A Tradition of Excellence

Throughout his life, George Washington was committed to higher education and the pursuit of his ideals. His leadership helped to inspire and guide a new nation and "the College at Chester."

Since its inception, Washington College has fostered a tradition of academic excellence. The many accomplishments of our graduates and faculty are a testament to that tradition.

In an intimate and creative environment, students are given the support they need to succeed in college and in life. A community that nurtures scholarship, leadership, and character... that's Washington College.

We share a proud past and an exciting future. Join us in continuing a tradition of excellence.
Welcome to Washington College

Dear Washington College Staff Members:

It is my pleasure to welcome you to Washington College. I extend my sincere best wishes to you or success and fulfillment in your new roles as members of the College community. To those of you who are already active participants in the fulfillment of the mission of Washington College, I wish to express my appreciation. Let us join together to continue the tradition of excellence at Washington College.

This 2004 edition of the Washington College Employee Handbook has been updated to provide current information on policies, procedures and benefits. It is your responsibility to read the material contained herein. If you have questions on any topics, please discuss them with your supervisor or Human Resources.

I have an open door policy. Please let me know how I might be able to support you in your career at Washington College.

It is my hope that you will grow as the College grows and find Washington College a satisfying place to work.

Sincerely,

Kiran Taunk
Director of Human Resources
A MESSAGE FROM THE PRESIDENT

Welcome to the Washington College family. Everyone here is a vital partner in our mission to provide the best possible education for our students. Whatever role you play, you are an ambassador for Washington College. You may create that critical first impression with a campus visitor, you may represent the College at a professional meeting or campus gathering, or you may work behind the scenes, helping keep the College running smoothly. Regardless, I ask you to join me in approaching your responsibilities with respect and pride.

For its part, the College will continue to strive to maintain a work environment conducive to the health and well-being of our employees. I encourage you to pursue opportunities for professional development in your area, and to share with me your ideas about further advancing the institution.

I hope you will find your work here both challenging and rewarding.

Baird Tipson
President
Our Mission

In 1782, George Washington agreed to give his name to Washington College, an independent institution of the liberal arts and sciences on the Chester River, at the edge of the Chesapeake Bay. Here the College's founder, William Smith, sought to create an environment in which students would think "closely and justly," develop the arts of "writing, speaking, acting, and living well" and thus be freed from "all prejudices, with relations to idle disputes, distinctions, and opinions, till liberal education and ripe judgment should make them capable of thinking for themselves." More than two centuries later, Washington College continues to affirm these ideals.

Washington College seeks to develop in its students the habits of analytic thought, aesthetic insight, imagination, ethical sensitivity, and clarity of expression. These qualities of the mind are the result of excellent teaching, of active inquiry, and of a wide range of experiences and social interactions in an intimate community of cultural, social, and political diversity. The College also strives to enrich the cultural and intellectual life of its regional community.

Each student explores a range of disciplines in the humanities, the social sciences, and the natural sciences and concentrates on a major academic program that culminates in a significant independent project. Unhurried conversation and personal associations complement instruction and study. Thus, the College affirms the importance of its residential tradition with its opportunities to engage in the arts and sciences, athletics, service, and social activities in the company of people of varied backgrounds, experience, and interests. The College also offers certification programs, graduate studies, and opportunities for lifelong learning.

Engaged in these activities, students develop the knowledge, skills, values, and commitments necessary for success in a world of rapid information expansion, increasing technological and cultural complexity, and shifting work patterns. The College thus endeavors to prepare its graduates for further education, productive careers, responsible citizenship, and personal fulfillment so that they may contribute to their communities, nations, and world.
About the Handbook

This staff handbook sets forth the key policies, goals and expectations of Washington College for all employees other than members of the Faculty. The purpose of this handbook is to answer some of your important questions regarding employment policies and procedures, benefits, and campus services. If all of your questions have not been addressed, or if you require additional information, please ask your supervisor or Human Resources for assistance. This version of the staff handbook, as issued in March 2004, supersedes and takes precedent over all previously issued staff handbooks.

This handbook does not address all of the situations that may arise or all of the policies and rules that are in place in all of the College’s departments and programs. Furthermore, this handbook is a living document; some of its provisions will change over time. Human Resources will advise all employees, on a timely basis, as changes occur and distribute updated pages to be included in your binder. These updates will also be posted on the College’s website in the Human Resources section.

This handbook is not a contract of employment and should not be interpreted as such. Maryland is an “employment-at-will” state; both the employee and the employer may terminate the employment relationship at any time for any reason. This handbook does not change that relationship.

Only the President and the Vice President for Finance and Management have the authority to bind the College to any agreement relating to staff employment. Any such agreement, moreover, shall be in writing.
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Chapter 1

RECRUITMENT AND EMPLOYMENT

1.0 Employment Categories

1.1 Exempt Employee
An exempt employee is an employee who is not covered by the Fair Labor Standards Act's minimum wage and overtime provisions. Whether an employee is exempt depends on the duties, responsibilities, and salary of the position. In general, executive, administrative and professional personnel are considered exempt employees. The position description specifies whether or not a position is exempt. Exempt employees are often described as salaried employees.

1.2 Non-Exempt Employee
A non-exempt employee is an employee who is covered under the Fair Labor Standards Act's minimum wage and overtime provisions. A non-exempt employee is eligible for overtime pay. Under current law, when a non-exempt employee works more than 40 hours in a week (defined as Saturday through Friday), the employee is entitled to premium overtime pay. Non-exempt employees are often described as hourly employees.

1.3 Regular Employee
A regular employee is an employee who is hired for an unspecified period of time in a position that is normally continued from year-to-year on a 9, 10 or 12-month basis. Regular employees are eligible for benefits in addition to benefits required by federal or state law.

1.4 Temporary Employee
A temporary employee is an employee who is hired for a period of time based upon the needs of the College. A temporary employee is not eligible for benefits (except for the benefits required by law).

1.5 Full-Time Employee
A full-time employee is an employee whose normal work schedule is at least 35 hours per week.

1.6 Part-Time Employee
A part-time employee is an employee who is normally scheduled to work less than 35 hours per week.
2.0 Position Description

Regular exempt and non-exempt positions at the College have a written position description. The position description specifies essential functions and responsibilities as well as required background, education and experience. The department director and the Director of Human Resources will approve all position descriptions.

3.0 New and Vacant Positions

The Human Resources Department (hereinafter referred to as “Human Resources”) is responsible for posting position announcements for open positions at the College. Position announcements are circulated to the staff via e-mail. They are also posted on the Washington College website and on the Human Resources’ Bulletin Board located in Bunting Hall, Lower Level. Position announcements are also routinely published in the appropriate newspaper.

4.0 Application Process for New and Vacant Positions

An employee who is interested in applying for an open position should follow the application process outlined in the position announcement. All applications are to be sent to the Director of Human Resources. The Director of Human Resources is responsible for helping to facilitate the hiring process for all staff positions at the College. An employee is required to complete one year of satisfactory service in his/her current position before a transfer to an open position will be approved; however, an employee may apply for a position before the 12-month requirement is met if the appointment to the opening is reasonably expected to be effective after the employee’s 12-month anniversary. Prior to accepting a new position at the College, internal applicants are asked to notify their current supervisor that they have plans to accept the position. Additionally, plans should be made to allow for a transition mutually satisfactory for both departments.

5.0 Employment of Relatives

The College has determined that because Chestertown is located in a rural community, with a limited labor market, a policy that allows for the employment of relatives is a benefit to the institution. Members of an employee’s immediate family may apply for employment with the College and will be given full consideration, based exclusively on the comparative qualifications of the applicants generated by a fair and open search. Special consideration in hiring is not given to
relatives of current employees. A department director or supervisor may not hire or supervise a relative.

6.0 Applicant Review and Selection Process

The details of the applicant review and selection process may vary depending upon the department and the position. The College favors a search committee approach for candidate identification and selection. The process may include an intradepartmental, multidisciplinary committee that is appointed to select the best candidate for a position. With the approval of the Director of Human Resources, it is possible for the selection process to be carried out by a department supervisor.

7.0 Documents Required for Employment

The federal government requires that all new employees must complete the I-9 form and present valid documentation to verify identity and eligibility to work in the United States. An individual must also have a social security number in order to receive compensation from the College. This paperwork should be filed with Human Resources prior to the employee's start date but in no instance later than three business days after the employee's start date.

8.0 Letter of Appointment

A new employee will receive a letter of appointment from the President or the Vice President for Finance and Management for review and acceptance when he/she begins employment with the College. If an employee's employment status changes materially, a new letter of appointment will be written for review and acceptance.

9.0 Training Period

When an individual is hired for a new position at the College, the employee will meet with his/her supervisor to review the position description, establish an appropriate work schedule and designate the length of the employee's initial training period. The length of the training period for a new employee will be determined and documented at the beginning of a new work assignment. The length of a training period may vary depending upon the department and the type of position
(usual range: 3–6 months). An employee’s initial training period may be extended by a supervisor for a specified period of time with the approval of the Director of Human Resources.

At the conclusion of the designated training period, the employee will meet with his or her supervisor(s) to participate in a performance review. This review provides a valuable opportunity to evaluate the compatibility of the position and the employee. This initial review will include a written performance appraisal. The performance appraisal includes evaluation of the employee’s ability to meet the position requirements, the employee’s assets, job-related goals and objectives, and plans for further training and professional development.

10.0 Reassignment

Washington College recognizes the need for flexibility in regard to each employee’s position and the goals and objectives of a department and the College. The director and supervisor(s) of a department may decide to reorganize or change materially the duties and responsibilities of the personnel in a department or of an individual employee in order to best utilize each individual’s skill sets and to better meet the department’s goals and objectives. In advance of any changes to a position description or reorganization within a department, the supervisor(s) will meet with the employee(s) involved to discuss the proposed changes. A revised position description must be submitted to the Director of Human Resources for approval. If an employee’s employment status changes materially, a new letter of appointment will be written to confirm the change. For minor changes, a Personnel Change Form will be used to document the change. The employee will receive a copy of the appointment letter or Personnel Change Form and the original will be placed in the employee’s personnel file.

11.0 Discipline

Disciplinary action is considered a dimension of the performance evaluation. It is a process to help employees overcome work-related shortcomings, strengthen work performance and achieve success. In the case of minor work performance problems (not involving honesty, threats to operation or safety of employees) a private discussion between the supervisor and the employee is the first step in the positive discipline procedure. The supervisor should specify the job performance or conduct that is not acceptable and the actions necessary to correct the performance problem.

In instances of a major shortcoming or of repeated minor performance issues, written notice will be given to the employee and made part of the employee's permanent personnel record that is
maintained by Human Resources. Failure by an employee to be responsive to such written warnings will lead to further disciplinary action including suspension without pay and/or discharge.

In the case of alleged serious misconduct, the employee will be suspended immediately (without pay) and required to leave the campus. Serious misconduct generally includes behavior or actions that could threaten the physical or mental well-being of members of the College community or the reputation or standing of the College. Following an incident that involves alleged serious misconduct, the immediate supervisor, the department director, and the Director of Human Resources will meet to discuss the alleged misconduct and to develop an appropriate action plan. The action plan should include an investigation and interview(s) with the appropriate personnel. All meetings, findings, and outcomes will be documented in the employee's personnel record that is maintained by Human Resources.

The employee has the right to see any written notices reporting disciplinary actions or any evaluations in his/her personnel file. If the employee feels that the performance evaluation or disciplinary process is unfair, he/she may file a grievance.

12.0 Termination of Employment

12.1 Resignation
Resignations should be submitted in writing to the employee's supervisor with a copy to the Director of Human Resources in a timely fashion (normally at least two weeks prior to the last day of work) to permit the replacement process to be undertaken and to provide for an organized transition. A date for departure should be discussed with the supervisor and mutually agreed upon.

12.2 Retirement
An employee who plans to retire is asked to notify his/her supervisor and the Director of Human Resources as soon as possible. It can require three to four months to plan for the commencement of retirement benefits.

12.3 Discharge
A supervisor or department head may discharge an employee after a recommendation for discharge and documentation of specific behaviors and/or performance issues have been reviewed and approved by the Director of Human Resources. Until the documentation and investigation is completed and approved, an employee may be placed on suspension without pay if the supervisor or department head considers the employee a threat to members of the College.
community, College property, or the effective operation of the College's programs or processes. A discharged employee will be presented with a Discharge Form identifying the specific behaviors and performance issues upon which the discharge is based. The appropriate supervisor and/or department director and the Director of Human Resources will sign the Discharge Form. If the employee is unavailable to receive the Discharge Form, the form will be mailed to the employee at the address on file with Human Resources.

An employee who disagrees with the Discharge Form may complete the rebuttal section of the Form, sign the Form and submit the completed Form to the Director of Human Resources within five days of the date of the Discharge Form. The employee may also file a grievance with the Vice President for Finance and Management, (as described in Chapter 4, Section 6.1).

12.4 Exit Process
At the time of voluntary or involuntary termination of employment, the employee should meet with both his/her supervisor and Human Resources.

The supervisor will collect the employee’s ID, keys and other College property and prepare an Exit Clearance Form for the employee to sign.

Human Resources will conduct an exit interview that will include a discussion of any continuation of benefits options available to the employee.

An Exit Clearance Form is to be received by Human Resources, all property is to be returned to the College, the employee account is to be cleared, and Human Resources is to have completed the exit interview prior to the last day of work so that the final paycheck can be released on time.

12.5 Elimination of Positions
The Vice President for Finance and Management may eliminate a position if financial constraints or changes in the College's organizational structure require such action. Employees will be provided written notification from the College of the effective date of the change. An employee whose position is being eliminated will be given appropriate consideration for other vacant positions for which he/she may be qualified, but if no such position is available, employment with the College will be terminated.

12.6 Severance Pay
Washington College does not provide severance pay to employees upon termination.
13.0 Salary Administration

The College pursues the goal of compensating employees fairly and competitively. The administration evaluates the data from several sources in order to decide upon a fair and competitive salary range for each position at the College. Data is gathered from the following sources: College and University Professional Association for Human Resources; Maryland Department of Labor, Licensing and Regulation; local employment markets; and ad hoc surveys.

Pay for individual positions is reviewed at least annually, following the completion of annual performance reviews. The adjustments reflect a number of factors including the employee performance as reflected in the annual performance review, changes in the cost of living, and efforts to compensate employees in a more competitive manner based on comparable positions in the job market. Employees who commence employment in a new position after March 31 will only be eligible for comparability adjustments. The schedule for pay adjustments will be published in the spring after the Board of Visitors and Governors of Washington College approves the College budget.

The College has a relatively small staff, and employees may need to fill-in for other employees who have left or are on leave. Normally, an employee working temporarily in a position with a higher pay is not provided a salary adjustment nor entitled to acting pay. If the out-of-class assignment continues for a significant duration and the duties are substantially greater, the Vice President for Finance and Management may authorize acting pay which may take the form of an increase in the authorized pay rate or one or more “bonus” type payments.

Pay adjustments outside the normal annual review process are authorized only in exceptional circumstances and must be reviewed and approved in advance by the Vice President for Finance and Management.

In general, all full-time (12 month) College employees are paid bi-weekly (26 or 27 pay periods per year). Payday is every other Friday. For an hourly employee, the gross amount of the check should normally be equal to the hours worked during the pay period multiplied by the employee’s hourly rate. Any premium time adjustments are added to the normal gross amount. For a salaried employee, the gross amount of the check will be 1/26th or 1/27th of the employee’s annual salary.

The College is required by law to make payroll deductions for social security, Medicare, and federal and state income taxes. The College is also required to deduct any court-ordered garnishments. In addition, the College deducts the employee’s portion of any elected benefits with the written authorization of the employee.
14.0 Hours of Work

Normal work hours are 35 or 40 hours per week. Full-time office and clerical personnel generally work 35 hours per week from 8:30 a.m. to 4:30 p.m., Monday through Friday, with one hour for lunch. Most maintenance and dining services employees and some other classifications work a 40-hour week, the schedule of which is determined by the department. The operation of certain departments may necessitate a variation from the normal schedule; any variation from the normal schedule must be approved by the Director of Human Resources. The supervisor or director will inform staff members, upon hiring, of the specific work schedule for that position. College policy allows two fifteen minute breaks per full day, normally one in the morning and one in the afternoon.

Work schedules for exempt employees may vary because of coordination with academic needs, special events, or the needs of individual departments. Exempt employees are expected to meet the responsibilities of their work assignments within the framework of the College's normal work schedule, with reasonable latitude for irregular workloads or special demands.

Non-exempt employees are required to submit a time sheet noting all hours worked and any leave taken to their supervisor on a bi-weekly basis or to use the time clocks provided by the department. Time sheets for service workers are due to Human Resources by 9:00 am on the Monday prior to the Pay Friday; time sheets for all other employees are due the Monday following the Pay Friday. A time sheet is not valid unless it is signed by both the employee and the employee's supervisor.

Exempt employees are required to submit a time sheet to their supervisor on a bi-weekly basis. If no leave is taken, a time sheet for the bi-weekly period is still required. Time sheets are due to Human Resources by 9:00 am on the Monday following the Pay Friday. A time sheet is not valid unless it is signed by both the employee and the employee's supervisor.

15.0 Overtime

During certain peak periods, additional work may be required during a normal workweek. Only non-exempt employees are eligible for overtime compensation, exempt employees are not eligible for overtime compensation. All overtime must be directed and approved by the employee's supervisor in advance. Supervisors should seek approval of substantial overtime commitments from the Vice President for Finance and Management prior to assigning overtime work. For the purpose of computing overtime, a workweek is defined as Saturday through Friday. Hours worked between 35 and 40 hours are paid at the employee's regular hourly rate of pay. Overtime wages
at one and a half times the employee's normal hourly rate will be paid for work in excess of 40 hours per week. Leave time will not count as hours worked.

16.0 Performance Reviews

The performance review is designed to promote discussion between employees and their supervisors regarding current job responsibilities, performance of assigned duties, concerns that may have arisen on the job or any other pertinent topics. The annual review covers performance in the fiscal year under review, expectations in the following year, and the employee's own personal assessment of his or her performance.

In general, regular employees are evaluated on an annual basis. The annual review is one factor used as a basis for an employee's annual increase. Performance reviews also take place after an employee successfully completes his/her initial training period. The length of a training period may vary depending upon the department and the type of position (usual range: 3–6 months).

17.0 Secondary Employment

An employee should disclose to his/her supervisor or department director any arrangements for secondary employment. Certain positions may be ineligible for secondary employment or types of secondary employment because of the nature of the duties performed for the College. An employee accepting outside employment must understand that any resulting conflicts must be resolved in favor of Washington College.

An employee holding secondary employment which conflicts with employment at the College or results in a decline in job performance at the College may be asked to leave his/her secondary positions or face discipline up to and including discharge.

A regular full-time employee may not accept secondary employment with the College except for the following: 1) participation in the TEAM program, 2) an instructional assignment offered by the Dean and Provost, 3) employees whose primary assignment is an assistant coach or an assistant athletic trainer position, or 4) an assignment approved by the Director of Human Resources after consultation with the Vice President for Finance and Management.
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Chapter 2

LEAVE PLAN

1.0 General

Regular full-time employees begin earning paid leave starting on the first day of employment with the College. Regular full-time employees are able to use earned leave after the employee has worked for 90 calendar days. Example: An employee who begins work on September 1 will be eligible to begin to use paid leave on November 30.

An employee should request sick leave as early as possible prior to the employee’s scheduled starting time. Employees are required to request vacation and personal leave in advance from their supervisor. A supervisor has the discretion to grant or deny leave based on the needs of the College.

2.0 Holiday Leave

Holiday leave is a benefit that provides eligible staff with paid time off to celebrate certain national and other holidays. The amount paid for each day on holiday leave is the amount the employee would earn for a normal workday.

2.1 Eligibility

2.1.1 Full-time Employees

Full-time regular employees are eligible for holiday leave (except as provided by the subsections below).

2.1.2 Part-time Employees

Part-time regular employees with at least half-time appointments are eligible for holiday leave after one year of service. Holiday leave for part-time regular employees is prorated (based upon the percentage of time worked during the previous anniversary year).

2.1.3 Newly Hired Employees

A newly hired full-time regular employee commencing employment after October 31 is eligible for Christmas Day and New Year’s Day holiday pay during the winter break, but
he/she will not be eligible for holiday pay for the other days during the winter break. The winter break usually begins on Christmas Eve and continues through the first work day after New Year's Day.

2.1.4 Employees With Less Than 12-Month Appointments: Employees with less than 12-month appointments are not paid for holidays that do not fall within their appointment period.

2.2 Holiday Leave Days
- Friday of Spring Break
- Monday following Commencement
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve through the first work day after New Year's Day

2.3 Other Holidays
The College recognizes that some employees may wish to celebrate religious and other holidays. Employees may use earned vacation or personal leave to observe these holidays with approval of their supervisor.

2.4 Variations in Normal Holiday Schedule
2.4.1 The first work day after New Year's Day
The day prior to Christmas Eve will be substituted for the first work day after New Year's Day when New Year's Day falls on a Wednesday through Saturday.

2.4.2 Monday following Commencement
Buildings and Grounds, Dining Services and Public Safety may substitute one of two alternate dates for employees to observe this holiday. The substitution plan must be based on departmental work requirements, include all members of the department, and be approved by the Director of Human Resources.

2.4.3 Independence Day
When July 4 is a Saturday, the holiday will be observed on the preceding Friday. When July 4th is a Sunday, the holiday will be observed on the following Monday.

2.4.4 Other Variations
The College reserves the right to change the holiday schedule to serve the needs of the institution. The holiday schedule is published and distributed by Human Resources in January each year. It is unlikely that the College would deviate from the published schedule.

2.5 Payment in Lieu of Time Off

2.5.1 Non-Exempt Employees
Regular non-exempt employees required to work on an official College holiday will be paid at one and one-half times their regular hourly rate for actual hours worked on the holiday in addition to the regular holiday pay.

2.5.2 Exempt Employees
Regular exempt employees are not paid extra for working on an official College holiday. An exempt employee may, however, with the approval of the employee’s supervisor, substitute the College holiday for a normal workday during the same pay period.

3.0 Vacation Leave
Vacation leave is a benefit that provides eligible employees with paid time off to take vacations and pursue other personal endeavors. It is expected that vacation leave will normally be scheduled well in advance of the leave. The amount paid for each day of vacation leave is the amount the employee would earn for a normal workday.

3.1 Eligibility
3.1.1 Regular full-time exempt and non-exempt employees who work 12 months per pay are eligible to take vacation leave.

3.1.2 After one year of service, regular part-time exempt and non-exempt employees who work 12 months per year and at least half time, are eligible to take vacation leave. Eligible employees earn leave on a prorated basis in proportion to the percentage of time worked in the previous anniversary year.

3.2 Earnings Rate
3.2.1 Full-time Exempt Employees (40 hours per week): Eligible employees earn vacation leave according to the number of hours in the normal workweek. Earnings begin with the date of hire. Vacation leave is accumulated at a rate of 6.16 hours per pay period. The maximum number of vacation hours that an employee can earn in a year is 160. The
maximum number of vacation hours that can be carried over at the end of any pay period is 320.

3.2.2 Full-time Exempt Employees (35 hours per week)
Eligible employees earn vacation leave according to the number of hours in the normal workweek. Earnings begin with the date of hire. Vacation leave is accumulated at a rate of 5.39 hours per pay period. The maximum number of vacation hours that an employee can earn in a year is 140. The maximum number of vacation hours that can be carried over at the end of any pay period is 280.

3.2.3 Full-time Non-Exempt Employees (40 hours per week)
Eligible employees earn vacation leave based on the number of years of service and the regular weekly hours. Earnings begin with the date of hire.
- Fewer than 3 years of service: Vacation leave is accumulated at a rate of 3.08 hours per pay period. The maximum number of vacation hours that an employee can earn in a year is 80 hours. The maximum number of vacation hours that can be carried over at the end of any pay period is 160.
- 3 to 6 years of service: Vacation leave is accumulated at a rate of 4.62 hours per pay period. The maximum number of vacation hours that an employee can earn in a year is 120 hours. The maximum number of vacation hours that can be carried over at the end of any pay period is 240.
- More than 6 years of service: Vacation leave is accumulated at a rate of 6.16 hours per pay period. The maximum number of vacation hours that an employee can earn in a year is 160 hours. The maximum number of vacation hours that can be carried over at the end of any pay period is 320.

3.2.4 Full-time Non-Exempt Employees (35 hours per week)
Eligible employees earn vacation leave based on the number of years of service and the regular weekly hours. Earnings begin with the date of hire.
- Fewer than 3 years of service: Vacation leave is accumulated at a rate of 2.70 hours per pay period. The maximum number of vacation hours that an employee can earn in a year is 70 hours. The maximum number of vacation hours that can be carried over at the end of any pay period is 140.
- 3 to 6 years of service: Vacation leave is accumulated at a rate of 4.04 hours per pay period. The maximum number of vacation hours that an employee can earn in a year is 105 hours. The maximum number of vacation hours that can be carried over at the end of any pay period is 210.
- More than 6 years of service: Vacation leave is accumulated at a rate of 5.39 hours per pay period. The maximum number of vacation hours that an employee can earn in
a year is 140 hours. The maximum number of vacation hours that can be carried over at the end of any pay period is 280.

3.2.5 Anniversary Date
Vacation leave for full-time eligible employees is earned as of the end of each bi-weekly pay period. Any change in earnings rates will occur with the pay period that includes the anniversary date.

3.2.6 Status Change
When a non-exempt employee transfers to an exempt position, or the reverse, the vacation leave earnings rate will change for the first pay period that includes the effective date of the transfer. When an employee changes status and becomes eligible for vacation, vacation earnings begin, based on the appropriate table above, with the pay period that includes the effective date of the status change.

3.2.7 Eligible Part-time Employees
Eligible employees earn leave on a prorated basis in proportion to the percentage of time worked in the previous anniversary year. The leave is credited annually in the pay period after the anniversary date.

3.2.8 Maximum Vacation Accumulation
An employee's maximum vacation accumulation equals two times the annual vacation accrual. At the end of any pay period, an employee may not carry forward more than the allowable maximum vacation accumulation. If the maximum is reached, no additional vacation will be earned until vacation has been taken to reduce the accumulation below the maximum.

3.3 Use of Vacation Leave
3.3.1 Waiting Period
A regular full-time employee may use earned vacation leave only after he/she has worked for 90 calendar days.

3.3.2 Scheduling
Vacation leave may be taken by an employee, only with the approval, in advance, of the employee's supervisor. Vacation leave is granted or denied at the discretion of the supervisor. The primary basis for the exercise of discretion is the department's work requirements.
3.3.3 Minimum Units
Vacation leave must be used in increments of one hour or one day.

3.3.4 Use of Time at Separation
An employee may not use accrued vacation leave to extend the last day of employment.

3.4 Reporting and Recording of Vacation Activity
All use of vacation leave is to be recorded on the bi-weekly time sheet. Time sheets must be signed by the employee and reviewed and signed by the employee’s supervisor. Vacation leave is printed on each employee’s pay stub. The amount of vacation leave printed on the stub is one pay period behind the actual accrued balance.

3.5 Vacation Leave at Separation
Upon separation, all eligible employees (who have worked for at least 90 calendar days) will be compensated for all unused vacation leave up to the maximum accumulation allowed at their normal rate of pay. If adequate notice is given by the employee, the pay-out for unused vacation leave will be included in the pay check for the pay period that includes the last day of work.

4.0 Sick Leave
Sick leave and extended illness leave are benefits that provide eligible employees with paid time off to obtain routine medical services and/or medical treatment and to recuperate from illness or injury. The amount paid for each day of sick leave is the amount the employee would earn for a normal workday. Sick leave may be used in the case of an illness, disability (including maternity) or injury of the employee. Sick leave may also be used for an illness or disability of an employee’s children, spouse or parents if the employee’s attendance is required.

The College reserves the right to request a physician’s certificate for any absence. An absence associated with illness, injury or a medical condition that extends longer than three work days may require a note from a physician. The physician’s note should specify the expected duration of absence or the approval to return to work.

4.1 Eligibility
4.1.1 All regular full-time employees are eligible for sick leave.

4.1.2 All regular part-time employees with at least half-time appointments are eligible for sick leave after one year of service.
4.2 Earnings Rate

4.2.1 Full-time Employees (12 month, 35 hours)
Employees earn 70 sick leave hours a year, at the rate of 2.70 hours per pay period worked.

4.2.2 Full-time Employees (12 month, 40 hours)
Employees earn 80 sick leave hours a year, at the rate of 3.08 hours per pay period worked.

4.2.3 Full-time Employees (10 month, 35 hours)
Employees earn 56 sick leave hours a year, at the rate of 2.55 hours per pay period worked.

4.2.4 Part-time Employees
Regular part-time employees, eligible for sick leave, earn leave on a prorated basis in proportion to the percentage of time worked in the previous anniversary year. The leave is credited annually in the pay period after the anniversary date.

4.2.5 Maximum Sick Leave Accumulation
An employee's maximum sick leave accumulation equals 90 times the normal daily hours. At the end of any pay period, an employee may not carry forward more than the allowable maximum sick leave accumulation. If the maximum is reached, no additional sick leave will be earned until sick leave has been taken to reduce the accumulation below the maximum.

4.2.6 Status Change
When an employee who is eligible for sick leave changes normal work week hours, he/she begins earning sick leave at the new rate for the pay period that includes the effective date of the status change.

4.3 Use of Sick Leave

4.3.1 Waiting Period
A regular full-time employee may use earned sick leave only after he/she has worked for 90 calendar days.

4.3.2 Reporting to Supervisor
An employee is responsible for reporting to his/her supervisor, as early as possible prior to the employee's scheduled starting time, that the employee is unable to report for work because of personal illness, injury, or illness in the immediate family. If an employee does
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not call his/her supervisor to report the use of sick leave, the employee will be considered absent without approved leave. Absence without approved leave may result in a salary deduction and/or disciplinary action up to and including termination.

4.3.3 Minimum Units
Sick leave may be used in increments of one hour or one day.

4.4 Reporting and Recording of Sick Leave Activity
All use of sick leave is to be recorded on the bi-weekly time sheet. Time sheets must be signed by the employee and reviewed and signed by the employee's supervisor. Sick leave is printed on each employee's pay stub. The amount of sick leave printed on the stub is one pay period behind the actual accrued balance.

4.5 Coordination with Other Leave
4.5.1 Vacation Leave
An employee with no accumulated sick leave may charge additional absences to accumulated vacation leave.

4.5.2 Illness while on Vacation Leave
If an employee becomes ill while on vacation, the leave is still counted as vacation leave, not as sick leave.

4.5.3 Leave without Pay
If an employee expends all accumulated vacation leave, the employee may request a leave of absence without pay or a family and medical leave. Please refer to Sections 6 and 7 of this chapter describing family and medical leave and leave of absence without pay.

4.5.4 Workers' Compensation
An employee is not charged sick leave when he/she has been approved for workers' compensation benefits by the College's carrier.

4.6 Advances of Sick Leave for Extended Illness
Regular full-time employees who have been employed for at least one year may be advanced a maximum of 10 days sick leave when a serious illness, injury or medical condition extends beyond the amount of available sick, vacation and personal leave. An advance of sick leave must be approved by the Vice President for Finance and Management. The employee must present a written physician certification to Human Resources in order to be eligible for an advance of sick leave. The payback for advanced sick leave shall begin immediately and continue until the advance has been repaid. Any sick leave taken during the payback period will be added to the
amount to be repaid; however, the hours of sick leave to be repaid may not exceed the original amount advanced. Employees separating from employment prior to full payback must reimburse the College for the balance of the advanced leave taken.

4.7 Payment for Unused Sick Leave
An employee will not be paid for unused sick leave at any time, including separation from College service.

4.8 Short-Term Disability
4.8.1 Eligibility
Regular full-time employees who have completed one year of continuous full-time employment are eligible for short-term disability leave.

4.8.2 Purpose
Short-term disability leave may be used when the employee is unable to perform the material duties of the employee's regular job because of a non-work related illness, injury, or medical condition.

4.8.3 Exclusion Period
Short-term disability leave will not commence until after 30 continuous workdays of a certified medical disability.

4.8.4 Benefits
For the 31st to the 65th workday, the employee receives 100 percent of pay.

For the 66th through the earlier of the 130th workday or the date for which the employee begins eligibility for long-term disability, the employee receives 60 percent basic monthly earnings as defined in the long-term disability insurance policy in effect at the beginning of the leave.

For any period for which the employee receives pay under subsections above, vacation, sick, and personal leave will continue to accrue and the College will continue to pay the employer's portion of premiums for group life insurance, disability insurance, health insurance and retirement contribution.

4.8.5 Coordination of Benefits
An employee may elect to use any available sick or vacation leave to receive up to 100 percent of the employee's pre-disability pay after the 66th day and before long-term disability takes effect.
4.8.6 Documentation
   The employee must present a written physician's certification to Human Resources before benefits will be paid under this policy. During the leave period, the College reserves the right to require a medical examination by a physician selected by the College. The College will pay for a required medical examination. The College also requires a periodic update from a physician regarding the employee’s ability to return to work. Furthermore, an employee must present a physician’s certification documenting his/her ability to return to work.

5.0 Personal Leave

Personal leave is a benefit that provides regular non-exempt employees who meet eligibility requirements with paid time off to meet family emergencies and tend to personal matters such as religious holidays. It is expected that personal leave events will often require more immediate scheduling than vacation leave. The amount paid for each day on personal leave is the amount the employee would earn for a normal workday.

5.1 Eligibility
Regular full-time non-exempt employees are the only employees eligible for personal leave.

5.2 Earnings Rate
Personal leave is earned during the fiscal year (July 1 to June 30). For employees whose normal workweek is 35 hours, the accrual rate is .81 hours per bi-weekly pay period worked. For employees whose normal workweek is 40 hours, the accrual rate is .93 hours per bi-weekly pay period worked.

5.3 Use of Personal Leave
5.3.1 Waiting Period
   A regular full-time employee may use earned personal leave only after he/she has worked for 90 calendar days.

5.3.2 Request for Leave/Reporting to Supervisor
   An employee should request the use of personal leave in advance from his/her supervisor. In case of an emergency, an employee is responsible for reporting to a supervisor, as early as possible, that he/she will be unable to report to work and request the use of personal leave.
5.3.3 Minimum Units
Personal leave may be used in increments of one hour.

5.4 Recording and Reporting of Personal Leave
All use of personal leave is to be recorded on the bi-weekly time sheet. Time sheets must be signed by the employee and be reviewed and signed by the employee's supervisor. Personal leave is printed on each employee's pay stub. The amount of personal leave printed on the stub is one pay period behind the actual accrued balance.

5.5 Unused Personal Leave
After June 30th, unused personal leave is transferred to the employee's sick leave accumulation. Personal leave carries no cash value upon separation from College service.

6.0 Family and Medical Leave

Family and medical leave is unpaid leave mandated by the federal Family and Medical Leave Act of 1993. Family leave is limited to specific uses and is limited to 12 weeks within a 12-month period. The description below summarizes the principal provisions of family and medical leave; however, the law itself governs an individual case. Before requesting family and medical leave, an employee should consult with the Director of Human Resources to discuss the application of the law to the specific request.

6.1 Eligibility
An employee is eligible for family and medical leave if he or she has been employed by the College for at least twelve months and has worked at least 1,250 hours during the 12-month period immediately preceding the leave.

6.2 Eligible Uses
6.2.1 The birth of a son or daughter.

6.2.2 The placement with the employee of a son or daughter for adoption or foster care.

6.2.3 A serious health condition that makes the employee unable to perform the functions of his/her job. (A serious health condition is defined as an illness, injury, impairment or physical or mental condition involving either inpatient care or continuing treatment by a health care provider.)
6.2.4 To care for the employee's son or daughter, spouse or parent with a serious health condition.

6.3 Duration of Leave
An eligible employee may use up to 12 weeks of unpaid family and medical leave during any 12-month period. Family and medical leave may be taken intermittently or on a reduced schedule, if medically necessary.

6.4 Approval of Family and Medical Leave
6.4.1 Notice
An employee should provide at least verbal notice of the need for family and medical leave as soon as practicable or 30 days in advance when the need for leave is foreseeable. The employee must submit in writing, a request specifying the reason for the leave and the expected duration of the leave.

6.4.2 Approval/Denial
A request for family and medical leave will be approved or denied by the Director of Human Resources after consultation with the employee's supervisor and the Vice President for Finance and Management. The determination will be in writing and an approval letter will set forth the terms of the family and medical leave.

6.5 Documentation
In the case where an employee requests family and medical leave for his/her own or a family member's serious health condition, the College will require medical documentation to support the leave.

6.6 Terms of a Family and Medical Leave
6.6.1 Employment Relationship
The employment relationship is continued during the family and medical leave. An approved leave will not be counted as a break in service.

6.6.2 Pay
An employee on family and medical leave is paid to the extent that personal, vacation or sick leave accumulations permit. The paid portion of family and medical leave is part of the 12 weeks allowed by law. After the exhaustion of such leave, the employee will not be paid for leave time.
6.7 Effect of Family Leave on Other Benefits
6.7.1 Benefit Accrual Rates
The period of the family and medical leave will not count as service time for the computation of benefits eligibility or earning rates except during the period of paid leave.

6.7.2 Leave Earnings
The employee does not earn vacation leave, personal leave, or sick leave while on family and medical leave except during the period of paid leave.

6.7.3 Retirement Benefit
The employer’s retirement contribution will continue during the period of paid leave. The employee may make arrangements with the College’s Benefits Administrator to make individual contributions (that will not be matched by the College) during the period of unpaid leave.

6.7.4 Health Insurance Benefits
During family and medical leave, an employee’s eligibility to participate in the group health program will be continued. If the leave is unpaid, the employee must make arrangements to pay his/her share of the premium to the Benefits Administrator by the first of the month.

6.7.5 Life and Disability Insurance
Life and disability insurance normally ends at the end of the month, after the unpaid period of the family and medical leave begins, unless an exception has been granted by the insurance carrier and the employee assumes responsibility for the premium payments.

6.7.6 Insurance Premium Payments
Payments for any month of coverage must be made to the College and received by the Benefits Administrator by the first of the month.

6.7.7 Other Benefits
Check with the Director of Human Resources for the applicability of other benefits.

6.8 Periodic Review
The College will require a physician’s certification to support the medical leave. The College also expects an employee on family and medical leave to contact the Director of Human Resources periodically to discuss the leave status.
6.9 Return to Work
In accordance with applicable federal law, upon completion of the family leave, the College will restore the employee to his/her former position or to an equivalent position with equivalent benefits, pay, and other conditions of employment. If an employee does not return to work, his/her employment status will be terminated.

7.0 Leave of Absence Without Pay

7.1 Eligibility
Regular full-time employees, with at least one year of service, are eligible to request a leave of absence without pay.

7.2 Request
An employee seeking a leave of absence without pay must submit a request in writing to the employee's supervisor with a copy to the Director of Human Resources. The request must specify the reason for the leave and the duration of the leave.

7.3 Approval Process
A request for a leave of absence of five or fewer days may be approved or denied by the employee's supervisor after consultation with the Director of Human Resources.

A request for a leave of absence of more than five days may be approved or denied by the Director of Human Resources after consultation with the employee's supervisor and the Vice President for Finance and Management. The determination will be in writing and an approval letter will set forth the conditions associated with the leave of absence.

7.4 Terms of a Leave of Absence

7.4.1 Length
A leave of absence may not exceed one year.

7.4.2 Exhaustion of Leave Benefits
Prior to the beginning of any leave of absence without pay, the employee must use all available vacation and personal leave.
7.4.3 Employment Relationship
The employment relationship is continued during the leave of absence without pay. An approved leave will not be counted as a break in service.

7.4.4 Pay
Eligibility for a pay adjustment upon return to service will depend upon the duration of the leave and will be specified in the letter granting the leave of absence without pay.

7.5 Benefits
7.5.1 Benefit Accrual Rates
The period of the leave of absence without pay will not count as service time for the computation of benefits eligibility or benefit accrual rates.

7.5.2 Leave Earnings
An employee does not earn vacation leave, personal leave, or sick leave while on leave of absence without pay.

7.5.3 Retirement Contributions
Retirement contributions by the College will cease during the leave of absence without pay. The employee should contact the College's Benefits Administrator if the employee is interested in continuing an individual contribution on an after-tax basis to his/her retirement account. In this case, the College will not match the employee's contribution.

7.5.4 Health Insurance Benefits
During a leave of absence without pay, an employee is eligible to participate in the College's group health plan. The employee is responsible for the full payment of the premium under COBRA. Employees with 10 years of continuous service are entitled to a temporary continuation of the health insurance benefit (the College will continue to pay the employer's portion for 3 months). After the 3-month period, an employee may continue to participate in the plan, but he/she will then be responsible for the full payment of the premium under COBRA.

7.5.5 Life and Disability Insurance
Life and disability insurance coverage normally ends at the end of the month after the leave of absence begins unless an exception has been granted by the insurance carrier and the employee assumes responsibility for the premium payments.
7.5.6 Insurance Premium Payments
Payments for any month of coverage must be made to the College and received by the Benefits Administrator by the first of the month.

7.5.7 Other Benefits
All other benefits will cease during the leave of absence without pay.

7.6 Employment at the End of the Leave

7.6.1 Return to Work
At the end of the approved leave of absence without pay the employee is expected to return to work. Unless otherwise specified in the letter granting the leave of absence, the College will provide a position with duties similar to, but not necessarily the same as, the position from which leave was taken.

The employee's pay will be determined based upon the standard salary range for the new position. The employee's eligibility for benefits will be the same as was in effect at the beginning of the leave of absence, unless the College has changed materially one or more of the benefit programs for staff employees with similar status and length of service.

At least two weeks prior to the end of the approved leave of absence without pay, the employee must notify the employee's supervisor that the employee expects to return to work on the approved date. The employee should also arrange with the Benefits Administrator to reinstate the desired benefits and be briefed on any changes in the benefit program.

7.6.2 Failure to Return to Work
If an employee does not return to work at the end of the approved leave of absence, the employment relationship is terminated and any outstanding payments must be reimbursed to the College.

8.0 Bereavement Leave

In the event of a death in one's immediate family (spouse, parent, parent-in-law, child, son- or daughter-in-law, sister, brother, grandparent, grandchild or any other relative living in the employee's household), a regular full-time employee is entitled to three consecutive days of leave with pay. Bereavement time may be extended with the approval of the supervisor by using vacation leave, personal leave or leave without pay.
9.0 Jury/Witness Leave

A full-time or part-time regular employee selected for jury duty or subpoenaed as a witness in a court action, to which he/she is neither plaintiff nor defendant, will be paid the difference between the employee's regular pay for the scheduled hours and the amount paid by the Court. An employee may elect to keep the court compensation and claim the time off as vacation leave. An employee is expected to return to work if excused by the court before the end of the regular workday. The employee may be requested to furnish evidence from the Clerk of the Court of such duty.

10.0 Military Leave

Washington College will grant military leave of absence without pay to all regular full-time or regular part-time employees who enlist in the regular U.S. Armed Forces as well as the Reserves or National Guard, whether voluntary or involuntary. In the case of the Reserves or National Guard, leave will be permitted for initial training, periodic training (weekend duty or summer camp) and when the employee is called to active duty. The employee should notify his/her supervisor in advance of reporting to active duty. A Reservist or National Guardsman should provide the supervisor with a schedule of planned training periods. An employee who must serve in the Reserves or National Guard planned training may count this time as paid vacation leave or a leave of absence without pay.

In accordance with applicable federal and state laws, upon completion of military service, the College will restore the employee to his/her former position or to a position of like seniority, status and pay, provided they apply for reappointment within the designated legal time limits established by federal law and are qualified to resume employment. Any seniority established by an employee entering military service will be protected.

An employee on military leave will be eligible for benefits continuation as outlined in the leave of absence without pay policy. An employee who plans to take military leave should inform Human Resources as early as possible to insure the continuity of applicable benefits.
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1.0  Health Insurance
2.0  Dental Insurance
3.0  Life, AD&D and Long-Term Disability Insurance
4.0  Long-Term Care Insurance
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Chapter 3

BENEFITS

1.0 Health Insurance

Washington College offers all regular full-time employees and their dependents health insurance. Enrollment may be made during the initial orientation period, during the annual “open enrollment period” in April, and at other times of eligibility. All regular full-time employees are required to have health insurance and must either join a plan offered by the College or show evidence of coverage by another plan.

1.1 Eligibility

1.1.1 Full-time: Full-time regular employees and their dependents are eligible for health insurance.

1.1.2 Part-time: Part-time regular employees (who work at least 20 hours per week, have completed one year of service, and who began active employment by December 31, 2003) and their dependents are eligible for health insurance.

1.1.3 Part-time regular employees who begin active employment after December 31, 2003 and their dependents are not eligible for health insurance. This policy may be waived by the Vice President for Finance and Management in order to offer competitive compensation.

1.1.4 Dependent Coverage: Dependents eligible for enrollment include the employee’s legal spouse and may include unmarried dependent children who reside in the employee’s household and have not attained plan age limits. Dependents are eligible as long as the employee is in the plan. The employee must enroll an eligible dependent in order for him/her to receive benefits. It is important to report promptly any changes in family status such as marriage, divorce, a newborn child, an adoption, a child reaching the maximum age or a child leaving school.

1.2 Initial/Open Enrollment

1.2.1 Initial Enrollment: A newly eligible employee has an initial period of time in which he/she can enroll in a health plan offered by the College. The initial enrollment period begins on the later of the date that the employee begins active employment or the date the
employee meets the eligibility criteria above. The enrollment form must be completed and returned to Human Resources within 30 days of the first day of the initial enrollment period.

1.2.2 Open Enrollment
During the "open enrollment" period in April, an eligible employee and his/her dependents (not previously covered) have the opportunity to enroll in a College-sponsored group health insurance plan. During the open enrollment period, a currently enrolled employee has the opportunity to select an alternative health insurance plan that is being offered by the College.

1.2.3 Late Enrollment
Under the late enrollment option, an employee may apply for coverage for him/herself or eligible dependents no later than 30 days following the first day of the initial enrollment period. Under the late enrollment option, an applicant is required to submit a certificate of coverage from his/her current insurer in order to apply for participation in the College-sponsored health plan.

1.3 Effective Date of Coverage
1.3.1 Initial Enrollment
Health insurance is effective the first day of the month following 30 days after the date of enrollment.

1.3.2 Open Enrollment
Effective date of coverage is May 1, following the open enrollment period in April.

1.3.3 Late Enrollment
Effective date of coverage is the first day of the month, following acceptance of the application by the insurance carrier.

1.4 Benefits
Information for each plan describing the benefits is available from Human Resources and the HR website (http://hr.washcoll.edu). Questions that are not addressed in the literature may be directed to Human Resources or the insurance company's member services department.

Because of the nature of health care today, aspects of the College's plans change from year to year. Human Resources will notify all employees of changes by distributing new information as it becomes available. Each employee should study the new information carefully, in order to have a full understanding of any changes from the previous plan(s).
1.5 Cost of Insurance
Washington College and the employee share the cost of Washington College's health insurance premiums. With the employee's written authorization, the employee's portion will be deducted from his/her paycheck on a pre-tax basis.

An eligible part-time regular employee who has 15 years of regular service will be granted the same health premium benefit as full-time employees.

All other eligible regular part-time employees (see eligibility section above) may participate in the health insurance plan on a prorated basis, in proportion to the percentage of hours worked during the previous anniversary year. Premiums and percentages of the contribution assumed by the College are subject to change.

1.6 Termination of Insurance and Continuation Privileges
1.6.1 Separation
Upon separation, an employee who has health insurance in one of the College's plans will no longer be eligible for this benefit. The group health insurance will cease on the last day of the month in which the termination is effective. Coverage for any of the employee's dependents will also be terminated.

1.6.2 COBRA Eligibility for Employee
Under the federally mandated COBRA option an employee who has had 3 months of continuous health coverage and was not discharged for gross misconduct is eligible to continue with the group health insurance plan for up to 18 months. Under COBRA, the employee is responsible for the entire premium. COBRA continuation forms may be obtained from Human Resources, along with further details.

1.6.3 COBRA Eligibility for Spouse and Dependent Children
The employee's spouse and dependent children (who are eligible) may continue the group coverage for up to 18 months. If a dependent becomes ineligible because of divorce, the employee's death, or age limits (for example), his or her group health insurance may continue for up to 36 months. Under the COBRA option, the employee or beneficiary is responsible for the entire premium. COBRA continuation forms may be obtained from Human Resources, along with further details.
1.7 Health Insurance Portability and Accountability Act (HIPAA)
Under the federal HIPAA statute and regulations medical records pertaining to employee health plans enjoy certain privacy protections. To comply with HIPAA, Washington College has adopted a policy that states the College will no longer create or receive "Protected Health Information" in connection with employee health plans. Instead, Protected Health Information will be created or received by the College's health insurance carriers. Therefore, any inquiries concerning Protected Health Information must be directed to the health insurance carriers. Of course, general inquiries about the College's employee health plans that do not involve Protected Health Information issues should still be directed to Human Resources.

2.0 Dental Insurance

Washington College offers dental insurance to eligible employees and their dependents. This is a voluntary benefit that can be elected by an employee. An eligible employee may participate in the College's dental plan, while selecting to waive participation in the College's health insurance plan. The College does not require the employee to have dental insurance.

2.1 Eligibility
2.1.1 Full-time regular employees and their dependents are eligible for dental insurance.

Part-time regular employees (who work at least 20 hours per week, have completed one year of service, and who began active employment by December 31, 2003) and their dependents are eligible for dental insurance.

2.1.3 Part-time regular employees who begin active employment after December 31, 2003 and their dependents are not eligible for dental insurance. If it is in the best interest of the College, this policy may be waived by the Vice President for Finance and Management in order to offer competitive compensation.

2.1.4 Dependent Coverage: Dependents eligible for enrollment include the employee's legal spouse and may include unmarried dependent children who reside in the employee's household and have not attained plan age limits. Dependents are eligible as long as the employee is in the plan. The employee must enroll an eligible dependent in order for him/her to receive benefits. It is important to report promptly any changes in family status such as marriage, divorce, a newborn child, an adoption, a child reaching the maximum age or a child leaving school.
2.2 Initial/Open Enrollment
2.2.1 Initial Enrollment: A newly eligible employee has an initial period of time in which he/she can enroll in a dental plan offered by the College. The initial enrollment period begins on the latter of the date that the employee begins active employment or the date the employee meets the eligibility criteria above. The enrollment form must be completed and returned to Human Resources within 30 days of the first day of the initial enrollment period.

2.2.2 Open Enrollment: During the “open enrollment” period in April, all eligible employees and dependents (not previously covered) have the opportunity to enroll in the College’s dental plan.

2.2.3 Late Enrollment: A late enrollment option is not available.

2.3 Effective Date of Coverage
2.3.1 Initial Enrollment
Dental insurance is effective the first day of the month following 30 days after the date of enrollment.

2.3.2 Open Enrollment
Effective date of coverage is May 1, following the open enrollment period in April.

2.4 Benefits
Plan information is available from Human Resources.

2.5 Cost of Insurance
The employee is responsible for paying the full premium for the voluntary dental insurance. With the employee’s written authorization, the premium will be deducted from the employee’s paycheck on a pre-tax basis. Premiums and benefits are subject to change.

2.6 Termination of Insurance and Continuation Privileges
2.6.1 Separation
Upon separation, an employee who has dental insurance will no longer be eligible for this benefit. The dental insurance will cease on the last day of the month in which the termination is effective. Coverage for any of the employee’s dependents will also be terminated.
2.6.2 COBRA Eligibility for Employee
Under the federally mandated COBRA Option, an employee who has had 3 months of dental insurance coverage and was not discharged for gross misconduct is eligible to continue with the dental insurance plan for up to 18 months. Under COBRA, the employee is responsible for the entire premium. COBRA continuation forms can be obtained from Human Resources, along with further details.

2.6.3 COBRA Eligibility for Spouse and Dependent Children
The employee's spouse and dependent children (who are eligible) may continue the dental insurance coverage for up to 18 months. If a dependent becomes ineligible because of divorce, the employee's death, or age limits (for example), his or her dental insurance may continue for up to 36 months. Under the COBRA option, the employee or the beneficiary is responsible for the entire premium. COBRA continuation forms can be obtained from Human Resources, along with further details.

2.7 Health Insurance Portability and Accountability Act (HIPAA)
Under the federal HIPAA statute and regulations medical records pertaining to employee health plans enjoy certain privacy protections. To comply with HIPAA, Washington College has adopted a policy that states the College will no longer create or receive "Protected Health Information" in connection with employee health plans. Instead, all Protected Health Information will be created or received by the College's health insurance carriers. Therefore, any inquiries concerning Protected Health Information must be directed to the health insurance carriers. Of course, general inquiries about the College's employee health plans that do not involve Protected Health Information issues should still be directed to Human Resources.

3.0 Life, AD&D and Long-Term Disability Insurance
Washington College provides two programs: 1) group life, accidental death and dismemberment insurance and 2) long-term disability insurance for eligible employees. Election to participate in a program(s) is exercised by completing and signing an enrollment form.

3.1 Eligibility
Full-time: Only regular full-time employees who have completed one year of continuous service are eligible to participate in one or both of the plans.

3.2 Effective Date of Coverage
Life insurance, accidental death and dismemberment and long-term disability are effective the first of the month after the employee becomes eligible, provided the employee is actively at work
and has completed and signed the enrollment form. If the employee is not actively at work on the date the insurance would normally start, the insurance will not become effective until the first of the month after the employee is actively at work.

3.3 Amount of Insurance
3.3.1 Life Insurance
The benefit is one and a half times the employee's base annual salary up to a maximum benefit of $85,000.

3.3.2 Accidental Death and Dismemberment
The benefit is an amount equal to the life benefit for accidental death and specific amounts according to the schedule for other losses.

3.3.3 Long-Term Disability
The benefit begins after the 180 consecutive day elimination period of total disability and pays 60% of basic monthly earnings with no less than $100 per month to a maximum benefit of $6,000 per month. The payment may be reduced by deductible sources of income and disability earnings. Some disabilities may not be covered or may have limited coverage under the plan. Benefits will be reduced after the employee reaches the age of 70 per the schedule published in the plan booklet. The disability policy also provides a contribution to the employee’s TIAA annuity plan, provided the employee has been in the plan more than three months. Additional information is available from Human Resources.

3.4 Cost of Insurance
Washington College pays the entire cost of the insurance premiums on life, accidental death and dismemberment and long-term disability. The cost of life insurance coverage in excess of $50,000 is taxable income and will be included in W-2 wages as required by the Internal Revenue Service.

3.5 Claims/Benefit Payments
Claim forms are available from Human Resources. Benefits will be paid upon approval of the insurance carrier.

3.6 Beneficiary
The employee’s life insurance benefits will be paid to the beneficiary or beneficiaries who are designated on the original enrollment form or updated beneficiary designation form on file with Human Resources. To change a beneficiary, contact Human Resources to obtain the proper form.
3.7 Termination of Insurance
Upon separation, coverage will end on the last day of active employment. However, if an employee should die within 31 days following his/her termination date, the life insurance benefit would still be paid. Upon separation, the employee also has the right to continue life insurance coverage under an individual policy with the same carrier without evidence of insurability. The employee is responsible for the cost of this insurance. There is no option to continue long-term disability insurance.

3.8 Further Plan Details
Information is available from Human Resources.

4.0 Long-Term Care Insurance

Washington College offers an optional benefit of long-term care insurance at a group discount. The employee pays the entire premium. Each policy is custom designed by the insurance carrier to fit the needs of the employee, his/her spouse, parents, or parents-in-law. Additional information is available from Human Resources.

5.0 Retirement Plan

The College participates in the TIAA-CREF retirement program, which is a 403(b) plan. TIAA and CREF are companion organizations that provide retirement and tax-deferred annuity plans for colleges, universities, independent schools, and other non-profit and tax-exempt educational and research institutions and their employees. The retirement program is a defined contribution plan through which the College makes contributions to the employee's account. The employee may also make contributions to the same retirement account on a tax-deferred basis. All contributions are immediately 100% vested. The employee may select from among the investment options offered by TIAA-CREF. A supplementary retirement account option is also available for interested employees. A full description of the plan is available from Human Resources.

5.1 Eligibility
5.1.1 A full-time employee who meets any of the following conditions is eligible to participate in the plan:
   a. Has been a regular full-time employee of the College for at least one year.
   b. Has an existing TIAA-CREF contract.
   c. Has worked for two full years at another college or university.
5.1.2 A part-time regular employee who works at least 1,000 hours per year, is eligible to participate in the retirement plan after one year of employment.

5.2 Enrollment
To enroll in the retirement plan, an eligible employee must complete an application form and a salary reduction agreement and submit these to Human Resources. Forms and further information are available in Human Resources. Participation begins with the pay period beginning after the submission of the properly completed enrollment forms.

5.3 Contributions
5.3.1 Minimum Contribution
The College will make a minimum contribution equal to 3% of the basic bi-weekly earnings for eligible employees who are not making a contribution.

5.3.2 Matching Contributions
The College will match employee contributions starting at 4% of the employee's basic bi-weekly earnings up to a maximum of 7.5%.

5.3.3 Maximum Contributions
Federal tax law limits the amount that an employee may contribute to a retirement plan such as that offered by the College. The limit may be adjusted annually; the maximum employee contribution is available from TIAA/CREF through the College's Benefits Administrator.

5.4 Retirement
5.4.1 Initiation of Benefits
There is no mandatory retirement age. With limited exceptions, an employee may begin receiving benefits at age 59 1/2 without tax penalty if he/she terminates his/her employment with the College and is not participating in a TIAA-CREF plan with another institution. An employee should notify TIAA-CREF at least three months prior to the desired start date for the commencement of benefits.

5.4.2 Benefit Payment Options
Prior to receiving benefits, an employee is required to choose among the various payment plans offered by TIAA-CREF. The optional forms of retirement payment may be discussed in full with a TIAA-CREF counselor.
5.4.3 Pre-retirement Death/Spousal Benefits
If an employee dies prior to retirement, the full current value of the account accumulation is payable as a death benefit. Federal pension law requires the spousal death benefit regardless of the beneficiary designation in effect when the employee dies. The spouse may waive this benefit if the spouse consents in writing to the designation of a non-spouse beneficiary.

5.5 Additional Information
TIAA-CREF Retirement Plan Enrollment Kits are available from Human Resources. For a complete menu of services, an employee can visit TIAA-CREF’s website at www.tiaa-cref.org. Employees also have the opportunity to meet with TIAA-CREF representatives during their annual visit to campus.

6.0 Unemployment Insurance
The State of Maryland, with federal assistance, has a program that provides temporary benefits to certain eligible former employees.

6.1 Eligibility
The State of Maryland establishes the precise eligibility rules for receiving benefits. In general, any former employee of the College may be eligible if the individual is involuntarily terminated from employment and has been employed by a participating employer in five consecutive quarters immediately prior to involuntary separation. It should be noted that employment during five quarters does not need to be entirely with one employer.

6.2 Benefits
The State of Maryland establishes the level and duration of benefits as well as the duties of the beneficiary during the benefit period.

6.3 Information
Specific information on all aspects of the State of Maryland's Unemployment Insurance Program may be obtained from the local office or website of the Department of Labor, Licensing, and Regulation.
7.0 Workers' Compensation

In accordance with Maryland law, Washington College, in conjunction with an insurance carrier, provides workers' compensation benefits for all eligible employees.

If an employee experiences an accident or injury at work, he/she is required to report the incident to a supervisor as soon as possible. The supervisor is responsible for documenting a "first report" that must be submitted to Human Resources within 72 hours of the incident. For additional information, please refer to the section on workers' compensation in this handbook.

7.1 Eligibility
An employee may be eligible for workers' compensation benefits if the employee is injured on the job or becomes afflicted by an occupational disease associated with job duties while working for the College.

7.2 Benefits
Benefits include both paid time-off and payment of related medical expenses. The College will make payments for lost wages for the first 65 days; the College's workers' compensation insurance carrier will make subsequent payments for a portion of lost wages. Medical payments for necessary services are the liability of the College's workers' compensation insurance carrier.

7.3 Compensation Schedule
Day of Injury (day one): 100 percent of pay
Day 2 through Day 65: 100 percent of pay
After Day 65: 66 percent of pay

7.4 Continuation of Benefits
For the first 65 days, all of the employee's benefits will continue. Additionally, leave will continue to accrue according to the usual schedule. After the 65th day, the employee will be considered on leave without pay. Leave without pay is described in Sections 6 & 7 of Chapter 2.

7.5 Recovery of Workers' Compensation Benefits
For the initial 65-day period of benefits, the College will make the lost wages benefit payment. Any other payments received by the employee for lost wages for that period must be immediately signed over to the College and received by Human Resources. Should the College make payments for days that are ultimately not considered eligible under the State program, the employee is responsible for reimbursing the College for the amount of the College's payments.
7.6 Administration

7.6.1 At Time of Injury
On-the-job injuries should be reported immediately to the employee's supervisor. The supervisor will generally consult with Health Services to determine the referral for appropriate initial treatment. Initial treatment could be on site, at Health Services, at a designated physician's office, or at a local hospital. The employee's supervisor is responsible for completing and submitting a "first report" when an injury occurs on the job. The "first report" should be filed with Human Resources within 72 hours of the time that the injury or accident occurs.

7.6.2 After Initial Medical Treatment
The College's workers' compensation insurance carrier is responsible for case management after the initial medical treatment. The employee, however, should periodically advise both the employee's supervisor and Human Resources of his/her status.

7.7 Return to Work
Prior to returning to work, the employee must present a physician's statement authorizing the return to work to the employee's supervisor and to Human Resources.

8.0 Educational Programs

8.1 Tuition Waiver Program
After one year of employment, regular full-time and part-time employees, their spouse, and dependents may participate in the tuition waiver program to pursue undergraduate or graduate degrees at Washington College or to take undergraduate or graduate courses, other than independent study courses, at Washington College. Eligibility is determined as of the drop/add date for the term for which the benefit is sought. In the case of regular part-time employees, their spouses and dependent children, the benefit is prorated in proportion to the percentage of time worked in the previous anniversary year.

Dependent children are defined as natural-born or legally adopted children, step-children or children for whom the employee is a legal guardian, who are less than 26 years of age, dependent upon the employee for more than one-half of their support, and their primary residence is with the employee and has been for the 12 months immediately preceding the academic term during which the academic classes are offered.
Eligibility for tuition benefits does not guarantee admission to the College nor obligates Admissions to automatically accept an employee or his/her dependents for admission. Furthermore, students seeking to enroll in a class or classes must have the prerequisites and meet the eligibility requirements for the class or classes that are required of matriculating students.

Tuition assistance is limited to waiver of tuition. The employee is responsible for all other employee or dependent costs of attending Washington College. Dependents may use any outside grants and scholarships to offset the cost of the student fee and a $600 per semester allowance for textbooks and supplies. If the student elects to reside on campus and contracts for the college's board plan, gift aid may be used to cover these additional direct expenses. The tuition waiver, however, will be reduced by the amount of any gift aid received in excess of direct expenses (tuition, fees, book allowance, and room and board if the dependent resides on campus).

To be eligible for the undergraduate tuition waiver, dependents are required to complete the College's Financial Aid application process in order to take advantage of all outside grants and scholarships that will assist them in meeting educational expenses.

An employee who wishes to take courses must have his/her supervisor's approval if the course meets during normal work hours. A non-exempt employee is required to make up the time missed. An exempt employee is required to perform fully all his/her assigned daily job requirements.

8.2 Tuition Exchange Program
Washington College is a participating institution in the Tuition Exchange Program. The Tuition Exchange Program was chartered in 1954 and is a national scholarship exchange program for institutions of higher education. Under the program, a spouse or dependent child may have the opportunity to receive a scholarship at a participating college or university. The program also allows dependents of employees at other participating institutions an opportunity to earn a scholarship at Washington College. Each participating institution establishes the admissions process for incoming students under the program, the amount of the scholarship, the number of scholarships awarded, and the selection criteria for awarding the scholarship.

For a spouse or dependent child to be eligible to participate in the Tuition Exchange Program, the employee must be a regular full-time employee at the start of the academic term for which tuition exchange benefits are requested and have been employed by the College for at least one year at that time. Eligibility alone does not guarantee student acceptance into an institution or a
scholarship award. Not all institutions of higher education participate in the Tuition Exchange Program. Not all participating institutions, moreover, provide full tuition scholarships.

Participating Tuition Exchange institutions must maintain the required balance between the number of students it sends out and the number of students that it brings into the program.

The Tuition Exchange Program is administered by the Registrar's Office at Washington College. To apply for a tuition exchange scholarship, the employee should notify the Registrar's Office 12 months before his/her dependent plans to enroll. This allows time to submit the required Tuition Exchange Application to all the institutions to which the dependent has submitted an admissions application.

A list of participating institutions and additional information is available from the Registrar's Office or the Program's website (www.tuitionexchange.org).

8.3 Educational Assistance Program
Washington College's Educational Assistance Program is designed to help pay educational costs for eligible employees who would like to gain/expand skills and knowledge related to their present position as well as prepare for future advancement. Participation in the program is entirely voluntary and subject to availability of budgetary funds. An employee may choose which course(s) he/she would like to enroll in. The course(s) must be related to the employee's present or future career goals with Washington College.

After one year of full-time employment, Washington College may assist in paying educational costs for approved outside educational courses for regular full-time exempt and non-exempt employees. Washington College will subsidize 75% of the employee's actual cost (that is, the total tuition, registration fees, required text books and laboratory fees, less any payments received by the employee from assistantships, scholarships, veterans' educational benefits, etc.) up to $1,000 per employee in any fiscal year.

8.3.1 Guidelines for the Educational Assistance Program
a. A request for benefits must be made prior to enrollment in the course.

b. The course must be conducted by a recognized nonprofit college or university, or by an educational institution accredited by nationally recognized agencies or associations. Under certain circumstances, this may include correspondence, trade or technical courses.

c. The course must have a direct bearing on the employee's work for the College or be closely related to the employee's future career goals. Courses that have a direct bearing on an employee's current work will receive priority.
d. The employee must complete the course with a C or better (or the equivalent) and a grade transcript must be submitted to Human Resources. If the employee does not pass the course with a C or better and submit the required transcript, he/she will be responsible for repaying the College for the amount of the College’s educational assistance.

e. If the employee leaves the College before completing the course, the employee must repay the College for the course and all related costs. In addition, if the employee leaves the College within one year of completion of the course, the employee will reimburse the College in full for the amount of the College’s educational assistance. These obligations will be acknowledged in the application form.

8.4 Tuition Waiver/Exchange Benefits for Spouse and Dependent Children of Deceased, Totally Disabled or Retired Employees

8.4.1 In the Event of Death During Active Service
The spouse/dependent children of an eligible employee who has completed 10 years of continuous service and who dies while in active service to the College will be granted the same tuition waiver/exchange benefits as are then available to spouses and dependent children of current active employees. This benefit is limited to the spouse and dependent children at the time of the employee’s death. The eligibility requirements for tuition waiver/exchange will remain the same as for active employees. The portion of tuition waived will be the same as the portion of tuition waived for spouses and dependents of active employees at the time of enrollment.

8.4.2 In the Event of Total Disability During Active Service
The spouse/dependent children of a totally disabled eligible employee, who has completed 10 years of continuous service, will be granted the same tuition waiver/exchange benefits as current active employees. The definition of totally disabled is an employee who meets the requirements to receive benefits under the College’s long-term disability insurance policy. This benefit is limited to the spouse and dependent children at the time of the employee’s total disability. The eligibility requirements for tuition waiver/exchange will remain the same as for active employees. The portion of tuition waived will be the same as the portion of tuition waived for spouses and dependents of active employees at the time of enrollment.

8.4.3 Benefits for the Spouse/Children of Eligible Retired Employees
The spouse/dependent children of certain eligible retired employees will be granted tuition waiver/exchange benefits. In order to be eligible, the retired employee will have had a minimum of 15 years of continuous service to the College immediately prior to retirement, and at the time of retirement have combined years of service and age greater than or
equal to 80. This benefit is limited to the spouse and dependent children at the time of the employee’s retirement. The eligibility requirements for tuition waiver/exchange will remain the same as for active employees. The portion of tuition waived will be the same as the portion of tuition waived for spouses and dependents of active employees at the time of enrollment.

8.5 Educational Benefits for Employees other than Regular Employees
Employees hired as assistant coaches, assistant trainers or like positions may receive a tuition waiver benefit for graduate courses when authorized by their appointment letter. The waiver is for tuition only and is for up to four courses per academic year appointment. The courses must be taken in the academic year of appointment or the following summer. Eligibility for this waiver does not guarantee admission to the graduate program or enrollment in any specific class or classes.

8.6 Further Program Details
Information is available from Human Resources for all of the Educational Programs.

9.0 Flexible Spending Account

On January 1, following completion of one year continuous service, regular full-time employees are eligible to participate in the College’s Flexible Spending Account plan. Regular part-time employees are eligible to participate on January 1, following completion of five years continuous part-time employment, working at least half-time.

The plan makes available participation in the Healthcare Spending Account and/or Dependent Care Spending Account. Eligible employees may elect to enroll in one, both or none of the available options once a year during the open enrollment period in November of each year.

The Healthcare Spending Account allows employees to set aside up to $5,000 per calendar year, on a pre-tax basis, to pay for medical, dental or vision expenses for themselves or their dependents which are not covered by insurance.

The Dependent Care Spending Account allows employees to set aside up to $5,000 per calendar year, on a pre-tax basis, to pay for qualified dependent care expenses.

Under the federal law called HIPAA, medical records under our employee health plans enjoy certain privacy protections. To comply with HIPAA, Washington College has adopted a policy that states the College will no longer create or receive “Protected Health Information” in connection
with employee health plans. Instead, all Protected Health Information will be created or received by a third party administrator. Therefore, any inquiries concerning Protected Health Information must be directed to the third party administrator. Of course, general inquiries about the College's employee health plans that do not involve Protected Health Information issues should still be directed to Human Resources.

An Election Form and Salary Redirection Agreement must be completed during the open enrollment period prior to the start of the next calendar year. Once completed, the participant's election cannot be altered for the calendar year except for certain qualifying changes in family status. Funds contributed to the flexible spending accounts and not used for expenses incurred during the calendar year will be forfeited by the participant 90 days after the end of the calendar year.

Another component of the Flexible Spending Account is the Premium Expense Account, which allows group health and dental insurance premium plans to be on a pre-tax basis. Enrollment in the Flexible Spending Account is not required for Premium Expense Account. The Premium Expense Account is activated when the employee authorizes the pre-tax deduction from pay for the employee's share of the group health and/or dental insurance premiums.

Enrollment forms for the Healthcare and Dependent Care Spending Accounts and plan materials are available in Human Resources.

10.0 Employee Assistance Program

The Employee Assistance Program is designed to improve the health and well being of employees and to reduce the impact of personal and job-related problems on employee productivity. Further, the program underscores the importance of the employee and the employee's well being in the overall success of the College. The goal of the program is to assist employees and their dependents in the prevention, early intervention, and resolution of problems that may impact job performance. These include but are not limited to emotional, family, work-related stress, grief, alcohol/drug and domestic violence problems. The EAP offers employees and their dependents services including information, evaluation, crisis intervention, short-term counseling, and referrals.

Employees who wish to utilize the program are encouraged to call the Washington College Counseling Center, ext. 7261. Appointments are generally available from 8:30 a.m. to 4:30 p.m. Employees are permitted to take time away from their workplace to seek assistance in this program.
11.0 Direct Deposit

The College offers Direct Deposit of paychecks. With Direct Deposit, the employee's pay is available at the opening of business as "available funds" in the employee's bank account (or accounts) in virtually any financial institution in the United States. With Direct Deposit, there is neither the need to take the time to deposit the paycheck in-person nor to wait until the paycheck clears to use the funds. With Direct Deposit, the paycheck cannot be lost or stolen. Direct Deposit also is convenient when payday occurs while the employee is on vacation or away from campus or when payday occurs while the campus is closed for winter break.

12.0 Credit Union

Employees and their families may join the Johns Hopkins Federal Credit Union. There is a $25.00 membership fee required to open an account with the credit union. A $25.00 minimum account balance is required to maintain the membership in the credit union. The credit union offers savings and checking accounts, loans, certificates of deposit, and IRAs. Deposits and loan payments may be conveniently made through payroll deduction.

13.0 Blood Bank

Employees may join the Blood Bank of Delaware/Eastern Shore for a minimal annual fee of $5.00. Membership gives the employee and their dependents replacement blood at any time and anywhere in the United States, whether for emergency or planned surgery at no additional cost. Members are periodically requested to donate blood to the Blood Bank or make a small contribution in lieu of the blood donation.

14.0 Savings Bonds

Employees may purchase savings bonds through payroll deductions. Bonds may be purchased in denominations of $100, $200, or $500 every four pay periods.

15.0 Christmas Club
Employees may have a specified amount withheld from their pay to be deposited in an interest-bearing savings account. Once a year, usually in early November, Christmas Club members receive a check for the amount of contributions plus any interest earned.
Chapter 4  COLLEGE POLICIES AND PROCEDURES

1.0 Equal Opportunity Policy
2.0 Discrimination Policy
3.0 Harassment Policy
4.0 Sexual Harassment Policy
5.0 Sexual Assault Policy
6.0 Grievance Resolution Procedures
7.0 Drug and Alcohol Policy
8.0 Safety and Accident Policies and Procedures
9.0 State of Emergency Procedures
10.0 Personal Information
11.0 Confidentiality
1.0 Equal Opportunity Policy

Washington College complies with provisions, as amended, of the 1964 Civil Rights Act and the 1972 Education Amendments. This legislation (most specifically Titles VI and VII of the 1964 Act and Title IX of the 1972 Act) prohibits discrimination on the basis of race, color, sex, religion, and national origin. The College also complies with the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of handicap, and the Americans with Disabilities Act of 1990, which gives civil rights protection to disabled individuals. In addition, College policy prohibits discrimination on the basis of marital status or sexual orientation. Consistent with these requirements, Washington College provides equal opportunity to all individuals for employment and promotion without discrimination on the basis of race, color, religion, sex, sexual orientation, physical disability, age, marital status, or national origin.

2.0 Discrimination Policy

Washington College does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, marital status, handicap or disability, or sexual orientation in the administration of any of its educational programs and activities or with respect to admission and employment.

3.0 Harassment Policy

Harassment in any form, whether based on race, color, sex, religion, national origin, handicap, sexual orientation, age or marital status, is unacceptable at Washington College.

For purposes of this policy, harassment is defined as any behavior that creates an intimidating, hostile, or demeaning environment for an individual that interferes with that individual's comfort and productivity in his/her experience at Washington College.
4.0 Sexual Harassment Policy

Federal law (Title VII of the Civil Rights Law of 1964 and Title IX of the Education Amendments of 1972) provides that sexual harassment shall be considered a form of gender discrimination. Washington College prohibits sexual harassment of any member of the community — whether faculty, student, or employee — by any person.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct which has the purpose or effect of interfering with an individual’s academic or work performance or social world by creating an intimidating, hostile, offensive, or violent environment.

The following are examples of sexual harassment:

a. Action of an individual in a position of institutional power or authority who misuses that position to subject an individual to unwanted sexual attention of either a verbal or physical nature when that conduct is either explicitly or implicitly a term or condition of a person’s employment or academic status.

b. Demanding sexual favors accompanied by implied or overt threats or promises concerning grades, recommendations, or evaluations.

c. Inappropriate sexual conduct that interferes with an individual’s work performance or educational experience by creating an uncomfortable environment. This prohibition applies to all relationships at the institution between members of the College community.

d. Inappropriate conduct against an individual that interferes with an individual’s work performance or educational experience by creating an uncomfortable environment that would not occur but for the sex of the individual.

This policy prohibits only unreciprocated and unwelcome relationships. However, persons in positions of power, authority, and control over others should be aware of and sensitive to problems that may arise from mutual relationships that are inherently unequal. Individuals in these situations are urged to examine such relationships before engaging in them, especially in terms of emotional health, self-esteem, and respect for the freedom of others.

The established grievance procedures refer to grievance resolution procedures are described in Section 6 of this chapter.
5.0 Sexual Assault Policy

5.1 Introduction
The Student Affairs Office, working through the Offices of Counseling and Health Services and with the close cooperation of the Director of Residential Life and the Director of Student Activities, has developed educational programs to promote the awareness of rape, acquaintance rape, and other sex offenses. Students and staff are strongly encouraged to take advantage of these programs to further develop an understanding of what constitutes a sex offense, steps which may be taken to prevent sex offenses, and steps to be taken in the event a sex offense occurs. The offices of the Provost and Dean, Vice President and Dean of Students, Health Services, and the Department of Public Safety are available to assist individuals in the event of sexual assault.

5.2 College Policy
Washington College prohibits sexual assault of any member of the community. The College and its members are also subject to federal, state, and local laws. Alleged violations of such laws and/or College regulations that occur on campus or on College-related premises are subject to internal College investigation, review, and action in addition to any action by the proper civil authorities. Harassment, without physical contact, will not be deemed sexual assault under this policy, but is covered instead by the policy statement on Sexual Harassment.

5.3 Services
There are many services established to assist victims of sexual assault. Washington College Health Services and the Washington College Counseling Center can be reached by calling 410-778-7261. The "For All Seasons Sexual Assault Crisis Center" may be reached by calling 1-800-310-7273. This is a 24-hour confidential service that provides counseling and support to victims. The Student Affairs Office (ext. 7752) and Campus Department of Public Safety (ext. 7810) can offer assistance and guidance to victims regarding available resources, grievance procedures, and criminal prosecution. Victims are encouraged to seek the appropriate assistance and necessary support.

5.4 Basic Guidelines for Victims of Rape and Sexual Assault
a. Time is important.

b. Seek immediate assistance from any of the following: Department of Public Safety, Resident Assistant, Vice President and Dean of Students, Counseling Services, Health Services, Rape Crisis Center, Police Department, or the Chester River Hospital Center.

c. Do not bathe, douche, or change clothes. Do not disturb the physical surroundings in which the assault took place. Essential evidence must be collected in order to build a case.
d. Get immediate medical treatment. There are two area hospitals equipped to aid victims of sexual assault: the Chester River Hospital Center located adjacent to Washington College (410-778-3300) and the Memorial Hospital in Easton Maryland (410-822-1000). A member of the Campus Department of Public Safety will provide transport to either location if requested. Volunteers from the "For All Seasons Sexual Assault Crisis Center" (1-800-310-7273) are available to provide counseling and assistance throughout this process.

For information about the established grievance procedures, refer to grievance procedures for victims of rape and sexual assault in this chapter.

6.0 Grievance Resolution Procedures

Three important procedures are explained in detail in the following section. These procedures include:

a. The procedures for addressing a general grievance related to a work-related problem or condition.

b. The procedures for filing a claim of unlawful discrimination or harassment, including sexual harassment.

c. The grievance procedures for victims of rape and sexual assault.

Please review the procedures carefully. If an employee would like additional information, he/she is encouraged to contact Human Resources for further assistance.

6.1 General Grievance Procedures for a Work-Related Problem or Condition

6.1.1 Informal Resolution

A grievance is a work-related problem or condition that an employee believes to be unfair, inequitable, or a hindrance to his/her effective performance. The College encourages the resolution of grievances on an informal basis whenever possible.

If an employee has a problem that needs resolution, he/she is encouraged to discuss it promptly with his/her immediate supervisor. If this action does not seem appropriate or is not effective in resolving the problem, it is recommended that the employee discuss the problem with the department director. If the employee still does not believe that the problem has been adequately addressed or resolved, he/she is encouraged to contact the Director of Human Resources for assistance.
It is recommended that an employee present his/her problem in writing, but this is not essential. The most important obligation is for the employee to bring the problem to the attention of his/her immediate supervisor, the department director or the Director of Human Resources. If an employee is unable to resolve the problem by using informal procedures, he/she may file a formal grievance.

6.1.2 Filing a Formal Grievance

a. File a Written Statement: A written statement must be filed with the Vice President for Finance and Management. The Vice President will, within one week of receiving the grievance, either resolve the grievance or appoint a Staff Grievance Committee to convene and review the grievance. If the employee filing the grievance is dissatisfied with the Vice President’s resolution, the employee has the right to have his or her case heard by a Staff Grievance Committee.

b. Appointment of a Staff Grievance Committee: The Vice President will appoint a representative group of Washington College staff to serve on the Staff Grievance Committee. The Vice President for Finance and Management and the Director of Human Resources shall be non-voting, ex-officio members of the Committee.

c. Duties of a Staff Grievance Committee: The Staff Grievance Committee will meet with the employee filing the grievance and with any other individuals involved. The Committee will present its recommendations in writing to the President and Vice President for Finance and Management within 30 days after it receives the grievance.

d. Appeal Process: If the employee is not satisfied with the decision of the Staff Grievance Committee, he or she may appeal the case in writing to the President of the College. The President will hear the grievance and will render a judgment within five business days of receiving the appeal. The President's decision will be final and binding on all parties.

6.1.3 Retaliation

No employee will be penalized by his or her supervisor or by any other person at the College for instituting a grievance procedure.

6.2 Grievance Procedures for Unlawful Discrimination or Harassment

6.2.1 Information Regarding the Grievance Procedure

The Washington College Grievance Procedure is available to members of the Washington College community (faculty, staff, or students) who feel that they have been subjected to discrimination or harassment. Information regarding the grievance procedure may be obtained from the Student Affairs Office, Vice President for Finance and Management, Provost and Dean of the College, and Human Resources. An employee can also obtain information and/or file a complaint by writing the Director of Civil Rights, U.S. Department

6.2.2 Appointment of a Grievance Committee
The Grievance Committee will be composed of the Provost and Dean of the College, the Vice President for Finance and Management, the Vice President and Dean of Students, one faculty member, one student, and a representative from the staff. All committee members will be appointed by the President of the College. The Provost and Dean will serve as chair and the Vice President for Finance and Management will serve as vice chair.

6.2.3 Report of a Grievance
Any member of the Washington College community who believes that he or she has been subjected to unlawful discrimination or sexual harassment should immediately report the alleged incident(s) to a member of the Grievance Committee.

6.2.4 Resolution of a Grievance
The College encourages efforts to resolve complaints in an informal manner. If this process proves unsatisfactory, however, a formal complaint procedure is also available.

6.2.5 Informal Resolution of a Grievance
The complainant will discuss the alleged incident(s) with a member of the Grievance Committee. The committee member may offer to attempt resolution in an informal manner.

6.2.6 Formal Resolution of a Grievance
a. The Grievance Committee will prepare and provide to the complainant for completion and signature the Discrimination Complaint Form.

b. The full committee will review the information provided on the Discrimination Complaint Form and will decide whether the complaint should be more fully investigated or dismissed.

c. If the committee decides to pursue investigation of the complaint, committee members with a potential conflict of interest will be required to withdraw from the case.

d. Two members will be appointed to conduct a thorough investigation of the complaint.

e. The issue of whether discrimination or sexual harassment has occurred requires a determination based on all of the evidence received. The investigation will include interviews with the parties involved, interviews with witnesses and reviews of pertinent evidence. The investigation will be completed within 30 working days from the date the complaint was signed. This investigation will be handled in a confidential ("need to know") manner.
f. Based on the report of the investigation, the full committee will:
1. Decide that the findings do not support the allegations or complaint, or
2. Decide that the findings do support the allegations in the report and refer the complaint, with recommendations, to the President of the College.
3. Inform in writing both the complainant and the person against whom the allegations were made of the committee’s decision.

6.2.7 Records
A log of formal and informal complaints of discrimination and harassment will be maintained permanently by the Office of the Provost and Dean. Records pertaining to any formal complaints of discrimination and sexual harassment will be maintained in the Office of the Provost and Dean for three years after the final resolution of the complaint, at which time the records will be destroyed. Records regarding any sanctions imposed will be maintained in accordance with normal personnel or educational records policies, as applicable.

6.2.8 Retaliation
All members of the Washington College community are advised that retaliation against anyone for filing a complaint of discrimination or harassment is prohibited. Members of the community should be equally aware that making false or frivolous allegations of harassment or discrimination is itself a violation of College policy and the individual involved will be subject to disciplinary action.

6.3 Grievance Procedures for Victims of Sexual Assault
6.3.1 File a Grievance
Victims of sexual assault may file a grievance by contacting the Provost and Dean of the College, the Vice President for Finance and Management, the Vice President and Dean of Students, or the Director of Public Safety. The Director of Public Safety will inform the victim of the options available for handling the complaint. If criminal charges are pursued, the Director of Public Safety will offer to assist the victim throughout this process.

6.3.2 Investigation of the Grievance
Once a grievance has been filed, the official with whom the grievance was filed will notify the Director of Public Safety, who will expeditiously conduct a thorough investigation. At the completion of the investigation, the Director will inform the President and the Discrimination and Harassment Grievance Committee of the reported offense(s) and the results of the investigation.
6.3.3 Persons May be Removed from Campus
By decision of the President of the College, persons accused of sexual assault may, without prejudice, be removed from the campus or subjected to other forms of restriction with regard to the complainant, pending action of the Discrimination and Harassment Grievance Committee or criminal procedures, to avoid additional conflict within the community and/or to protect the safety of members of the College community.

6.3.3.1 Discrimination and Harassment Grievance Committee Determination
Based on the Public Safety Director's report of the investigation, the Discrimination and Harassment Grievance Committee will:
1. Decide that the findings do not support the allegations or complaint, or,
2. Decide that the findings do support the allegations in the report and schedule a hearing that will occur as soon as possible, but in any case, no later that ten business days.
3. Inform in writing both the complainant and the person against whom the allegations were made of the committee's decision.

6.3.4 Guidelines for a Hearing
If the Committee decides the allegations warrant a hearing, both the accuser and the accused will be notified of the date, time, and location of the hearing. The accuser and the accused are each entitled to have a person of his or her choice, but not legal counsel, accompany them to the hearing. These persons may only serve in an advisory capacity and are not permitted to participate in the hearing. Seating in the hearing room will be arranged so that the accuser and the accused will present the facts of the case to the Committee during the hearing. The accuser and the accused will be given the opportunity to testify and may present witnesses to testify. These witnesses may be present at the hearing only while giving testimony or responding to questions based thereon. Only members of the Committee, as well as the accuser and the accused, may ask questions of all parties testifying. Questions and responses by the principals, however, will be directed to the Chair, not to each other. A detailed summary of the hearing shall be prepared following the proceedings and filed in the formal record to be maintained in the Office of the Provost and Dean according to the records policy.

6.3.5 Formal Recommendation
Following the hearing and the subsequent deliberations, the committee will arrive at a formal recommendation and communicate it to the President of the College. The President, after consultation with the appropriate College officers, will, when the recommendation indicates, assign a penalty, as the President deems appropriate in accordance with existing College disciplinary guidelines. The accuser and the accused will
be informed, in writing, of both the Committee's recommendation and the President's decision on disciplinary action, if any, and also of their respective rights of appeal.

6.3.6 Appeal Procedure
If either the accuser or the accused wishes to appeal the decision on procedural grounds or based on new evidence, an appeal should be submitted, in writing, to the President within 15 business days of the notification of the decision. The President will determine if the case warrants further review and within 10 business days will inform the Harassment Grievance Committee and parties involved. If the President determines that the case warrants further action, the President will then review the case including procedures, evidence, decision, and resulting sanctions. The President will deliver a written decision to both parties and the Discrimination and Harassment Grievance Committee. This decision is final.

6.3.7 Confidentiality
All parties involved, especially those charged with carrying out the above policies, are enjoined to maintain confidentiality to the greatest extent practicable.

6.3.8 Records
Records pertaining to formal complaints of sexual assault will be maintained in the Office of the Provost and Dean for three years after the resolution of the complaint, at which time the records will be destroyed. Records regarding any sanctions imposed will be maintained in accordance with normal personnel or educational records policies, as applicable.

7.0 Drug and Alcohol Policy
Washington College takes seriously the problem of drug and alcohol abuse, and is committed to providing a substance-free workplace. This policy applies to all employees of Washington College, without exception, including part-time and temporary employees. Washington College prohibits the possession, use, or distribution of drugs and illegal or unauthorized use of alcohol by employees in the work place. Violations may result in action by law enforcement officials and disciplinary action up to and including mandatory participation in a substance abuse rehabilitation program, and/or termination of employment. By federal law, employees must notify the College within five (5) days of any employee's conviction under criminal drug statutes for a violation occurring in the workplace. Washington College will not tolerate employees who report for duty while under the influence of alcoholic beverages or drugs. All employees should report evidence of alcohol or drug abuse to a
supervisor or a Human Resources representative immediately. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an employee must report the violation. Failure to report a violation could result in disciplinary action for the non-reporting employee.

8.0 Safety and Accident Policies and Procedures

It is the policy of Washington College to provide its employees and students with a safe and healthful work environment and to protect property from controllable hazards. The College's goal is to minimize all recognizable hazards that may result in personal injury/illness, property damage/loss and business interruptions caused by accidents, fires or other hazards. It is the intent of the College to comply with all federal, state and local health and safety laws/regulations. If an employee identifies a hazardous or potentially hazardous environment or situation, the employee is expected to report such observations to the Department of Public Safety immediately.

8.1 When an Injury or Accident Occurs
If an employee experiences an accident or injury while at work, he/she is required to report the incident to his/her supervisor. The supervisor is responsible for documenting a "first report" that must be submitted to Human Resources within 72 hours. For additional information on workers' compensation, refer to Chapter 3, section 7.

8.2 Fire Safety
Periodic fire drills will be held to insure the safety of all members of the campus community. Anyone found guilty of intentionally setting off a false fire alarm or tampering with fire equipment (alarm, horn, extinguisher or detection device) will be subject to disciplinary action. Persons failing to evacuate a building during a fire alarm may be subject to disciplinary action.

Candles, halogen lamps, and overloaded electrical circuits have been determined to be a fire hazard and may not be used in campus buildings.

Periodic inspections will be made by the State Fire Marshall and the Department of Public Safety to promote the safety of all buildings on campus.

8.3 Weapons and Other Explosives Policy
The possession, storage, or use of weapons, fireworks, firearms, ammunition, or explosives is prohibited at any time for any purpose at any place on campus or other property of Washington College. This regulation in regard to use of fireworks may be conditionally waived for temporary
periods by the President of Washington College for College-sanctioned public fireworks displays presented and supervised by licensed groups and individuals.

This regulation does not apply to authorized law enforcement personnel or to instructional or research supplies maintained by the Chemistry Department.

This regulation does not prohibit an individual otherwise subject to its provisions from carrying or possessing chemical mace or similar chemical sprays or propellants on campus property provided that such carrying or possession would not constitute a crime under Maryland criminal law.

8.4 Right-to-Know Policy
The "Right-to-Know" laws establish basic legal rights of employees to know or be informed about any hazardous materials that they may encounter on the job. Washington College employees will be provided information and/or training to become familiar with the campus Right-to-Know Program, and, where applicable, with the nature of the hazardous chemicals and practices which may exist in their workplace.

The Resources Manager of Natural Sciences oversees the implementation of the College's Right-to-Know Program. Documentation for this program is available on the Washington College website and, upon request, from Public Safety.

8.5 College Vehicle Operator Safety Policy
College vehicles may only be used for College business unless the vehicle has been assigned to an employee on a full-time basis. The Washington College Buildings and Grounds Department is responsible for the vehicles, training, and required documentation. If an employee has been assigned a vehicle on a full time basis, personal miles are a taxable benefit.

Any employee whose employment at the College depends on the ability to operate a vehicle should understand that maintaining a safe record is a condition of continued employment. The College reserves the right to terminate an employee whose job requires the operation of a College vehicle should that employee not meet the standards or have his/her license suspended or revoked.

Upon application to drive a College vehicle, each operator will receive a copy of the complete policy stating the requirements, standards, and responsibilities associated with operating a College vehicle.
9.0 State of Emergency Procedures

Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the Executive Vice President or his designee may declare a State of Emergency. There are two general categories of emergencies that may result in the implementation of this plan: (1) large-scale disorder and (2) large-scale natural/man-made disaster.

The following information is a summary of the state of emergency procedures. A complete policy statement and description of all related procedures is available upon request from the Department of Public Safety.

9.1 Notification
The telephone and electronic mail are both primary means of emergency notification at Washington College. These systems will be used, as needed, for the immediate transmission of specific information regarding an emergency to all affected areas of the campus.

9.2 Coordination
The Department of Public Safety is the focal point for official emergency telephone communications. Each College administrator, upon receiving notification of a declared or pending State of Emergency, shall pass the information along to those departments/offices under his/her direction.

9.3 Emergency Command Post
When a State of Emergency is declared or is imminent, the Department of Public Safety shall set up and staff an appropriate Emergency Command Post. The regular department facilities and communications center located in Wicomico House is also to be kept fully operational at all times. If the emergency involves only one building or a small part of the campus, a Field Emergency Command Post will be established. If the emergency involves a large part of the campus, a General Command Post is to be set up in the Student Affairs Office in the Casey Academic Center. If this site is unavailable, the Emergency Coordinator is to select an alternate location.

9.4 Campus Emergency Resource Team
In addition to establishing an Emergency Command Post as necessary, the Department of Public Safety shall immediately begin contacting all members of The Campus Emergency Resource Team not already involved in the emergency response.
The Campus Emergency Resource Team consists of the following personnel:

1. Emergency Director (Executive Vice President or designee)
2. Emergency Coordinator (Director of Public Safety)
3. Director of Physical Plant
4. Department of Public Safety Patrol Supervisor
5. Vice President of College Relations
6. Vice President for Student Affairs

9.5 Coordination for Individual Departments

Members of Senior Staff will appoint a specific person as Building/Area Coordinator for every activity under their control. The Building/Area Coordinator has the following general responsibilities during an emergency:

a. Inform all employees under their direction of the emergency condition.

b. Evaluate the impact that the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.

c. Maintain telephone or direct communications with members of their own department during an emergency.

10.0 Personal Information

The College makes every attempt to maintain an accurate and up-to-date employee database. Upon hire, new employee information is collected and entered into the Human Resources/Payroll Information Systems. It is very important that employees promptly notify Human Resources of any change in name, address, telephone number, marital status, dependent status or other pertinent information so that the appropriate records can be updated accordingly.

Human Resources maintains the official personnel files in a secure environment. Only authorized individuals or College officials may review a personnel file. An employee may review his/her personal file at the office of Human Resources but may not remove the file from the premises. Such inspection must take place in the presence of a Human Resources staff member during normal working hours and at an agreed upon time.
11.0 Confidentiality

All employees should be aware of their responsibilities to protect information contained in educational, financial and employment records. The unauthorized access to, modification, deletion, or disclosure of such information may compromise the integrity of the College and violate individual rights of privacy, and/or constitute a criminal act. All employees are required to sign a confidentiality agreement.
Chapter 5  EMPLOYEE STANDARDS AND PRACTICES

1.0  Employee Agreements
2.0  Animals in the Workplace
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4.0  Conflicts of Interest
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8.0  Lost and Found
9.0  Personal Property
10.0  Smoking
11.0  Solicitation and Contributions
12.0  Telephone and Cell Phone Guidelines
13.0  Use of Washington College Property
14.0  Use of Washington College IT Resources
Chapter 5
EMPLOYEE STANDARDS AND PRACTICES

1.0 Employee Agreements

As a condition of employment, all Washington College staff employees are asked to read and sign the following: Confidentiality Agreement; Drug, Alcohol, and Firearms Policy; Use of College Property Agreement; and Staff Handbook Acknowledgement.

All of the agreements can be found in the appendix of this handbook.

2.0 Animals in the Work Place

No animals may be kept on campus, other than those approved by the administration for medical or academic purposes. For health and sanitation reasons, animals are not permitted in residence halls or other College buildings or at official College functions at any time. This policy applies to all members of the College community.

3.0 Children in the Work Place

Employees should not bring children to work during normal working hours, during their assigned shift, or at any time that could disrupt College activities or be unsafe for a child. Parents should make necessary child care arrangements for their children. In emergency situations, contact Human Resources for a list of babysitters.

4.0 Conflicts of Interest

Employees must avoid actual or apparent conflicts of interest, defined as using their position at the College for personal or financial gain for themselves or their family members. Potential conflicts may include soliciting business for personal gain, accepting employment or payment from a customer or vendor, accepting gifts other than those of nominal value, and/or requesting favors, discounts, or services.
5.0 Dress Guidelines

Washington College relies on the good judgment of its employees to dress in good taste in a manner fitting and proper for the performance of the employee's work duties. The College recognizes that appropriate dress is a function of the type of work performed by the employee. For example, the dress standards for employees working with the public or in view of the public may be more stringent than those standards applied to employees not working with the public. Employees in certain departments are required to wear uniforms for safety and identification purposes. Employees are to dress consistent with the standards adopted at each work site by the department director.

6.0 Gratuities

In accordance with federal tax law, any gratuities that are collected by an employee at a College function will be included as a part of the employee's earned income, and are subject to withholding of taxes.

7.0 Health and Medical Conditions

Employees are asked to exercise good judgment in regard to illness and medical conditions that could have a negative impact on co-workers or other members of the Washington College community. Employees are encouraged to seek proper medical care and guidance with the goal of preventing the spread of illness and communicable disease.

8.0 Lost and Found

Washington College's lost and found service is maintained at the Department of Public Safety. All employees are encouraged to take any misplaced personal items found on the campus to Public Safety, and to contact Public Safety should their own property be missing.

9.0 Personal Property

Employees may bring items of a personal nature to work such as clothing, personal mementos, manuals, books, tools, computer software, stereos, etc. The College is not responsible for the
care or custody of personal property left on College property or stored in College facilities. Furthermore, the College is not responsible for damage to an employee's clothing soiled or damaged on campus during the performance of duties or otherwise.

10.0 Smoking

Smoking within the confines of Washington College buildings and vehicles is prohibited. Used smoking materials should be disposed of in an appropriate container and not on the grounds. This policy applies to all employees, students, and visitors.

11.0 Solicitation and Contributions

Solicitation and distribution of materials on College premises is prohibited without the prior approval of the Vice President for Finance and Management.

12.0 Telephone and Cell Phone Guidelines

12.1 General
Telephones and cell phones are provided for employees for College business. Employees are asked to limit personal calls during work hours. If an employee is found to be making excessive personal calls, he/she will be subject to appropriate disciplinary action.

12.2 Long-Distance Calls
If an employee uses a College telephone to place a personal long-distance call, he/she is required to place the call from his/her assigned phone and to use the number 3 to access an outside line. A charge will be generated, and the employee will be billed by the College for personal long distance calls.

12.3 Cell Phone Use
If an employee is issued a cell phone for business purposes, he/she is responsible for understanding and following all of the departmental policies and procedures for the use of the cell phone. Furthermore, it is the employee's responsibility to protect the cell phone from theft or damage.
13.0 Use of Washington College Property

Washington College provides its employees with appropriate supplies, facilities and equipment necessary to effectively perform their job duties. Equipment and supplies should not be removed from campus unless it is approved and a work assignment requires use of the College property outside the physical facility of the College.

Employees are encouraged to use College resources prudently and efficiently. Misuse of these resources is regarded as a serious violation of College policy.

14.0 Use of Washington College IT Resources

The Washington College Office of Information Technology has published a comprehensive statement regarding the policies that apply to the use of information technology resources. This publication is available on the College’s website and from the OIT.

14.1 General Guidelines for the Use of WC IT Resources
14.1.1 Washington College Information Technologies Resources (“WC IT Resources”) include, but are not limited to: all computer systems and software, interconnecting communications lines, and hardware that are the property of Washington College, hardware that is privately owned when it is connected to the WC voice and/or data networks, all Internet Protocol (IP) addresses that are in the Washington College domain, the server computers and network systems, voice and data networks provided by the College. Also included are the hardware and software associated with these systems and the information managed by these systems.

14.1.2 Approved uses of the WC IT Resources include, but are not limited to, educational applications, authorized electronic communications, administrative information exchange, presentation and promotion of the College to external audiences, research, faculty/staff professional development, and College-sponsored community outreach.

14.1.3 Use of WC IT Resources is a privilege, not a right. The WC IT Resources may not be used in any manner prohibited by federal, state, or local law or disallowed by licenses, contracts, or College regulations. Legitimate use of WC IT Resources is limited to those persons who have all of the following: proper authorization, a Network ID, and a password to use the resources. Academic or administrative use of WC IT Resources always takes precedence over recreational and non-institutional use. E-mail is not private
and may be accessed by the College for the purpose of maintaining or servicing the network, conducting an investigation of misconduct, or for other business purposes.

14.1.4 Respect the privacy of, or other restrictions placed upon, data or information stored or transmitted across computers and network systems, even when data or information is not securely protected.

14.1.5 Comply with the laws governing legally licensed software or shareware software, copyrighted materials, or other assets pertaining to computers or network systems, even when such software or assets are not securely protected.

14.1.6 Respect the finite capacity of computers or network systems by limiting use of computers and network systems so as not to interfere unreasonably with the activity of other users.

14.1.7 WC Network IDs may not be used for the solicitation or conduct of non-College business or for legislative campaigning/lobbying unrelated to academic or co-curricular activities, candidate endorsement, or illegal activities.

14.2 Compliance

Questions or concerns regarding the use of the WC IT Resources should be directed to the Director of the Office of Information Technology.
Chapter 6  GENERAL POLICIES

1.0  Charging Privileges
2.0  Identification Cards
3.0  Inclement Weather
4.0  Keys for College Facilities
5.0  Parking Guidelines
6.0  Reimbursement of Eligible Expenses
Chapter 6

GENERAL POLICIES

1.0 Charging Privileges

Following one year of continuous service, a regular full-time employee may use his/her Washington College ID card to charge purchases at the Bookstore, Dining Hall, or the Cove. Employee account statements are mailed through inter-campus mail, once a month, and are payable in full upon receipt. Employee account balances not paid within 90 days may lead to suspension or permanent loss of charging privileges.

2.0 Identification Cards

Washington College identification cards may be obtained from the Department of Public Safety during normal business hours 8:30 a.m. to 4:30 p.m. Monday through Friday. The office is located on the lower level of Wicomico Hall.

All regular full-time employees, along with their spouses and dependent children age 12 or older who are living at home and claimed on the employee’s tax return, are eligible for a Washington College identification card. In addition to identifying an individual’s association with the College, the ID card is used to gain access to campus facilities and contains a bar code label that is required to check out books at Miller Library. ID cards should be carried on campus at all times and presented to Public Safety officers or officials of the College upon request.

3.0 Inclement Weather

The decision for an early release, a delayed opening, or a closed day will be based solely on the conditions on campus. The campus will be open unless the snow, ice, or other conditions make it impossible for the campus to operate safely. Announcements of an early release will be made by the Office of the Vice President for Finance and Management.

An employee may call the College’s switchboard at 410-778-2800 and press the appropriate prompt key to listen to a recording of any weather-related announcements.
Announcements of a closing or delayed opening will be broadcast as early as possible on WBAL-AM radio (1090 on the dial) and WBAL-TV, Baltimore, Channel 11. These are the two stations designated for primary official notification. Notification of closing or delayed opening will also be provided to television stations WMAR 2, WJZ 13, WTTG Fox 5, WJLA 7, WBOC 16, and radio stations WSCL 89.5 FM and WCTR 1530 AM.

If the College is closed or the schedule is changed due to inclement weather, a regular non-exempt employee, who is not on sick, vacation or other paid leave, will receive compensation for the hours that he/she ordinarily would have worked. An exempt employee, who is not on sick, vacation, or paid leave, will not be charged earned leave.

Designated personnel (dining services, maintenance, and public safety personnel) are required to report to work. Designated personnel who are unable to report to work must call their supervisor before they are scheduled to report to work. A designated non-exempt employee who works when the College is officially closed will be compensated for the time worked at time and a half. Exempt employees receive no additional compensation and no additional time off for work during the day the College is closed for inclement weather.

In general, all non-designated employees should not report to work until the College reopens for business.

4.0 Keys for College Facilities

The Department of Public Safety issues keys to authorized personnel as needed to access the necessary offices and buildings for each department. If keys are lost, the employee should notify his/her supervisor immediately. Upon termination of employment, all keys should be given to the supervisor.

5.0 Parking Guidelines

All employees are permitted to have an automobile or motorbike on campus. All vehicles must be registered with the Department of Public Safety within the first week of employment. Employees can either register online at http://www.washcoll.edu/wc/current/ps/permit.html or in person at the Public Safety Office during normal business hours. The registration is free.

Any changes in vehicle type or vehicle license plate number must be reported to the Department of Public Safety.
Faculty/staff parking areas are reserved from 8:00 a.m. to 3:00 p.m. (Monday-Friday) when classes are in session. Employees may park in any of the spaces designated for faculty/staff, if the vehicle has the proper ID tag issued by the Department of Public Safety. Parking in spaces reserved for other members of the campus community, visitors, or for the handicapped is prohibited. Public Safety officers will issue tickets for parking violations.

On-campus handicapped parking permits, either long or short term, are available through the Department of Public Safety.

Unpaid parking tickets will be added to the employee’s account with the Business Office.

Unpaid parking tickets or frequent violations of parking guidelines may lead to revocation of parking privileges, immobilization of the vehicle, and/or towing of the vehicle.

6.0 Reimbursement of Eligible Expenses

The eligibility of and reimbursement for expenses in connection with authorized business travel or other job related purchases are covered by policies of the Business Office. These policies are available from the Business Office and may change from time to time.
Chapter 7  CAMPUS SERVICES

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Chapter 7

CAMPUSSERVICES

1.0 Athletic Facilities

Regular full-time and part-time employees, their spouses, and their dependent children have access to the athletic facilities including the Cain Athletic Center, Casey Swim Center, the Johnson Lifetime Fitness Center and the Schottland Tennis Center during the posted hours of operation. The employee or spouse must accompany their dependent children under 12 to all facilities. All employees, spouses and children 12 or older must present their College identification card to gain access and to use the athletic facilities. Check with the individual facility for hours of operation and further information regarding rules and regulations of the facility. All regular season athletic contests are open to the public without charge.

2.0 Bookstore

The Bookstore at Washington College is operated for the benefit of the students, faculty, staff, alumni, and friends of the College. The Bookstore is located in the lower level of the Casey Academic Center. The normal hours of operation are 8:30 a.m. to 4:30 p.m. Monday through Friday and from 10:30 a.m. to 1:30 p.m. on Saturdays (when students are on campus).

In addition to the textbooks needed for courses, the Bookstore carries a wide range of goods, imprinted clothing, imprinted gifts, school supplies, greeting cards, general books, art and computer supplies, snacks, toiletries, CDs, DVDs, and videos.

Washington College employees receive a 10% discount in the Bookstore on most items other than textbooks and course materials, computer supplies and software, all services, newspapers, and guest vendor items. The discount cannot be used in conjunction with store promotional discounts. Employees with charging privileges may charge at the Bookstore using their Washington College ID cards. The employee must show his/her ID to charge ($2.00 minimum). The Bookstore also accepts cash, checks, Visa, and MasterCard.
3.0 Dining Services

Employees and guests are welcome to use the dining hall or the Cove at Washington College. In general, these facilities are open when school is in session and students are being served. Employees may pay cash or charge the meal to their Washington College account using their WC employee ID card (when charging privileges are established). Guests must pay cash.

The dining hall is also open in the summer for lunch when a conference group is being served. A meal ticket, purchased in advance from the WCDS business office, must be utilized in the summer. No charging or cash is accepted at the door. The Cove is closed during the summer.

WCDS menus are available for review on the WCDS website during the academic year.

4.0 Health Services

The Washington College Health and Counseling Services office is located on the first floor in Queen Anne's House. The office hours are 8:30 a.m. to 4:30 p.m. (the office is closed for lunch from noon until 1:00 pm). The office is closed during the summer.

Health Services is primarily for students. It is not meant to be the employee's primary care provider. An employee may seek care at Health Services if he/she is injured or becomes ill on the job. The health care provider on duty will determine where the employee should be treated (emergency department, primary care provider or the health service). The Health Services staff will also perform blood pressure checks, administer allergy injections or provide other minor health services for employees as time allows.

5.0 Miller Library

Miller Library has over 250,000 volumes and more than 8,000 periodical titles in electronic format. The Library is also a selective depository of United States Government publications (many available on-line).

Miller Library offers a full range of library services including reference assistance, library research instruction, on-line and local data searching, interlibrary loans, and computers/software for employee use. Many electronic materials may be accessed on-line through the internet.
Employees and their spouses and dependents, with College ID cards, may check out materials by presenting their WC employee ID cards at the circulation desk. Borrowers are responsible for all materials they have checked out. Non-circulating books (those in reference, reserve, periodical, and microfilm collections) are for use within the library. Removing books or materials from the library without properly checking them out is in direct violation of College policy and could result in disciplinary action including dismissal.

6.0 Public Safety

The Department of Public Safety Office is located on the lower level of the Wicomico Hall. The office is open during normal business hours 8:30 a.m. to 4:30 p.m. Monday through Friday. Department of Public Safety officers are on duty 24 hours a day, 7 days a week, 365 days a year. Officers conduct foot and vehicular patrols of the entire campus 24 hours a day.

The Department of Public Safety issues all College identification cards, parking permits, and keys.

Upon request, the Department of Public Safety will provide an escort for all faculty or staff from their office to their vehicle. If an employee needs an escort, he/she should contact Public Safety at extension 7810.

The Department of Public Safety will assist faculty/staff with unlocking their vehicle in the event they lock themselves out. Officers will also attempt to jumpstart a non-starting vehicle.

7.0 Special Events

Employees are invited to attend lectures, concerts, and other special events at the College. The College publishes a Campus Events Calendar that is available on the College's website. The calendar includes athletics, concert and film series events, and other college-sponsored activities.
APPENDIX

1.0 Confidentiality Agreement
2.0 Drug, Alcohol, and Firearms Policy
3.0 Use of College Property Agreement
4.0 Staff Handbook Acknowledgement
5.0 Washington College Website
Washington College

CONFIDENTIALITY AGREEMENT

Information contained in educational, financial and employment records must be maintained in a confidential manner at all times.

All employees have a personal duty to protect confidential information, to store such information in a secure manner, and to protect this information by following proper procedures.

The unauthorized access to, modification, deletion or disclosure of information may compromise the integrity of the College or otherwise violate individual rights of privacy and/or constitute a criminal act.

Distribution and/or reproduction of any record or information outside the intended and approved use are strictly prohibited.

I acknowledge and agree to the above requirements.

_________________________________________  __________________________
Employee Signature                       Date

_________________________________________
Print Employee Name
Washington College

DRUG, ALCOHOL, AND FIREARMS POLICY

Washington College prohibits possession, use, or distribution of drugs and illegal or unauthorized use of alcohol by employees in the work place.

Violations may result in action by law enforcement officials, disciplinary action up to and including termination of employment, and/or mandatory participation in a substance abuse rehabilitation program. By federal law, Washington College must be notified within five days of any employee's conviction under criminal drug statutes.

The possession, storage, or use of fireworks, firearms, ammunition or explosives is prohibited at any time for any purpose at any place on the campus or other property of Washington College.

I have read and understand the above statements and acknowledge that the use of drugs and illegal and/or unauthorized use of alcohol is prohibited as a condition of employment with Washington College.

______________________________  ____________________
Employee Signature                Date

_________________________
Print Employee Name
Washington College

USE OF PROPERTY AGREEMENT

Washington College provides its employees with appropriate supplies, facilities, and equipment necessary to effectively perform their job duties. Equipment and supplies should not be removed from campus unless it is approved and a work assignment requires use of College property outside the physical facility of the College.

Employees are encouraged to use College resources prudently and efficiently. Misuse of these resources will be regarded as a serious violation of College policy.

_________________________  _______________________
Employee Signature        Date

_________________________
Print Employee Name
Washington College

STAFF HANDBOOK ACKNOWLEDGEMENT

I, ___________________________, have received and will read a copy of the Washington College Staff Handbook that outlines the policies, benefits, and expectations of the College, as well as my responsibilities as an employee.

I will familiarize myself with the contents of this handbook. By my signature below, I acknowledge, understand, and agree to comply with the information contained in the employee handbook provided to me by Washington College. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the policies, benefits, and expectations of Washington College.

I understand that the Washington College Staff Handbook is not a contract of employment and should not be interpreted as such.

______________________________  ______________________________
Employee Signature                      Date
The Washington College website (http://www.washcoll.edu) is a useful informational resource for staff and faculty. New Washington College employees are encouraged to visit the Human Resources site (http://hr.washcoll.edu), which offers a helpful orientation guide, including preliminary tasks, payroll information, a campus map, and Washington College background and history. To access this information, simply click on “Information for New Employees” under the “Welcome” menu on the Human Resources homepage.

The college website offers an online staff and faculty directory. To access directory information, scroll down to the lower left portion of the home page under “Contact.” Staff and faculty are listed according to department. Information on news and events and current weather conditions is also available on the Washington College home page. Scroll down to the lower right portion of the page to the News Room box. Employees may click on the News Room link to get all of the latest Washington College news and featured events, or click on individual news announcements. Users may also click on the small weather icon on the top right in the black portion of the News Room box to receive live weather updates. In the event of emergency weather conditions or school closings, an announcement will be posted on the Washington College homepage.

Employees are encouraged to use the Washington College online calendar located at http://calendar.washcoll.edu to keep up with campus events. A link to the calendar is located at the top of the homepage. Washington College employees may also sign up to receive specialized announcements regarding campus news or events through list serves. To learn more about list serves, visit http://list.washcoll.edu.

The Washington College homepage is also the gateway to Webmail. Click on the “Webmail” link on the top right portion of the page to access your e-mail via the internet.

Additional resources may be found by rolling over the audience links in the upper left portion of the web page (e.g., “Faculty & Staff”), or by clicking on the “Quick Find” drop menu on the left below the audience links. Using the rollover and drop menus helps save time and links users directly to the most popular pages. The site map, which lists web pages alphabetically and by category, and search utility also are helpful navigational tools to point users toward the information they are looking for.

Employees are also encouraged to click on the “Feedback” link at the top right, black portion of the homepage to send suggestions for new site features or improvements to the college webmaster. Washington College employee suggestions for the site are helpful in making www.washcoll.edu more easily navigable and user-friendly.