WASHINGTON COLLEGE POLICY REVISIONS 2014
The Washington College Handbook was created to give employees a reference guide to working at Washington College. The Handbook contained College Policies, procedures, benefits, and important information for new employees. The Handbook was issued to new employees upon the start of their employment.

- The current version of the handbook was last updated in 2004.
- When printed, the current version of the handbook is over 250 pages long.
• The handbook has been updated approximately every 5 years
• In 2010 the college began planning for revising the handbook
  o This included assembling a Handbook Taskforce composed of faculty members, key staff, and representatives from various departments.
  o The Handbook Taskforce is advised by the Director of Human Resources and the College’s team of legal counselors.
MEET THE HANDBOOK TASKFORCE
CURRENT AND PREVIOUS MEMBERS

• Alan Chesney
• Student Intern
  Meagan Symes
• Kristina Kelley
• Darnell Parker
• Annie Coleman
• Paul Renshaw
• Jeani Narcum

• Sharon Sledge
• Michele Volansky
• Penney Farley
• Drew Hoffman
• Susan Vowels
• Tammy Morton
Beginning in the fall of 2011, the Handbook Taskforce met on a monthly basis to review and revise college policies. The Taskforce used the following criteria to review and revise each policy:

- Is the policy consistent with federal and state laws?
- Is the policy consistent with current college practices?
- Is the policy relevant to the current college programs, procedures and benefits?
- Does the policy contain errors?
- Does the policy contain confusing or unnecessary language?
- Are the figures and data contained in the policy accurate and current?

As of December 2013, most College Policies have been reviewed and revised.
As part of continuing efforts to go Green, the College has transitioned from a paper copy of the entire Handbook to a webpage of College Policies linked to the Human Resources site.

The webpage provides employees with a very easy and beneficial way of viewing the College Policies.

This is a work in progress!
The College Policies page can be found at the following link:
hr.washcoll.edu/policies.php

The College Policies page can also be found by visiting the Office of Human Resources website and selecting Washington College Policies from the main navigation menu.
The **Purpose**, located at the top of the page, describes the conditions, limitations, and purpose of the College Policies.
Policies News will feature revisions and updates to current policies and introduce new policies.
The College Policies page offers two convenient ways to view policies:

1. View policies by *topic*

1. View policies alphabetically by *title*
Policies are arranged in groups by **topic**.
To view all policies in a topic group, click the topic heading.
Washington College offers a comprehensive benefit package for full-time and part-time benefit eligible employees.

- Blood Bank Membership
- Christmas Club
- Credit Union Membership
- Dental Insurance
- Educational Programs (Tuition Waiver, Exchange, Educational Assistance)
- Employee Assistance Programs
- Flexible Spending Accounts
- Health Insurance
- Life Insurance, LTD and AD&D
- Retirement Plan
- Unemployment Insurance
- Vision Insurance
- Worker’s Compensation

For more information about Washington College Benefits please visit the Benefits page.

This will reveal a list of all policies related to the selected topic.
Policies by Topic

- Office of Human Resources
- Benefits

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VIEWING POLICIES BY TOPIC

To view a policy from the list, simply click the policy title. You will be re-directed to the page for that policy.
Below the policy topic menu, policies are listed alphabetically by title.
To view all policies for a specific letter, simply select the letter from the alphabetical ticker.
WASHINGTON COLLEGE POLICIES PAGE
VIEWING POLICIES BY TOPIC

- Life, AD&D and Long-Term Disability Insurance
- Lost and Found
- Mission and Vision Statement
- Overtime

VIEWING POLICIES BY TITLE

This will re-direct you to a list of the policies with title that begin with the selected letter.
To view a policy from the list, simply click the policy title.
You will be re-directed to the page for that policy.
Once you have selected a policy to view, you will be re-directed to the page for that policy.

*Depending upon your browser settings, the policy page may open in a new tab or browser window.*
The policy title will appear next to the College Policies heading.
The **policy text** will appear below the title.

Longer policies are broken into sections while some policies feature graphics, links, and interactive forms.
The policy revision date is listed under Policy Information. This date listed reflects the date when the policy was last reviewed, revised or updated.
Policies can be downloaded at your convenience and saved to your computer to be viewed or printed.

To download and view the policy as a PDF, click the download link. Depending upon your browser settings, the PDF may open in a new tab, window, or start to download.

For assistance with PDFs or Adobe Acrobat please contact the OIT Helpdesk.
Animals in the Workplace

In general, animals other than those essential or academic purposes are not permitted in buildings or at official College events to all members of the College and apply to trained assistance service for which they are on campus please contact taking place, please report

POLICY INFORMATION
Rev: 01/2009
Download Animals in the Workplace Policy (PDF)

RELATED POLICIES & LINKS
Whistle Blower Policy

To view the document or link, select the item from the list.

Additional policies, forms, documents or links relevant to this policy are listed under Related Policies and Links.
Once you have finished viewing a policy, **click Return to Policies List** to return to the College Policies page.
The following policies have undergone substantial revisions:

- Acceptable Use Policy for Washington College Information Technologies Resources
- Administrative Closing Pay
- Appearance Guidelines
- Consensual Relationships Policy
- Drug Free Workplace
- Educational Programs
- Grievance Policy
- Harassment Policy
- Introductory Period
- Leave Plans
- Military Leave
- Overtime Pay
- Reduction In Force
- Safety and Accident Policies and Procedures
- Selection Process
- Sexual Harassment Policy
- Smoking
- Solicitation and Contributions
- Termination Policy
Acceptable Use Policy for Washington College Information Technologies Resources

POLICY SUMMARY:
This policy outlines acceptable use for Washington College OIT resources and property.

POLICY CHANGES:
This policy has been modified to comply with current OIT standards.
Administrative Closing Pay Policy

POLICY SUMMARY:
This policy outlines the procedures for paying employees when the College has a delayed opening or closure due to emergencies and inclement weather.

POLICY CHANGES:
This policy has been revised to change the way employees are charged for leave if they have scheduled approved leave time on a day that the College closes.
Appearance Guidelines

POLICY SUMMARY:
This policy outlines appearance expectations for college employees.

POLICY CHANGES:
This policy has been revised to determine appropriate dress based on departmental requirements.
Consensual Relationships Policy

POLICY SUMMARY:
This policy summarizes the College’s stance on Consensual Relationships with students, and the procedures and reporting requirements should an employee be engaged in a Consensual Relationship with a student.

POLICY CHANGES:
Discourages certain consensual relationships and identifies reporting requirements.
Drug Free Workplace

POLICY SUMMARY:
This policy complies with Federal law requiring a drug-free environment.

POLICY CHANGES:
Sets specific guidelines for drug testing when there is reasonable suspicion and provides random drug testing when required of certain positions by law.
Educational Programs

POLICY SUMMARY:
This policy provides information about the Educational Programs available to benefit-eligible employees.

POLICY CHANGES:
Eliminated the one year waiting period for employees and dependents.
Grievance Policy

POLICY SUMMARY:
This policy applies to any work related grievance including sexual harassment and all claims of discrimination. The policy is designed to provide a timely and fair resolution of all grievances.

POLICY CHANGES:
This policy has been revamped to clarify procedures for filing a grievance.
Harassment Policy

POLICY SUMMARY:
Harassment in any form, whether based on race, color, sex, religion, national origin, disability, sexual orientation, gender identity or expression, age, marital status, citizenship status or military service is prohibited at Washington College.

POLICY CHANGES:
Modified to comply with current Title IX guidelines.
Introductory Period

POLICY SUMMARY:
Outlines the procedures when in the first 90 days of employment of Washington College.

POLICY CHANGES:
Revised the title (previously called “Probationary Period”) and identified the process for evaluating performance.
Leave Plans

POLICY SUMMARY:
This policy outlines the procedures for requesting and taking leave and defines accrual rates and eligibility for employees.

POLICY CHANGES:
Changes are intended to clarify the administration of existing plans. Charts have been created to describe accrual rates based on employment status.
Military Leave

POLICY SUMMARY:
This policy outlines the procedures for Military members who must take leave when called to active duty.

POLICY CHANGES:
Policy has been revised to provide an employee with choice of paid vacation or unpaid leave of absence.
Overtime Pay

POLICY SUMMARY:
This policy defines overtime and payment procedures when an eligible employee works in excess of 40 hours during a pay period.

POLICY CHANGES:
Policy has been revised to include authorized leave in the calculation of hours worked.
Reduction in Force (RIF)

POLICY SUMMARY:
This policy outlines the procedures in the event it becomes necessary for the College to eliminate positions because of financial constraints.

POLICY CHANGES:
Provides benefits to employees whose positions are eliminated for budgetary reasons.
Safety and Accident Policies and Procedures

POLICY SUMMARY:
This policy outlines procedures and policies as they apply to safety, injury and emergency situations.

POLICY CHANGES:
Revamped to include the most up-to-date safety requirements on campus along with the development of the Safety Committee, Emergency Operations Group (EOG) and Building Coordinators.
Selection Process

POLICY SUMMARY:
This policy defines procedures and requirements of Hiring Officials when selecting candidates for interviews and hire.

POLICY CHANGES:
Updated to match current Human Resources procedures during the application and selection process by identifying the online application process and minimum requirements for job positions.
Sexual Harassment

POLICY SUMMARY:
Washington College prohibits sexual harassment of any member of the community – whether faculty, student, or employee – by any person.

POLICY CHANGES:
Modified to comply with current Title IX guidelines.
Smoking Policy

POLICY SUMMARY:
This policy defines where on campus smoking is prohibited.

POLICY CHANGES:
Updated to match the Code of Conduct policy.
Solicitation and Contributions

POLICY SUMMARY:
The College prohibits solicitation during working hours.

POLICY CHANGES:
This policy has been revised to clarify the purpose and guidelines for solicitation on campus.
Termination Policy

POLICY SUMMARY:
Outlines the procedures and policies as they apply to termination of a Washington College employee through discharge, retirement or resignation.

POLICY CHANGES:
This policy has been updated to coordinate with current procedures of termination at Washington College. All letters of termination require the signature of the Director of Human Resource.
The policies listed below are still under revision and employees should expect to see updates for these policies in the next few months. Notification of these revisions will be posted in the **Policies News** section of the College Policies page.

- **Grievance Policy**
- **Attendance Policy**
- **Retirement Plan- Institutional Plan**
- **Benefit policies related to insurance (i.e. health, dental, vision, flexible spending)**

Policies that are under revision are indicated as such on the page for the policy.
The following policies are new to the College Policies:

- Social Media Use
- New Position Request Policy
- Service Awards
- Mission and Vision Statement
- House Keys for Employees
- Honor Code
- Whistleblower Policy
Social Media Use Policy

This policy provides “Appropriate Use Guidelines” for using social media, and expectations for use of social media in the workplace.

• Faculty and professional staff, including supervisory employees, are expected to use good judgment if interacting with students or colleagues via social networking websites, and if posting information about the College or their employment on such sites or blogs.

• Faculty or staff members who manage social media as representatives of Washington College are responsible for following all normal expectations for professional behavior as representatives of the College.
New Position Request Policy

The purpose of this policy is to articulate a process and timeline for approving new staff positions which will be incorporated into the budget.

• The process will ensure that staffing decisions are made systematically, balancing the needs of the College with the fiscal resources available.

• The approval process will ensure that all requests for new staff positions are given fair and full consideration before priorities are established.
Service Awards Policy

The purpose of this policy is to recognize and show appreciation to those employees who have demonstrated their interest in serving Washington College through continued employment.

- Full-time benefit-eligible employees are eligible to receive the appropriate service award for every 5 years of service, beginning with 5 years of service.

- The longest serving employee will be recognized.

- Years of service are determined using an effective date of December 31.
Mission and Vision Statement

The Mission and Vision Statement will now be included under College Policies as it defines the values of the College and sets the standard of behavior and conduct for all members of the Washington College community.
Honor Code

The Honor Code will now be included under College Policies as it applies to Faculty, Staff and Students.
NEW POLICIES

House Keys 4 Employees

Washington College has joined the Maryland Community Development Administration’s newest homeownership initiative, House Keys 4 Employees (HK4E). An employer partnership program, HK4E helps Maryland’s workforce become homeowners through a creative matching funds program with the State of Maryland. This policy outlines the benefit limitations and application procedures for employees interested in buying a home.
Whistle Blower Policy

The College strongly encourages any employee or student to report suspected or actual wrongful conduct by a College contractor/vendor, student or employee that may include but is not limited to any of the following:

- violation of state or federal law or regulations;
- fraud;
- misappropriation or misuse of College, or government resources (financial or human);
- action or failure to act that endangers the health or safety of the public, students or employees;
- abuses of authority;

The Whistle Blower policy identifies the procedures for reporting violations of Federal and State law or College policies to the Whistle Blower, and outlines the process of investigation. The Whistle Blower hotline can be reached by dialing (855)-209-9562.
Relevant College policies and other helpful resources are located on the Supervisor Resources page including:

- Recruitment and Employment policies and procedures
- Disciplinary Action policies and procedures
- Performance Review program
- Lynda online training
While the College reserves the right to change policies unilaterally at any time, employees may recommend changes to policies. The procedure for proposing changes to existing policies or the creation of new policies is outlined below:

- Submit proposal for change or creation of a policy to the Director of Human Resources.
- The proposal is reviewed by Director of Human Resources and presented to Senior Staff, Administrative Council, Faculty Council and Staff Council.
- When the proposal is approved by Senior Staff, the President of the College and reviewed all councils, the change or new policy will be communicated to the campus by the Office of Human Resources and updated on the College Policies page.
QUESTIONS AND ANSWERS