allowed if a College vehicle was not available or feasible.
2. Reimbursement for a privately owned vehicle shall be thirty-three (33) cents per mile, and payment shall not exceed airline coach fare. No reimbursement may be paid for travel between home and the campus.

F. Special Transportation.

1. For city travel, employees are encouraged to use buses and subways. Taxi fare may be allowed when more economical transportation is not feasible. Receipts are required for amounts over ten (10) dollars.
2. The cost of hiring cars or other special conveyances in lieu of ordinary transportation shall be allowed if written justification from the employee is submitted and approved by the employee's department head or designated representative.
3. Actual parking, bridge and highway toll charges shall be reimbursed. A toll receipt for authorized in-state travel by two (2) axle vehicles shall not be required.
4. Reimbursement shall be made for reasonable charges for baggage handling, delivery of baggage to or from a common carrier, lodging or storage, and overweight baggage charges, if the charges relate to official College business.
5. Registration fees required for admittance to meetings shall be reimbursed. If a registration fee entitles the registrant for meals, claims for meals shall be reduced accordingly.
6. Telephone costs for official College business shall be reimbursed.
7. Other expenses may be allowed by the Vice President or his designee if they are determined to be necessary expenses of official College business travel.

G. Lodging Reimbursement.

Actual lodging cost, when deemed to be the most economically feasible, will be reimbursed. A pre-printed lodging receipt is required for documentation.

**Section:**                   **General**  
**Subject:**                   **Weapons**  
**Applies to:**               **Students, Faculty and Staff**

### COLLEGE POLICY

Possession, use, sale, or exchange of weapons at any location on campus is prohibited. Firearms, fireworks, chemicals of an explosive nature, explosives or explosive devices, or weapons shall not be maintained on the College campus. The term “weapon” includes any object or substance designed to inflict a wound, cause injury, propel an object or incapacitate and includes, but is not limited to: all firearms and ammunition, pellet/BB guns, paintball guns, home manufactured cannons, bows and arrows, slingshots, martial arts devices, switchblade knives or knives with a blade longer than three inches (with the exception of table knives). Toy guns and other simulated weapons are also covered by this policy.

## **PERSONNEL**

**Section: Personnel**  
**Subject: Probationary Period**  
**Applies to: Staff**

### COLLEGE POLICY

The purpose of the probationary period is to allow time for a supervisor to orient an employee to the work requirements and expectations of the position and to determine whether or not the employee demonstrates satisfactory knowledge and skills in the performance of the work requirements and expectations of the position. The probationary period also is intended to afford the employee an opportunity to become adapted to the work required, to the College and to determine whether he wishes to continue in the position. Successful completion of the probationary period should not be construed as a contract or guarantee of continued employment.

### PROCEDURE

1. The term “probationary period” applies to all newly hired employees who are in their first eight (8) weeks of employment. During this eight-week probationary period, the employee shall be considered as a probationary employee.
2. An employee serves only one initial probationary period. An employee transferring to another area of the College does not begin a new probation period.
3. The supervisor should explain the purpose of the evaluation period on the employee's first day of work. The supervisor should also provide the employee with a copy of the employee's position description. In addition, the supervisor should explain the expectations regarding performance in the new position.
4. The supervisor should establish checkpoints to determine normal progress expected in a new employee. The employee's performance is periodically evaluated against the criteria of the position description. Successes, as well as problems and deficiencies, should be reviewed with employees, with positive stroking for successes or with instructions provided on how to improve.
5. A formal performance appraisal should be conducted on all new employees prior to the end of their probationary period to assist in the determination of whether or not to grant regular status. The "Employee Probationary Evaluation" form should be completed and forwarded to the Senior Vice President.
6. Upon successful completion of the probationary period, an employee becomes a "regular" status employee; however, “regular” status should not be construed as a contract or a guarantee of continued employment.

7. If job performance is judged unsatisfactory, an employee may be terminated at any time if, after counseling sessions, it is determined that he cannot perform the job functions of the particular position. Employment should **not** exceed the eight-week probationary period, and such termination shall not be subject to the grievance procedure.
8. A newly hired employee on a regular job shall be eligible for benefits normally available for regular, full-time employees. The employee shall accumulate vacation and sick leave allowances. However, time off during the probationary period should be limited to strict necessities or emergencies.
9. The original date of employment is considered as the employee's anniversary date for the purpose of computing benefits and establishing seniority.

### Employee Probationary Evaluation Form

Employee Name: \_\_\_\_\_

Employee's Department: \_\_\_\_\_

Position Title: \_\_\_\_\_ Date of Hire \_\_\_\_\_

Date Probationary Period Ends: \_\_\_\_\_

\*\*\*\*\*

A written performance evaluation was prepared and discussed with this employee on

\_\_\_\_\_.

**The employee:**

\_\_\_\_\_ Has performed satisfactorily during the probationary period and has been granted regular employee status.

\_\_\_\_\_ Has performed unsatisfactorily during the probationary period and has been notified or his release from employment effective \_\_\_\_\_.

\_\_\_\_\_ Requires prior consultation with the Senior Vice President and Presidential approval.

**Comments:**

I certify that a performance evaluation has been discussed with me and that I understand the reasons for the actions taken.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Section: Personnel**  
**Subject: Staff Evaluation**  
**Applies to: Administrative and Support Staff**

### COLLEGE POLICY

In order to provide written documentation of job performance to the employee for self-improvement, to improve employee productivity by communicating goals and expectations and to provide management with information for salary administration, each employee will be evaluated annually.

### PROCEDURE

1. Supervisors should complete performance appraisals upon the following occasions:
  - a. Completion of probationary period
  - b. Prior to the annual salary review in the spring of each year
  - c. Within four weeks of an employee's transfer or promotion to a new job
  - d. Within four weeks of an employee's assignment to a new supervisor
  - e. Whenever significant or extraordinary incidents occur during the interim between formal evaluations, i.e. each time the employee performs exceptionally poorly or well
2. If a performance appraisal has been completed on the employee within one month prior to the annual review, a new appraisal need not be completed.
3. Supervisors should understand that the performance appraisal process is an ongoing function. There should be a positive and constructive atmosphere surrounding the appraisal process in which the supervisor works informally on a daily basis to help employees work to their potential and understand their successes and failures. Between scheduled appraisals, supervisors should discuss with employees on an informal basis any performance issues that warrant attention and should keep written records of any significant incidents.
4. In order to give uniformity to the evaluations, the Director of Human Resources will lend assistance to each supervisor in developing and distributing the evaluation tools. All evaluations will contain the following common elements:
  - a. Employees will be afforded the opportunity to express in writing and/or orally their own perceptions of their job descriptions and performance.

- b. All evaluations require at least one conference between employee and supervisor for a candid, professional exchange of views. The purpose of this conference is to learn from one another, to clarify misunderstandings, and to offer suggestions, directions, praise for work well done or clear statement of areas that need improvement. Supervisors should give candid assessment of performance.
  - c. Each appraisal should include the supervisor's comments and recommendations, an action plan for both the employee and supervisor and performance goals for the next evaluation period.
  - d. A copy of each written assessment of performance will be given to the employee, the supervisor, the senior officer who has authority over the supervisor; and a copy will be placed in the employee's personnel file. A copy may be sent to the president of the College at the request of any of the above-mentioned persons.
5. The procedure and timetable for annual spring evaluations are as follows:
- a. By February 1 of each year, the Director of Human Resources will distribute evaluation forms to supervisors and advise them of the date the forms are to be returned.
  - b. The evaluation process must be completed by supervisors and forms returned to the Director of Human Resources by March 15.
  - c. The Director of Human Resources will then forward the evaluations to the appropriate senior officers for approval.
  - d. If the senior officer does not concur with the evaluation, an addendum will be attached and given to all concerned parties. Additional conferences will be held as deemed appropriate by the senior officer.
  - e. After review by the appropriate senior officers, all evaluations will be returned to the Director of Human Resources by April 15.
  - f. Letters indicating increments for the upcoming fiscal year will be distributed to each employee prior to the first payday in July. These letters will be completed by the Director of Human Resources for the signature of the appropriate senior officer.
  - g. No increment letters will be sent until all evaluations have been completed and reviewed. All letters will be distributed at a mutually agreed upon time.

## Staff Performance Evaluation

Employee \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_ Annual \_\_\_\_\_ Probationary \_\_\_\_\_

### INSTRUCTIONS

1. Employee will complete his "Over-all Self Rating" and give the form to his immediate supervisor.
2. The immediate supervisor will complete the "Supervisor's Over-All Rating" of the employee and arrange a conference with the employee to discuss the evaluation, review progress on current year's goals and objectives, and develop goals and objectives for the next review period.
3. The immediate supervisor will make 3 copies of all pages of the evaluation packet, give a copy to the employee, keep a copy for the supervisor's files, forward a copy to the senior officer who has authority over the supervisor, and forward the original to the Senior Vice President.
4. Employees with over-all ratings below 3 must complete and attach to the evaluation an action plan for improvement.

To the right indicate the value 1-5 that best describes the level of performance.

<b>JOB KNOWLEDGE – Level of knowledge and skills needed to successfully perform the responsibilities of the position.</b>						
1	2	3	4	5	Self Rating	Super-visor
Does not have sufficient knowledge to perform at satisfactory level. Needs training in several areas.	Meets minimum job requirements, but knowledge is limited. Requires frequent direction to apply skills properly.	Understands essential elements of job and properly applies procedures and techniques to perform job duties.	Possesses above average knowledge of job and job skills. Understands all phases of the job.	Possesses expert knowledge of job. Seeks additional knowledge and applies such to the overall improvement of the department.		

**Comments**

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<b>JUDGMENT – Ability to make decisions by thinking and acting in a logical and calm manner.</b>						
1	2	3	4	5	Self Rating	Super-visor
Jumps to conclusions. Lacks ability or confidence to make judgment decisions, even in daily activities.	Usually displays acceptable judgment on daily decisions. Is not able/willing to use a logical approach to decision making.	Generally demonstrates logical thinking and makes sound decisions. Attempts to use analytical approach to the decision-making process	Makes sound decisions and applies thought and analytical techniques to the decision-making process.	Displays exceptional ability to analyze and deal with a variety of situations that could become potential problems.		

**Comments**

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<b>INITIATIVE – Willingness to approach new and difficult tasks and ability to find new ways of accomplishing goals.</b>						
1	2	3	4	5	Self Rating	Super-visor
Waits for instructions and assignments. Not able to work independently. Puts forth little effort to achieve goals.	Needs frequent supervision. Rarely a self starter. May work out simple problems.	Solves daily problems and handles routine work. Needs close supervision on special projects.	Consistently offers suggestions in support of departmental goals. When necessary, performs additional work without supervision.	Sets and achieves appropriate goals. A self starter who actively makes suggestions and methods for implementing those suggestions.		

**Comments**

<b>QUALITY/QUANTITY OF WORK</b> – Accuracy, thoroughness, quantity, quality, and timeliness in fulfilling assignments and responsibilities.						
1	2	3	4	5	Self Rating	Super-visor
Unable to meet minimal job requirements. Quality and/or quantity of work unacceptable.	Minimally meets standards. Occasionally approaches expectations of job.	Meets requirements. Accomplishes assignments effectively.	Exceeds expectations. Assignments are completed thoroughly and timely. Above average performance.	Produces tangible results that are well above expectations. Performs exceptionally.		

**Comments**

<b>ORGANIZATION AND TIME MANAGEMENT</b> – Ability to plan and organize own work.						
1	2	3	4	5	Self Rating	Super-visor
Demonstrates lack of organizational and time management skills.	Understands the value of planning and organizing work but is unable to do so effectively.	Under normal circumstances effectively plans and organizes. Needs some guidance with difficult assignments.	Consistently finishes assignments. Well organized with good time management skills.	Performs consistently and effectively under the most difficult of circumstances.		

**Comments**

<b>COMMUNICATION</b> – Ability to effectively communicate with others orally and in writing.						
1	2	3	4	5	Self Rating	Super-visor
Cannot communicate with others. Lacks self confidence.	Possesses limited communication skills. Demonstrates difficulty in verbal and written communication,	Normally expresses thoughts fairly well in verbal and written communication.	Communicates easily with all levels of employees and is easily understood.	Speaks well and consistently demonstrates excellent communication skills.		

**Comments**

<b>RELIABILITY</b> – Level of responsibility assumed for job responsibilities.						
1	2	3	4	5	Self Rating	Super-visor
Requires constant supervision. Unable to perform independently.	Requires close supervision, but carries out responsibilities.	Requires occasional supervision and performs satisfactorily.	Requires minimal supervision while fulfilling responsibilities.	Requires no supervision. Can be relied on in all work situations at all times.		

**Comments**

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<b>WORK RELATIONS</b> – Willingness and ability to work with and for others, including attitude toward work, co-workers and the College.						
1	2	3	4	5	Self Rating	Super-visor
Demonstrates inability to work with others. Complains, criticizes and causes unrest among others.	Usually gets along well with others. Occasionally experiences conflict with supervisor or other employees.	Works effectively as a team member. Responds to direction well and accepts constructive criticism.	Cooperative in solving problems and easily works with others. Listens to others' ideas.	Is trusted and respected by others. Seeks constructive criticism.		

**Comments**

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<b>KNOWLEDGE OF COLLEGE POLICIES AND PROCEDURES</b> – Understanding of, adherence to, and support of established policies and procedures.						
1	2	3	4	5	Self Rating	Super-visor
Lacks thorough understanding of policies and procedures or elects to ignore or challenge policies and/or procedures.	Has minimal understanding of policies and procedures and how they relate to job. Occasionally ignores or challenges policies and/or procedures.	Has knowledge of policies and procedures and how they are integrated. Does not challenge or ignore established policies and/or procedures.	Has thorough understanding of policies and procedures, applies them routinely and supports and/or explains them to other employees.	Has complete understanding of College policies and procedures and applies them consistently in every day work.		

**Comments**

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<b>ADAPTIBILITY AND FLEXIBILITY</b> – Resourcefulness in handling assignments and solving problems. Level of versatility and flexibility.						
1	2	3	4	5	Self Rating	Super-Visor
Unable to adjust to change.	Has difficulty dealing with change.	Displays flexibility and can adjust to most changes.	Has ability to adapt easily to change.	Adjusts to any situation without problems.		

### Comments

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<b>ATTENDANCE</b> – Record of absences, arrival and departure times, and other non-College related time away from the office.						
1	2	3	4	5	Self Rating	Super-Visor
Excessively absent, tardy, or unavailable for work.	Has some difficulty in attendance and/or punctuality.	Has regular attendance and notifies in advance of any absences or tardiness.	Consistently present at work and on time. Notifies of absence in a timely manner.	Virtually perfect attendance and punctuality. Schedules absence in advance with consideration of backup.		
				<b>Total Value</b>		
Divide <b>Total Value</b> by 11 to obtain <b>Overall Rating</b> (Carry to 2 decimal places.)				<b>Overall Rating</b>		

### Comments

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OVERALL RATING	LEVEL OF PERFORMANCE
5	Performance consistently exceeds that which is expected of employee.
4	Performance frequently exceeds standards.
3	Performance is expected and considered acceptable.
2	Performance is at the minimum requirements for this position. Attach action plan for improvement.
1	Performance does not meet minimum requirements. Attach action plan for improvement.

I have discussed my performance evaluation with my supervisor. My signature does not imply that I agree.

_____	_____
Employee's Signature	Date
_____	_____
Supervisor's Signature	Date
_____	_____
Vice President's Signature	Date

## EMPLOYEE GOALS AND OBJECTIVES PLANNING

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**Employee**

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**Department**

At the beginning of the review period, develop three to five goals and objectives that the employee will be expected to achieve during the next review period. Clearly define the goals and the expected results. Prioritize those goals and objectives, using a scale of 1-Low to 5-High. Write the department or supervisor's goal to which the employee's goals and objectives support. During the year, employee and supervisor should review the goals and complete the **Results** portion of the review.

<b>Prioritize the goal and objective in terms of their importance to the job being performed.</b>	
Related Department or Supervisor's Goal:	
Goals and Objectives:	Results:
Supervisor's Comments:	
Rating:            Exceeds Requirements            Meets Requirements            Does Not Meet Requirements	

<b>Prioritize the goal and objective in terms of their importance to the job being performed.</b>	
Related Department or Supervisor's Goal:	
Goals and Objectives:	Results:
Supervisor's Comments:	

<b>Rating:</b>	<b>Exceeds Requirements</b>	<b>Meets Requirements</b>	<b>Does Not Meet Requirements</b>
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<b>Prioritize the goal and objective in terms of their importance to the job being performed.</b>			
<b>Related Department or Supervisor's Goal:</b>			
<b>Goals and Objectives:</b>	<b>Results:</b>		
<b>Supervisor's Comments:</b>			
<b>Rating:</b>	<b>Exceeds Requirements</b>	<b>Meets Requirements</b>	<b>Does Not Meet Requirements</b>

<b>Prioritize the goal and objective in terms of their importance to the job being performed.</b>			
<b>Related Department or Supervisor's Goal:</b>			
<b>Goals and Objectives:</b>	<b>Results:</b>		
<b>Supervisor's Comments:</b>			
<b>Rating:</b>	<b>Exceeds Requirements</b>	<b>Meets Requirements</b>	<b>Does Not Meet Requirements</b>

<b>Prioritize the goal and objective in terms of their importance to the job being performed.</b>			
Related Department or Supervisor's Goal:			
Goals and Objectives:		Results:	
Supervisor's Comments:			
Rating:	Exceeds Requirements	Meets Requirements	Does Not Meet Requirements

<b>Prioritize the goal and objective in terms of their importance to the job being performed.</b>			
Related Department or Supervisor's Goal:			
Goals and Objectives:		Results:	
Supervisor's Comments:			
Rating:	Exceeds Requirements	Meets Requirements	Does Not Meet Requirements

**Section: Personnel**  
**Subject: Grievance Procedure**  
**Applies to: Faculty and Staff**

### COLLEGE POLICY

A grievance is defined as an alleged misapplication or misinterpretation of any policy stated in this manual. Any other concern will be treated as a complaint.

This procedure may be used by any faculty member, full or part-time, and by any full or part-time staff, except the President.

### PROCEDURE

The faculty will elect two tenured members of the faculty for staggered two year terms; election shall be held in August. The President will appoint two members of the administration for staggered two year terms. These four Committee members will meet within ten working days of their selection to elect one additional faculty or administrative member for a two-year term whenever a vacancy occurs. The entire Committee will then meet within five working days to elect a chair. Terms will begin September 1. An individual may not serve on both the Grievance Committee and the Committee on Evaluation, Rank, and Tenure.

In the event of a vacancy on the Committee or when a Committee member is excused during consideration of a case for which he/she is a party of interest, the vacancy shall be filled according to the election/appointment process outlined above following the declaration of a vacancy. If a meeting of the faculty is not possible within those two weeks, the Chair of the Faculty, after consultation with the Executive Committee, shall name a replacement to serve until an election can be held. The Interim Committee member would continue to serve until any complaint or grievance which was in process is complete.

An eligible party who feels that there have been grounds for a complaint or a possible grievance should first discuss in an informal manner the complaint or grievance with the supervisor who has authority to resolve the alleged complaint or grievance. This informal resolution must be attempted within ten working days of the awareness of the concern.

Should the informal step fail to resolve the concern to the satisfaction of the complainant or grievant, he/she should present the complaint or grievance in writing, stating its nature or the specific Policy which is in dispute, the informal steps taken thus far with the specifically named supervisor (s) and the remedy requested.

This written complaint or grievance should be filed with the Committee on Professional Grievances and Complaints which will then attempt to investigate, mediate and resolve the complaint or grievance. They shall have fifteen working days to resolve the matter informally.

The Committee shall determine whether the matter submitted is a grievance or a complaint. Should the Committee find that the matter is not a grievance but a complaint, after investigation and mediation, they shall issue a finding to the parties directly involved. Should the complainant not be satisfied with the finding or the final action taken by the other party, he/she may, within five working days, appeal such findings or actions to the President who will render a final decision within ten additional working days. In the case of an alleged grievance, after investigation and mediation, the Committee shall issue a recommendation to the parties for a resolution. The parties directly involved have ten working days within which to accept or reject the findings of the Committee.

Should the Committee on Professional Grievances and Complaints recommend a formal hearing, or should either party request one, the Committee will select a member of the faculty or administration to serve as chair of an ad hoc hearing panel. The grievant and respondent will also each select one person of the faculty or administration. No member of the ad hoc hearing panel may be a party of interest. This three-person panel will hold a full hearing on the grievance at hand. The panel will be formed within ten working days of the request for such a hearing and will begin the hearing within ten additional working days.

The hearing will be conducted in private, and the parties will make no public statements about the case during the course of the hearing. During the proceedings, each party to the grievance may have present one advisor of his/her choice from the College professional staff.

All parties to the grievance will have the right to obtain witnesses and present evidence. If either the College or the ad hoc hearing panel feels that an independent medical and/or psychological opinion would be helpful in its deliberations, it may require the grievant to undergo a medical and/or psychological examination by an appropriate professional of the requesting party's choice and at the requesting party's expense. If the grievant fails to comply with such a requirement by the College or the ad hoc hearing panel, the ad hoc hearing panel will dismiss the grievance. The College will cooperate with the ad hoc hearing panel in securing witnesses and making available documentary and other evidence requested by the grievant to the extent not limited by law. All parties will have the right to cross-examine witnesses. Where a witness has made a statement and cannot or will not appear, and the ad hoc hearing committee determines that the interests of fairness require admission of his/her statement, then if possible, the ad hoc panel will provide for interrogatories.

The ad hoc hearing panel will grant appropriate continuances to enable either party to investigate evidence or for any other reasonable purpose. In all cases except for dismissal for cause or suspension without pay the burden of proof shall be on the grievant. In any case of dismissal for cause or suspension without pay, the burden of proof that adequate cause exists for the action shall be on the College which proof shall be by clear and convincing evidence.

The ad hoc hearing panel will not be bound by strict rules of legal evidence. Every possible effort will be made to obtain the most reliable evidence. The decision will take the form of finding of fact, conclusions, and recommended disposition of the grievance. The findings of fact, conclusions, and the recommended disposition must be based solely on the hearings, records, and pertinent College procedures in this Manual.

The ad hoc hearing panel will present its advisory decision in writing within seven calendar days of the hearing to both parties and to the President of the College.

This decision, insofar as it consists of a recommended disposition of the grievance, may be either accepted by both parties or rejected by either party. Rejection or acceptance by such party will be communicated in writing to all persons involved within seven calendar days after receipt of the decision.

If the decision is accepted by both parties, the decision of the ad hoc hearing committee shall be final. In the event of rejection by one or both parties, the President will review the findings and make a final decision on the grievance within fifteen working days of receipt of the ad hoc hearing panel report.

Should the President be a direct final party to the grievance, the grievant may file a petition to the Executive Committee of the Board of Trustees for a review of the record. Such an appeal will be filed within five working days of the decision by the President.

The Executive Committee of the Board of Trustees will review the case at its next meeting and will give a final decision on the grievance. Only when the President is directly involved will such a review take place. The Executive Committee will be the sole judge of Presidential involvement in case of a dispute over the President's involvement.

All grievances except those in the Section, Iowa Wesleyan College Policy on Sexual Harassment, will follow this process

Should any grievant initiate court or agency action on a grievance, the College reserves the right to discontinue internal procedures or to continue same to complete a record as the case may warrant. Such a decision will be that of the President on advice of the legal counsel to the College.

**Section: Personnel**  
**Subject: Hiring and Recruitment Process**  
**Applies: Staff**

### COLLEGE POLICY

The Human Resources Office coordinates all functions related to filling new or existing staff positions. All requests to fill new or existing positions are processed through this office; advertising to fill positions is coordinated through this office and resumes of interested prospects are collected through this office.

### PROCEDURE

1. The Position Description form is used to request a new position, to fill an existing position, or to update or reclassify an existing position.
2. The form must be completed and submitted to the Senior Vice President prior to advertising, recruiting or interviewing for a position.
3. If the request is approved by the Senior Vice President and the President, the Human Resources Office will advertise the position, collect resumes for the position and submit appropriate resumes to the department. The department is responsible for interviewing and reference checking.
4. After consultation with the Human Resources Office about salary and benefits to be offered, the hiring office extends a verbal and written offer and provides the Human Resources Office with a copy of the written offer.

**IOWA WESLEYAN COLLEGE**  
***Proposed Salary*** \_\_\_\_\_  
***Position Description***

This form must be completed and submitted to the Senior Vice President before advertising, recruiting, or interviewing for a position.				
Request for:	<input type="checkbox"/> New Position	<input type="checkbox"/> Replacement	<input type="checkbox"/> Position Update	<input type="checkbox"/> Reclassification
<b>OFFICIAL USE ONLY</b>				
Effective Starting Date	Ending Date	Salary	Salary Account Number	Work Hours
Status	<input type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time
Last Name	First	Initial	Position Title	Social Security Number
Department			Location	Phone Number
Supervisor			Supervisor's Title	Phone Number
Department Head			Department Head's Title	Phone Number
Briefly describe position functions. (If new position, please provide justification.)				
Do you have a specific request for where and when to run a job ad?				
Employee Signature (I have read this position description and understand its contents.)				Date
Supervisor				Date
SR VP				Date

College President

Date

List positions directly supervised by this position

NAME	POSITION TITLE	%FTE	POSITION STATUS

List positions indirectly supervised through positions listed above

NAME	POSITION TITLE	%FTE	POSITION STATUS

Describe the extent of supervisory responsibility for employees. Please indicate with appropriate response. (D=Direct responsibility; R=Effectively recommends action; or N=No authority) in front of each of the following:

- |                                                 |                                               |
|-------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Hiring                 | <input type="checkbox"/> Work Assignment      |
| <input type="checkbox"/> Performance Evaluation | <input type="checkbox"/> Reclassification     |
| <input type="checkbox"/> Complaint Resolution   | <input type="checkbox"/> Discipline/Dismissal |

Describe the nature, frequency, or closeness of supervision received by this position, after training. Include the way in which the position's work is assigned and reviewed, and the guidelines, procedures and resources available or required for use by this position.

Describe each **essential** function of this position in a separate paragraph. List the functions in descending order of importance. Be certain to tell what is done, why it is done, and what materials or equipment are used. Next, indicate the frequency with which each function is performed, i.e., D=Daily, W=Weekly, M=Monthly, etc.

Finally, using percentages of not less than 5%, estimate the distribution of the total working time on an annual basis. Total percentages of time must add up to 100% regardless of the % of time of appointment.

FR EQ UE NC Y	FUNCTIONS	% OF TIME

Describe the skills, knowledge, and abilities that are **essential** for successful performance of this position. List them in descending order of importance and describe the required level of each in terms of functions performed.

Next, indicate the function(s) for which each skill, knowledge and ability is required.

FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES

Only when applicable, please describe the physical characteristics of the **essential** job functions to be performed.  
(Employers are prohibited from discriminating against qualified individuals with a disability in connection with employment. However, disabled individuals must be able to perform the essential functions of the job.)

FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES

Describe the special conditions of employment which apply to this position.

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**Section: Personnel**  
**Subject: Release of Employee Information**  
**Applies to: Faculty and Staff**

### COLLEGE POLICY

The College protects the confidentiality of current and former employees and releases information under limited circumstances. All requests for information are answered from employee records.

### PROCEDURE

Only verification of information will be made over the phone and will be limited to the following:

- Name
- Employment dates
- Current or last position held

Requests for information from a lending institution must be written and accompanied by a signed authorization from the employee authorizing release of the information. The following information will be released if authorized by the employee:

- Employment dates
- Current or last position held
- Base hourly or monthly rate of pay
- Average number of hours worked per week
- Year-to-date gross earnings
- Prior calendar year gross earnings