ADMINISTRATIVE CLOSING PAY POLICY

At times it may be necessary for the College to declare specific hours as administrative closing as the result of inclement weather or other campus emergency situations.

1. Regular hourly employees in an active pay status who are scheduled to work during the emergency closing will be granted administrative closing which will be recorded as such, not to exceed the hours scheduled to work. For example, if the College delays opening until 10:30 A.M., employees will receive administrative pay from the time they are scheduled to report to work until 10:30 A.M. An employee scheduled to report to work at 8:30 would receive 2 hours of administrative pay in the example above. Normally the decision to close is made by 6:00 a.m.

2. If an emergency closing has not been declared and an hourly employee is prevented from reporting to work for his or her normally scheduled working hours, annual leave, personal leave or leave without pay will be charged. When there is a business necessity, supervisors may permit employees to make up the time lost provided it can be done within the work week in which the event occurred and the supervisor has approved the request in writing.

3. Hourly Employees who are designated or allowed to work during an administrative closing will be paid for time worked and for the time of the administrative closing. For example, an employee who is normally scheduled to start work at 7:30 a.m. would receive 3 hours of pay if the College opens at 10:30 a.m. instead of 8:30 a.m. In addition to the 3 hours of administrative closing pay.

4. Employees may request unplanned vacation or personal leave in anticipation of a weather related emergency. Approval of such requests will be based on the business requirements of an employee's services. If the employee is essential to the continued operation of the department or unit, then the request will be denied. These same employees will not be allowed to use sick leave for the weather related emergency for which vacation was requested. If essential employees fail to report to work during a weather related emergency, the missed time will be treated as leave without pay.

5. If an employee is on scheduled paid leave during an administrative closing, the employee will receive credit for the administrative closing.
6. Regular employees who are not scheduled to work during an emergency closing will not be compensated for the emergency closing.

7. Employees who are scheduled for approved paid leave (vacation, sick or personal) will receive the Administrative Closing Pay instead of being charged for the paid leave.

REV 01/2014
ANIMALS IN THE WORK PLACE

No animals may be kept by employees 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. This policy does not apply to trained assistance dogs that are actively engaged in the service for which they are trained. If you see an employee with an animal on campus please contact public safety. If suspected violations are taking place, please report to your supervisor.

REV 01/2009
APPEARANCE 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 articulated at each work site by the department director or supervisor.

The College, in its sole discretion, will determine when clothing does not meet these requirements. Good personal hygiene is also important and required at all times in terms of our customers’ favorable opinion and in terms of your respect for your fellow employees. Accordingly, employees are expected to come to work in a clean condition.

REV 03/2014
APPLICANT REVIEW AND SELECTION PROCESS

The hiring official will determine the members of the search committee. Members should have frequent interactions with this position and be familiar with the operation and needs of the department. Human Resources will create the profiles on Consensus. Once profiles are established, Human Resources will provide the committee members with their login ID, password, and Consensus Quick Start and User Guides. Committee members have access to all applicant materials and the ability to rank applicants, which determines the most qualified candidates for interviewing. Human Resources is responsible for monitoring the search process and consulting with the Hiring Official to ensure that the College is selecting the most qualified applicant and following the policies and procedures.

All applicants are required to complete a job application and submit a resume via Consensus. If, after an initial review of the resume and application, the employee looks to be a fit, an interview will be scheduled. The Office of Human Resources will then perform a background check and the Hiring Official will check references.

The College encourages in-house employees to apply for any position that they may be interested in and for which they qualify. In-house applicants must complete the application and formally apply via Consensus.

The College affirmatively opposes discrimination in the workplace, and this includes the hiring process. All qualified applicants are encouraged to apply for available vacancies. The College does not discriminate on the basis of race, ethnicity, country of origin, disability, gender, marital status, sexual orientation or sexual identity.

If any applicant feels that he or she has been discriminated against during any part of the application process, the applicant is encouraged to direct concerns to the Office of Human Resources at 300 Washington Avenue, Chestertown, MD 21620. All complaints will be treated with sensitivity and the greatest amount of confidentiality permitted by law.
APPLICATION PROCESS FOR NEW AND VACANT POSITIONS

Upon approval of the recruitment authorization, Human Resources will post all vacant positions on the College website and in cooperation with the Hiring Official, determine advertising venues. Applicants must apply through our online applicant portal, Consensus, in order to be considered as an applicant. Applicants are also required to identify the specific position for which they are applying. If an applicant is invited for an interview, he or she will be required to submit a signed Washington College Application. Unsolicited applications and/or resumes are not accepted. Human Resources only accepts applications when there is a vacancy available, advertised and/or posted on the Consensus job portal. Only formally completed applications will be considered.

REV 03/2014
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.

Non-exempt employees must report Bereavement Leave using the (B) code in the Type of Leave section of the time sheet.

REV 03/2014
BIRTHDAY OFF POLICY

All regular, full-time, and part-time benefit-eligible employees are eligible to receive a day off with pay for their birthday.

Employees must submit their birthday day off request, in writing, to their supervisor a minimum of two weeks prior to the day off. The day must be taken at a mutually agreed upon date and at the least cost or inconvenience to the department. The day off must be taken within 1 year of the actual birthday date. The birthday day off cannot be banked or carried over past this 1 year window.

Employees must be in a full-time or part-time benefit-eligible position during their birthday to qualify for the birthday day off.

REV 12/2013
BLOOD BANK MEMBERSHIP

Washington College covers the cost of membership to join the Blood Bank of Delaware/Eastern Shore. Membership gives the employee and their dependents replacement blood at anytime 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. To enroll in the Blood Bank, please contact the Office of Human Resources for enrollment material.

REV 03/2014
In recognition of the well documented health advantages of breastfeeding for infants and mothers, Washington College provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a company-wide lactation support program administered by Office of Human Resources.

Washington College subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation training.

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

**Milk Expression Breaks**
Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors.

**A Place to Express Milk**
A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee’s supervisor. Expressed milk can be stored in general college refrigerators or in employee’s personal cooler.

**Staff Support**
Supervisors are responsible for alerting pregnant and breastfeeding employees about the college’s worksite lactation support program, and for negotiating policies and practices that will help facilitate each employee’s infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.
Communication with Supervisors
Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the college.

Maintenance of Milk Expression Areas
Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the pump and area around it. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

Milk Storage
Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee’s milk. Each employee is responsible for proper storage of her milk.

Use of Break Times to Express Milk
When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

REV 06/2014
CHILDREN IN THE WORK PLACE

Employees may not bring children to work during normal working hours (Monday-Friday 8:30a.m.-4:30p.m.), during their assigned shift, or at any time that could disrupt College activities or be unsafe for a child. Parents must make necessary child care arrangements for their children.

If suspected violations are taking place, please report to your supervisor or to Human Resources.

REV 03/2014
CODE OF CONDUCT

Washington College is committed to the highest ethical and professional standards of conduct as an integral part of its core values of critical thinking, effective communication, and moral courage. To achieve this goal, the College relies on each community member’s ethical behavior, civility, honesty, integrity and good judgment.

The Code of Conduct establishes guidelines for professional conduct by representatives of the College including 1) executive officers, Faculty, Staff and other employees of the College 2) consultants, vendors and contractors when doing business with the College and 3) volunteers. The Code refers to all these persons collectively as “members of the College community” or “community members.”

This Code cannot address all situations that may arise, but it offers a framework to assist community members in understanding the College’s expectations of them. This Code of Conduct supplements but does not supersede any other published College policies such as those contained in the Faculty Handbook and College Policies. Violations of the Code of Conduct may result in disciplinary or corrective action up to and including termination of employments, contractual services, or volunteer services, as applicable.

Respect for Persons

Washington College places a high value on human relations, human diversity and human rights. Consistent with these values, the College strives to maintain a work environment that is characterized by mutual respect for all individuals. Such an environment has no place for harassment or discrimination based on race, color, religion, national origin, age, sex, sexual orientation, disability, and other factors prohibited by law. Such behavior is not tolerated. As befitting the College's commitment to its mission, community members are expected to treat one another, students, and the general public in a cordial and respectful manner. For example, the following behaviors are specifically prohibited:

1. Disorderly conduct, including but not limited to using discriminatory, profane, abusive, or threatening language, fighting, provoking a fight, threatening or attempting bodily harm or injury to another on College property or during College activities; or other conduct which threatens or endangers the health, safety, or well-being of a community member, wherever it occurs.
2. Sexual harassment of employees, students, donors, customers, visitors, vendors or any other person on College property or during College activities.

3. Members must not abuse the authority they have been given and care must be taken to ensure that any personal relationships do not result in situations that might interfere with objective judgment. Members should conduct themselves in a businesslike manner on campus or when attending an off-campus work related function. Unprofessional activities such as threatening or intimidating behavior, offensive language, possessing or posting offensive materials in the work area or accessing inappropriate materials on computers are strictly prohibited.

**Respect for Property**

Members of the College community must be responsible stewards of the College's resources. Consistent with this value, employees are expected to exercise reasonable care in the use of College property and to report any damage to College property to their supervisors and/or other appropriate College officials. The following activities are specifically prohibited:

1. Willful or careless damage to College property.

2. Theft or other dishonesty.

3. Tampering with or destroying College data, records, or other information without authorization; gaining unauthorized access to such information; disclosing confidential information; or otherwise misusing College data or information. Confidential information is defined in State and Federal law and College Policies.

4. Unauthorized use of College vehicles, mail services, identification and credit cards, telephones, computers, or computer equipment, or other College equipment or materials. Computers and computer accounts are provided to employees to assist them in the performance of their jobs. Employees do not have an expectation of privacy in anything they create, send or receive on the computer. The College may review, for business reasons, any and all aspects of any College computer system, including employee e-mail.

5. 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.
Standards of Safety
The College is committed to maintaining the safety and security of all persons on College property and during College activities and to maintain a safe and healthful working environment. Specific prohibited activities include:

1. Possession of firearms, explosives, or other lethal materials on College property or during College activities. Exceptions to this standard must be approved in writing by the President and administered by Public Safety.

2. Possessing, drinking, or being under the influence of intoxicants on the job; unlawful possession, use or distribution of alcohol on College property or during College activities; illegally using, manufacturing, possessing, distributing, dispensing, or being under the influence of controlled substances on College property or during College activities. An exception to this is the consumption of alcohol in moderation at official College events in which alcohol is served. College events where alcohol is served must have servers who have received Training for Intervention Procedures (TIPS).

3. Refusal to obey security officials, Police Officers or Fire Officials, or other proper authorities in emergencies.

4. Failure to comply with safety rules, regulations or common safety practices.

5. Failure to report an accident involving on-the-job injury or damage to College property.

6. Smoking is prohibited in College buildings and outdoors within 25 feet of entrances and exits of campus buildings. Smoking is allowed in designated areas located around campus.

Compliance with Laws and College Policies
College community members are expected to follow normally accepted business and professional standards in matters of business and personal conduct and to exhibit personal and professional integrity and objectivity at all times. Faculty and Staff of the College are expected to take precautions to ensure that outside financial interests do not place them in conflict with carrying out their duties and responsibilities as employees of the College. Community members are expected to behave in a manner consistent with the accepted principles and values of Washington College. Specifically prohibited activities include but are not limited to:

1. Falsification of College records.
2. Intentional misrepresentation or falsification of academic credentials or work experience, either written or orally.

3. Violation of Federal, State or local laws, regulations, or ordinances in connection with one’s work for the College.

4. Gambling for monetary gain on College property or during College activities. Charity events are specifically excluded from this standard.

5. Failure to observe campus traffic or parking regulations.

6. Soliciting, collecting money, or circulating petitions for personal gain on College property at any time without permission of the chief business officer or designee.

**Work Performance**
The College expects community members to strive for and meet high quality job performance standards at all times. Issues of poor performance or misconduct compromise both the worker and the organization. Prohibited behaviors include:

1. Refusal to follow reasonable instructions, perform assigned work, or comply with directives of authorized College officials.

2. Failure to wear proper uniform or identification in the prescribed manner as required. Departments may develop dress codes appropriate for their operation.

3. Sleeping and or being un-responsive on the job.

4. Failure or refusal to maintain or obtain required licensure, certification or registration.

5. Instigating or participating in deliberate low productivity and/or interfering with another employee's work.

**Standards of Attendance**
The College depends upon community members to carry out the work of the institution; therefore, reliable, consistent attendance is an important requirement of all positions.
1. An absence without proper notification or satisfactory reason is unexcused. An absence for three (3) consecutive days without notification or satisfactory reason is considered a voluntary termination (job abandonment).

2. Tardiness is defined as arriving at work past the appointed starting time without supervisory approval. Repeated unauthorized tardiness will be grounds for disciplinary action.

3. Failure to report to the work place at the beginning of the work period, leaving the workplace prior to the end of the work period, and/or failure to inform the supervisor when leaving the work area are prohibited.
CONFIDENTIALITY

All employees must 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 compromises 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.

REV 03/2014
CONFLICT 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 $50.00, and/or requesting favors, discounts, or services. Senior Staff are required to affirm that they do not have a potential conflict of interest annually.

REV 10/2013
CONSENSUAL RELATIONSHIPS POLICY

1. POLICY STATEMENT

Washington College’s educational mission is promoted by professionalism in student/faculty relationships and in supervisor/supervisee relationships. Professionalism is fostered by an atmosphere of mutual trust and respect in accordance with established standards of conduct. Taking note of the respect and trust accorded a staff or faculty member by a student and a supervisor by a supervisee, the faculty and staff recognize that they are presumed to make decisions regarding their relationships with students and supervisees which will not endanger this atmosphere of mutual trust and respect. Faculty and staff must be aware of the possibility that an apparent consensual relationship with a student or supervisee may be interpreted (either now or at a later date) as non-consensual and, therefore, as sexual harassment. The power differential inherent in employee/student and supervisor/supervisee relationships may compromise the student's or supervisee's freedom to decide and call into question the consensual nature of the relationship. The potential exists for the student or supervisee to perceive coercion in suggestions involving activities outside those appropriate to professional relationships. Moreover, faculty and staff, particularly in relationships with students and persons under their supervision, need to be aware of potential conflicts of interest, perceptions of favoritism and the possible compromise of their evaluative / supervisory capacity. They also need to be aware that a relationship may give rise to a perception that the evaluative capacity of the faculty member or supervisor has been compromised. For the reasons outlined in this policy, the college strongly discourages these relationships.

A. It is a violation of this policy for a faculty or staff member to undertake an amorous relationship or permit one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation, even when both parties appear to have consented to the relationship.

B. Amorous relationships between students and faculty or staff members outside the instructional and supervisory context are also strongly discouraged.

C. The College recognizes that consensual amorous relationships may exist prior to the time a student becomes a member of the faculty member's class or is placed in a situation
where the faculty or staff person must supervise or evaluate the student. It is also recognized that such a relationship may exist between co-employees prior to the time when one of those employees becomes the supervisor of the other. An amorous relationship is a recent amorous relationship if it is ongoing or has been in existence at any time within the six (6) months immediately preceding the assignment of the student or supervisee to the faculty or staff member. Where the faculty or staff member has, or has had, a recent amorous relationship with the student or supervisee the following procedures shall be followed:

1) If, at all possible, the student should be advised in his or her course selections to avoid course sections taught by the instructor with whom the student has or has had a recent consensual relationship. Efforts should likewise be made to place a subordinate under the supervision of another supervisor where the supervisor has or has had a recent consensual amorous relationship with the subordinate.

2) In the event it is not possible for the student to avoid the class taught by the faculty member or for the supervisee to avoid the supervision of the supervisor, the faculty member shall advise his or her department chair and Provost, and the supervisor shall advise his or her supervisor of the present or recent consensual amorous relationship.

The following steps shall be taken in regards to students:

a. The department head shall appoint another instructor to evaluate the student's written work, such as essays, research papers, essay tests, care plans, etc.

b. The department head shall appoint another instructor to evaluate the student's non-written work or performance such as artistic performances, teaching practice or clinical practice.

c. When an appropriate instructor is not available to evaluate the student's work, the department chair or Provost will provide an alternative solution at no expense to the College.

d. A student should not be assigned to a faculty advisor with whom that student has or has had a recent consensual amorous relationship. The faculty advisor should request that the student be reassigned.
The following steps will be taken in regards to employees:

a. A supervisor will request that his or her supervisor evaluate the supervisee and if such evaluation is not available, he or she will request that a supervisor of a related department evaluate the employee.

b. The supervisor will remove himself or herself from the consideration of the employee for promotion, hiring or determination of salary.

c. When an appropriate supervisor is not available to supervise the employee then the President in consultation with the Director of Human Resources decide if suitable supervision can be arranged or if one of the parties will be asked to resign.

3) A faculty or staff member who fails to follow the policy set forth in No. 2 above, and does not withdraw from participation in activities or decisions which may reward or penalize a student or supervisee with whom the faculty or staff member has or has had a recent consensual amorous relationship in accordance with this policy will be in violation of this policy and is subject to disciplinary action up to and including termination of employment.

4) Persons who are married, or were married, are included within the definition of those persons having, or who have had, a consensual amorous relationship. Likewise, persons in a domestic partner relationship are included in this policy.

5) A complaint alleging violations of the policy regarding consensual relationships may be filed by any person and directed to the Human Resources Office. Procedures to be followed when complaints occur are those listed in the Sexual Harassment Policy.
CREDIT UNION MEMBERSHIP

Employees of Washington College and their families may join the Johns Hopkins Federal Credit Union. There is a membership fee required to open an account with the credit union. A 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. As a prerequisite, deposits and loan payments may be conveniently made through payroll deduction. Please visit the Johns Hopkins Federal Credit Union website www.JHFCU.org for membership fees, applications and contact information.

REV 03/2014
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.

Eligibility

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

Part-time benefit-eligible employees and their dependents are eligible for dental insurance.

Part-time temporary employees who begin active employment after December 31, 2003 and their dependents are not eligible for dental insurance.

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.

Initial/Open Enrollment

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 at the time of employment...

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

Late Enrollment: A late enrollment option is not available.

Effective Date of Coverage

Initial Enrollment: Dental insurance is effective the first day of the month following the date of employment.
Open Enrollment: Effective date of coverage is July 1, following the open enrollment period in May.

Benefits: Plan information is available in the Employee Benefits Booklet. In the event of a conflict, the insurance contract or plan documents will prevail over other documents.

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. For current premiums please see the Employee Benefits Booklet.

Termination of Insurance and Continuation Privileges
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. Employees, and their dependents participating in the Company’s group dental plan, may be eligible for eighteen (18) to thirty-six (36) months of benefits continuation. Eligibility for this benefit continuation under COBRA (Consolidated Omnibus Budget Reconciliation Act) is triggered by a “qualifying event” such as reduction in hours of employment, divorce, or termination of employment for reasons other than gross misconduct, and is subject to policy terms and conditions and applicable legal guidelines.

Should you, your spouse, or your dependent child covered under our group dental plan become eligible for this continuation coverage, you must indicate to us whether you elect to participate in this plan within a certain amount of time from the date of the “qualifying event.” Otherwise, your group health benefits will end. If you have any questions regarding your eligibility or how benefit continuation works, please see Human Resources.

COBRA continuation forms may be obtained from Human Resources, along with further details.

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.

REV 03/2014
DIRECT DEPOSIT POLICY

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.

Employees that wish to enroll in or change their Direct Deposit must complete the Direct Deposit Authorization form and submit verification of their account(s).

REV 01/2009
DISCIPLINE AND CORRECTIVE ACTION

Disciplinary and corrective action is a process to help employees overcome poor job performance, strengthen work performance and achieve success. In the case of minor work performance problems a private discussion between the supervisor and the employee is the first step in the positive discipline procedure. The supervisor specifies the job performance or conduct that is not acceptable and the actions necessary to correct the performance problem. The supervisor begins with a personal agreement with the employee along with a follow up email or document regarding the discussion.

In instances of seriously poor job performance or of repeated minor performance issues, written notice is 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 (with 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 discuss the alleged misconduct and develop an appropriate action plan. The action plan includes 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. Violation of these or similar rules may lead to discipline, up to and including immediate termination. Please refer to Discharge section of the Termination of Employment policy.

The employee will be given the opportunity to see any written notices reporting disciplinary actions or any evaluations in his/her personnel file. If the employee feels that the disciplinary action is unfair, he/she may file a grievance. Please refer to Grievance process policy.

REV 03/2014
Discrimination and Harassment Policies

Policy Statement on Discrimination

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

The designated coordinator to ensure compliance with Title IX of the Educational Act Amendments of 1972 is Darnell Parker, Assistant Dean for Multicultural Affairs, Casey Academic Center, Washington College, 300 Washington Avenue, Chestertown, Maryland, 21620, phone number (410) 810-7457.

The designated coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973 is Andrea Vassar, Director of Academic Skills, Clifton Miller Library, Washington College, 300 Washington Avenue, Chestertown, Maryland, 21620, phone number (410) 778-7883.

For additional information and/or to file a complaint contact the Director of Civil Rights, US Department of Education, Office of Civil Rights, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107.

Policy Statement on Harassment

Harassment in any form, whether based on race, sex, color, national or ethnic origin, age, religion, marital status, disability, sexual orientation, genetic information, or any other legally protected classification, is unacceptable on the Washington College campus.

For purposes of this policy harassment means unwelcome verbal, written, or physical conduct based on a protected classification (race, color, sex, disability, etc.) that has the purpose or effect of unreasonably interfering with an individual’s work or education (including living conditions, extracurricular activities, and social life), creating an intimidating, hostile, or offensive environment, or constituting a threat to an individual’s personal safety. Sexual harassment includes sexual violence/assault.

Sexual Harassment

Washington College will not tolerate sexual harassment in any form. Sexual harassment includes sexual violence/assault. The goal of this policy is to create a community free of sexual harassment. Sexual harassment committed in connection with any College program, whether on or off campus, is prohibited. This applies to academic, educational, extracurricular, athletic, residential, and other College programs. Sexual harassment may be a violation of state and federal laws as well as a violation of this policy. Individuals who feel they have been sexually harassed may have the right to bring legal action, in addition
to making a complaint to the College. Legal action and an internal complaint can be pursued at the same time. Retaliation against an individual who brings a complaint, participates in an investigation of sexual harassment, or pursues legal action is prohibited.

The essential importance of academic freedom is recognized and a standard of reasonableness will guide the College. Only when academic freedom is used to disguise, or as the vehicle for, prohibited conduct will it be questioned. Washington College believes that ideas, creativity, and free expression thrive and, indeed, can only exist for students, faculty, and staff in an atmosphere free of sexual harassment and assault.

**Definition of Sexual Harassment**

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. Maryland Law also prohibits gender discrimination and sexual harassment.

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

Examples:

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

**Consensual Relationships**

Washington College policies prohibit 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.

Apparently consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned. The College particularly abhors the abuse potentially inherent in sexual relationships between faculty members and students and between staff supervisors and their student employees.

Discrimination or Harassment Based on Disability


Examples:

- Lack of access to educational programs and facilities
- Denial of academic adjustments or accommodations.
- Offensive remarks, jokes, epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to a person’s disability;

Discrimination or Harassment Complaints

Washington College encourages anyone who has experienced any form of discrimination or harassment to report the incident promptly, to seek all available assistance, and to pursue remedies available through campus judicial or grievance processes. Complainants are also encouraged to report incidents to local, state and/or federal authorities or offices charged with handling unlawful discrimination or harassment.

Reporting a Complaint

Students, employees, or third parties who believe they have been subjected to discrimination or harassment, including sexual violence/assault, by a student or employee of the Washington College community or by another individual for whom the College is or may be responsible (e.g., applicants for admission or employment, alumni, independent contractors, vendors, recruiters) should contact one of the following persons for assistance with resolving a complaint:

☐ Title IX Coordinator or Assistant Coordinator(s) – for matters involving discrimination or harassment based on sex or gender
☐ 504 Coordinator or Assistant Coordinator(s) – for matters involving discrimination or harassment based on disability
☐ Professional Staff in Student Affairs (Including Resident Area Directors)
Complaints alleging sexual discrimination or harassment (including sexual assault/violence) should be submitted to Darnell Parker, Assistant Dean for Multicultural Affairs and the College’s Title IX Coordinator, first floor Casey Academic Center, 410-810-7457.

Complaints alleging disability discrimination or harassment should be submitted to Andrea Vassar, Director of Academic Skills and the College’s Section ADA/Section 504 Coordinator, Clifton Miller Library, 410-778-7883.

When a Washington College student is the subject of a discrimination or harassment complaint, the matter will be referred to the Honor Board or other appropriate hearing body (see the Washington College Honor Code and Student Judicial System found earlier in this Handbook).

When a Washington College employee or third party is the subject of a formal written complaint, the matter will be reviewed by the Washington College Discrimination Complaint Review Committee.

Students, employees, or third parties alleging discrimination or harassment may submit a complaint in writing using the Discrimination/Harassment complaint form. Complaint forms are available in Public Safety, Student Affairs, Human Resources and Title IX Coordinator’s Office or for download and printing from the College website at [http://www.washcoll.edu/title-ix/].

**Interim Measures**

The Title IX Coordinator or 504 ADA Coordinator will determine with campus administrators appropriate interim measures to be taken during the investigation. Interim remedial actions can include, but are not limited to the following:

- No Contact Orders
- Interim Suspension
- Administrative Leave (Employee)
- Reassignment of Housing
- Reassignment of Job
- Class Schedule Change
- Prohibit or restrict participation in extracurricular activities
- Prohibit or restrict access to campus for third parties
Investigating a Complaint

All complaints of harassment or discrimination will be investigated in a manner that is adequate, reliable, and impartial. Investigations may be conducted by trained Public Safety staff, the Title IX Coordinator or Assistant Coordinators (for Title IX matters), the Section 504 Coordinator or Assistant Coordinators (for ADA/Section 504 related matters), Human Resource staff, or another trained investigator appropriate to the situation and in accordance with all College policies and legal requirements.

For matters involving discrimination or harassment based on sex or gender (covered by Title IX), the Title IX Coordinator will ensure that the investigation complies with all Title IX requirements. For matters involving discrimination or harassment based on disability (covered by ADA/Section 504), the Section 504 Coordinator will ensure the investigation complies with all Section 504 requirements.

The responsibility to conduct an investigation shall not be altered by the fact that a criminal investigation of the incident is pending or has been concluded, although the investigation may be delayed or suspended at the request of law enforcement while the law enforcement agency is gathering evidence. In the event the investigation is delayed at request of law enforcement agency, appropriate steps will be taken to provide for the safety of the complainant and the College community and to prevent retaliation by any individual. The steps may include changes to the schedule, housing assignment or work location of the respondent or summary suspension/leave from the College issued to the respondent. The College will promptly resume its Title IX investigation as soon the College receives notification that law enforcement has completed the evidence-gathering process.

Investigation Process:

- The Complainant will be contacted by a College administrator designated by the Title IX Coordinator or ADA/Section 504 Coordinator to schedule a meeting.

- During the meeting, the College administrator will:
  - Inform Complainant of his/her rights under the Honor Code or Employee Code of Conduct.
  - Give the Complainant the opportunity to submit a written statement and evidence.
  - Give the Complainant the opportunity to list any witnesses who may have information pertaining to the complaint.
  - Inform the Complainant to have no contact with the Respondent during the course of the investigation.
  - Inform the Complainant that there will be follow-up meetings to discuss the case and status.

- The Respondent will be contacted by a College administrator designated by the Title IX Coordinator or Section 504/ADA Coordinator to schedule a meeting.

- During the meetings, the College administrator will:
Inform the Respondent of his/her rights under the Honor Code or Employee Code of Conduct.

Present the allegations and provided the Respondent the opportunity to respond.

Give the Respondent the opportunity to submit a written statement and evidence to contest the allegations.

Give the Respondent the opportunity to list any witnesses who may have information pertaining to the complaint.

Inform the Respondent to have no contact with the Complainant during the course of the investigation.

Inform the Respondent that there will be follow-up meetings to discuss the case and status.

Any person identified by the Complainant or Respondent who has information that pertains to the allegation will be contact by the investigator(s).

The person designated to conduct the investigation shall prepare a written report within fifteen (15) business days after commencing the investigation, unless additional time to complete the investigation is required. In that case, the investigator shall report on the status of the investigation to the complainant, the respondent, and the Title IX or Section 504 Coordinator (or designee) as applicable at the expiration of the fifteen (15) day period and every fifteen (15) business days thereafter.

At the conclusion of the investigation, a designated College administrator will meet with the Complainant and discuss the written report and inform him/her of the next steps in the process.

The designated college administrator will contact the Respondent and review the written report and explain the next steps in the process.

The Complainant and Respondent may have a support person present during the investigation process. A support person is defined as a member of the College community (faculty, staff, or student). The support person is not permitted to participate in the meetings, but is there in support of the individual.

The written report shall include a summary of the investigation; findings of fact and an explanation of the evidence in support of such findings (including a determination with respect to the factual allegations of the complaint); conclusions as to whether there have been any violations based on the factual findings; and a discussion of the reasons for such conclusions.

The results of the investigation will be forwarded to the Honor Board or the Discrimination Complaint Review Committee (DCRC) for review and any action deemed appropriate in accordance with the procedures of each.
Nothing in these procedures or in the procedures of the Honor Board or DCRC limits the right of any person to pursue other avenues of recourse which may include filing charges or a complaint with local, state and federal authorities responsible for addressing unlawful discrimination and harassment.

More information about the procedures of the Honor Board can be found in the chapter “Washington College Honor Code and Student Judicial System” found earlier in this Handbook.

**Resolving Complaints**

The Title IX Coordinator or Section 504 Coordinator or other appropriate College administrator will ensure that steps are taken to address and resolve any instance where an investigation and subsequent review (by either the Honor Board or the DCRC) concluded discrimination or harassment occurred. Resolution outcomes include actions to remediate the instance of discrimination or harassment and, where needed, actions to prevent future recurrence and to correct discriminatory effects on the Complainant and others.

Remedial actions include, but are not limited to:

- College Warning (Except in cases of Sexual Assault/Violence)
- Suspension/Expulsion
- Probation
- Termination of Employment
- Protection from Retaliation
- Counseling for the Complainant
- Other steps to address the impact of harassment or discrimination on the complainant, any witnesses and the College community.

**Discrimination Complaint Review Committee (DCRC)**

The Washington College Discrimination Complaint Review Committee (DCRC) is used when the subject of a complaint is an employee or third party. The DCRC will consist of faculty, staff, and students trained to review matters involving discrimination and harassment. A hearing panel will consist of three members of the DCRC and is facilitated by the Director of Human Resources (or designee). Hearings where there is a student Complainant will include at least one student on the hearing panel. Hearings where there is a staff Complainant will include only staff on the hearing panel. Within 15 days after the hearing, the panel will issue a written decision that includes a review of the information relevant to the case and sanctions assigned if it is found to be “more likely than not” that the subject of the Complaint violated College policy. The DCRC will continue to function whenever the College is open even if classes are not in session.
Records

Records of complaint investigation and any corrective action will be entrusted to the Title IX Coordinator or ADA/Section 504 Coordinator and will be maintained in an electronic system accessible throughout the College on a confidential basis consistent with the College’s legal requirements and appropriate legal requests for said documents.

Making an Appeal

The Complainant or Respondent may appeal decisions of the DCRC or Honor Board by submitting a written appeal request within five business days of receiving written notification of the outcome of the hearing. Appeal forms can be downloaded from the following website [http://www.washcoll.edu/title-ix/]. Only appeals that are based on one or more of the following grounds will be considered for review:

- Procedural error(s) that prevented fundamental fairness;
- New information or evidence that was not available at the hearing;
- An imposed sanction that is excessively severe;
- The decision of the DCRC or Honor Board is not supported by the information presented.

Letters of appeal for Honor Board decisions must be sent to the Vice President of Student Affairs (or designee). The Vice President for Student Affairs or designee will determine whether or not the appeal meets the above criteria. If any of the criteria are met, the case will be referred to the appeal board; if the case does not meet at least one of the criteria, there will be no further review. More information on the student appeal process can be found on (p.22) of the Student Handbook [http://www.washcoll.edu/live/files/2801-student-handbook-201314]. Letters of appeal for DCRC decisions must be sent to the President of the College (or designee). The President of the College (or designee) will determine whether or not the appeal meets the above criteria. If any of the criteria are met, the case will be reviewed and a decision made within 5 business days; if the case does not meet at least one of the criteria, there will be no further review. The appellant(s) and the other party shall be notified of the outcome of the appeal. All appeals will be conducted in an impartial manner and by an impartial decision-maker.

Retaliation

All members of the Washington College community are advised that retaliation against anyone for filing a complaint of discrimination or harassment or for participating in an investigation of discrimination or harassment is strictly prohibited by law and by College policy. Members of the community should be equally aware that knowingly making false allegations of harassment or discrimination is itself a violation of College policy and the individual involved will be subject to disciplinary action.
Confidentiality

All parties involved, especially those charged with carrying out the above policies, are enjoined to work in confidence to the extent legally permissible and practically possible.

In cases of discrimination and harassment, Complainants may also obtain information and/or file a complaint by writing the Director of Civil Rights, US Department of Education, Office of Civil Rights, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107. Such complaints generally must be filed within 180 days.

Policy on Sexual Assault

When sexual assault or sexual violence in any form occurs, the standards of the community, and possibly criminal laws, are violated. When reported, the College will deal with these issues in accordance with its policies and procedures and as required by applicable laws. Sexual assault committed in connection with any College program, whether on or off campus, is prohibited. This includes all College programs including, but not limited to, academic, educational, extra-curricular, athletic, and residential programs.

Washington College urges individuals who believe they have been sexually assaulted to pursue criminal charges against the person or persons they believe to have committed the sexual assault. A criminal charge and an internal complaint can be pursued at the same time. Retaliation against an individual who brings a complaint, participates in an investigation, or pursues legal action is prohibited and possible violations will be investigated and addressed in accordance with College policy and procedures.

In cases of sexual assault or other sexual misconduct, College authorities will inform a Complainant of the options of criminal prosecution and medical assistance, as well as the complainant’s rights under the Crime Complainant’s Bill of Rights. This includes the right to assistance from the Maryland State Crime Complainants Reparation Board and the Maryland State Office of the Crime Complainant Ombudsman. A Complainant will also be informed of the right to file a complaint of sexual harassment (which includes sexual assault/violence). Students or employees wishing to file a complaint should follow the procedures outlined in the “Reporting Discrimination and Harassment” section found earlier.

When a Washington College student is the subject of a sexual assault/violence complaint, the individual filing the complaint will be informed about the role of the Honor Board’s Sexual Misconduct Hearing Board in evaluating whether the student who is the subject of the complaint is responsible for violations of College policy (including policies addressing discrimination and harassment). When a Washington College employee or third party is the subject of a sexual assault/violence complaint, the individual filing the complaint will be informed about the role of the DCRC or appropriate administrator in evaluating whether the individual who is the subject of the complaint is responsible for violations of College policy (including policies addressing discrimination and harassment).

College authorities, normally the Director of Public Safety, will notify the Chestertown Police of the sexual assault only at the request of the individual filing the complaint and will provide assistance in
notifying any other law enforcement authorities or in preserving materials that may be relevant to the investigation. At the direction of the Chestertown Police, College authorities will provide assistance in obtaining, securing, and maintaining evidence for criminal prosecution.

Interim Measures

By decision of the President of the College, the Vice President of Student Affairs, or a designee of either, the person who is the subject of a sexual assault complaint may, without prejudice, be removed from the campus or subjected to other forms of restriction with regard to the complainant, pending formal judicial action or criminal procedures, to avoid additional conflict within the community and/or to protect the safety of members of the College community.

Resources for Victims of Sexual Assault

There are many services established to assist individuals who have been sexually assaulted. The Student Affairs Office, 410-778-7752, as well as the resources listed below may be contacted to provide assistance or answer any questions.

- Washington College Health Services, 410-778-7261
- Washington College Counseling Services, 410-778-7261, 7289, or 7826
- “For All Seasons, Inc.” Sexual Assault Crisis Center, 1-800-310-7273 (A 24-hour confidential service that provides counseling, advocacy and support to survivors.)
- Office of Public Safety, 410-778-7810

Two area hospitals have sexual assault response programs in place. Forensic Nurse Examiners are available 24 hours a day, 7 days a week to provide confidential medical examination, STI and pregnancy prophylactics. The programs work in conjunction with For All Seasons, Inc., to provide advocacy support to victims.

- Chester River Hospital Center, 410-778-3300 – located adjacent to Washington College at 100 Brown Street, Chestertown, Maryland
- Memorial Hospital, 410-822-1000 – located at 219 S. Washington Avenue, Easton, Maryland

A member of the Campus Department of Public Safety is available 24 hours a day and 7 days a week to transport the complainant to either hospital if requested. Volunteers from the For All Seasons Sexual Assault Crisis Center are also available to provide counseling and assistance throughout this process.

The Director of Student Development, serving as the sexual assault response coordinator, will inform complainants, at a minimum, of internal complaint options, availability of confidential counseling, mechanisms available to address concerns about physical safety, as well as the possibility of alternative housing assignments or classroom arrangements (where appropriate).
**Education and Training**

The Student Development Office is responsible for developing and coordinating educational and training programs for students about sexual assault and sexual violence. To address issues of sexual assault and sexual violence proactively, the College will distribute these policies to and provide training for students and employees. In addition, these policies will be communicated at appropriate opportunities in classes, meetings, programs, and publications.

**People to contact for more information:**

- TBA, Vice President of Student Affairs, 410-778-7752
- Sarah Feyerherm, Associate Vice President of Student Affairs, 410-778-7228
- Carl Crowe, Associate Dean of Students and Director of Residence Life, 410-778-7235
- Lisa Marx, Director of Health Services, 410-778-7261
- Bonnie M. Fisher, Director of Counseling Services, 410-778-7289
- Jerry Roderick, Director of Public Safety, 410-778-7810
- Darnell Parker, Assistant Dean for Multicultural Affairs/Title IX Coordinator, 410-810-7457
DISCRIMINATION POLICY

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

The designated coordinator to ensure compliance with Title IX of the Educational Act Amendments of 1972 is Darnell Parker, Director of Multicultural Affairs, Casey Academic Center, Washington College, 300 Washington Avenue, Chestertown, Maryland, 21620, phone number (410) 810-7457.

The designated coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973 is, Andrea Vassar, Director of Academic Skills, Clifton Miller Library, Washington College, 300 Washington Avenue, Chestertown, Maryland, 21620, phone number (410) 778-7883.

For additional information and/or to file a complaint contact the Director, US Department of Education, Office of Civil Rights, The Wannamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107, or local fair employment practices agencies.

REV 10/2013
DOMESTIC PARTNER POLICY

The unmarried, same or opposite sex domestic partner of a Washington College employee and the domestic partner’s children, if applicable, are eligible for coverage, as dependents, in certain Washington College benefit plans. Under Washington College’s Domestic Partner Policy, benefits would include: health and dental insurance, if the College’s current group health and dental providers offer a domestic partner rider, a College ID card with same benefits offered to spouses and dependent children, and tuition waiver and exchange. To be eligible for coverage, the employee and his/her partner must satisfy all of the criteria for “Domestic Partnership”, and the employee and partner must complete and sign the College’s Domestic Partner Certification Form. The completed Certification is to be returned to Human Resources. In addition, proof of joint financial responsibility must be supplied to Human Resources.

Domestic Partners are subject to the same eligibility criteria and plan provisions which govern all other eligible dependents in College benefit plans and programs. Washington College defines a Domestic Partner as the partner of a full-time College employee who is:

1) of the same or opposite sex, and
2) sharing a long-term, committed relationship of indefinite duration with all of the following characteristics:

- The partners have an exclusive mutual commitment similar to that of marriage, the partners live together, and the partners intend to maintain their commitment indefinitely.
- Neither partner is legally married to anyone else or has another domestic partner.
- The partners are not related by blood closer than would bar marriage in the State of Maryland, or the state of their residence.
- Both partners are at least eighteen years old.
- The partners are financially responsible for each other’s well-being and debts to third parties, and can provide documentation of such responsibility if requested. Both partners have entered into a contractual commitment for that responsibility, or both have joint ownership of significant assets (such as home, car, bank accounts) and joint liability for debts (such as mortgages and major credit cards).
If a partnership ends and a new Domestic Partnership is established, the new Domestic Partner will not qualify as a dependent for benefit purposes for a period of 12 months from the date benefit coverage was discontinued for the previous domestic partner.

The definition of Dependent Children as defined for all employees without regard to their marital or partner status: For the purpose of determining eligibility for most benefit plans, Dependent Children are a covered employee’s unmarried children from birth through 18 years of age (under age 19). Dependent Children are defined as the employee’s biological or legally adopted children; step children; children of a same or opposite sex Domestic Partner who live with the employee in a regular parent-child relationship; dependent children for whom the covered employee or his/her legal spouse is the court-appointed legal guardian; and dependent children for whom the employee is required to provide health coverage pursuant to a Qualified Medical Child Support Order. A child over age 18 who is otherwise an eligible dependent will continue to be eligible for group health insurance coverage and education benefits provided the child is:

1) a full-time student at an accredited school,
2) primarily dependent upon the covered employee for support,
3) unmarried, and
4) under age 25.

An eligible Dependent Child who is mentally or physically incapable of earning a living and chiefly dependent on the covered employee for support will continue to be eligible for health insurance coverage provided that the onset of incapacity occurred before the age of 18.

The College is required to include the value of a Domestic Partner’s benefits, and benefits provided to the Domestic Partner’s child(ren), if applicable, as taxable income to the employee, for federal, FICA, state, and local withholding purposes. The Internal Revenue Service currently treats as imputed income to an employee the value of health insurance coverage provided to a same or opposite sex domestic partner and his/her children. Washington College does not assume responsibility for any tax obligation that might result for an employee or his/her Domestic Partner.
DRUG FREE WORKPLACE POLICY

1. It is the policy of Washington College to maintain a safe and healthful environment for its students and employees. Therefore, university policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs (“controlled substances” as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on College property or at College activities.

2. Violation of this policy is grounds for disciplinary action—up to and including immediate discharge for an employee. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S.C. 841 et seq.). Local ordinances also provide various penalties for drug- and alcohol-related offenses. The College is bound to take all appropriate actions against violators, which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use or alcohol abuse assistance or rehabilitation program.

3. Employees of the College must notify the College of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. The College is, in turn, required to inform the granting or contracting agency of such violation within ten days of the College’s receipt of notification.

4. To maintain a safe and drug-free environment, Washington College has established procedures to perform screenings for controlled substances and alcohol within areas or positions of employment that affect the public welfare or safety, or where such screenings are required by federal regulations, such as those developed by the Federal Highway Administration and Federal Aviation Administration and the United States Coast Guard. In addition, the Director of Human Resources may authorize screenings where there is reasonable suspicion of drug or alcohol use. Employees subject to testing for cause will receive a verbal and written explanation of the screening procedures at the time they are referred for drug screening.

5. The drug screening procedures shall identify specifically the positions and locations that will require testing, the conditions under which the screenings will be conducted, and the specific
plans for conducting the tests. Costs of all required screenings will be borne by the department requesting the drug screening.

6. A complete set of the drug screening procedures for employees in positions requiring random drug testing is available for those employees and their supervisors from the human resources office. The procedures discuss the types of screenings, when and how they are to be conducted, and the actions that will be taken by the College if the employee receives a confirmed positive alcohol or drug test.
EDUCATIONAL PROGRAMS

Tuition Waiver for Employees

Eligibility

- **Full-time Employees:** Upon employment, all regular full-time employees are eligible to enroll in the next semester for undergraduate and graduate courses at Washington College. If a course takes place during the employee’s normal working hours, the employee is responsible for making up any missed work time.

- **Part-time Benefit-Eligible Employees:** Eligibility for regular part-time employees to participate in the Tuition Waiver program begins after one year of employment. The benefit is prorated in proportion to the percentage of hours worked in the previous anniversary year. If a course takes place during the employee’s normal working hours, the employee is responsible for making up any missed work time.

- **Part-time Non Benefit-Eligible Employees:** Employee Tuition Waivers are not available to part-time non benefit-eligible employees.

- **Temporary Employees:** Employee Tuition Waivers are not available to temporary employees.

Limitations and Exclusions

1. Eligibility for tuition benefits in no way guarantees admission to the College nor obligates the Admissions Office to automatically accept an employee or their dependents for admissions.

2. Tuition Waiver is limited to waiver of tuition and does not include independent study.

3. The employee is responsible for all other costs of attending Washington College including registration fees and books.

4. An employee may take no more than two courses per semester.

5. All courses require a minimum enrollment prior to the admittance of employees and/or dependents as Tuition Waivers.

6. Undergraduate tuition benefits are tax exempt. Graduate tuition benefits are taxable benefits to the employee (unless the student is a paid TA/RA)
Admissions and Registration Procedures

If taking courses only (not to apply to a degree program)

1. Obtain approval to register for classes from supervisor.
2. Download the Employee Tuition Waiver and Registration Form (PDF).
3. Complete the form, sign, and obtain signature of supervisor. Return to the Office of Human Resources for verification of eligibility and approval.
4. Submit the form to and register for classes through the Registrar’s Office, Bunting Hall, lower level.

If applying for graduate or undergraduate degree

1. Obtain approval to register for classes from supervisor.
2. Complete an admissions application. Upon notification of acceptance, proceed to the next step.
3. Download the Employee Tuition Waiver and Registration Form (PDF).
4. Complete the form, sign, and obtain signature of supervisor. Return to the Office of Human Resources for verification of eligibility and approval.
5. Register for classes through the Registrar’s Office, Bunting Hall, lower level.

Tuition Waiver for Spouse, Dependents and Domestic Partners

Definitions

- **Dependents**: 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 twenty-six years of age, dependent upon the employee for more than one-half of their support, and their primary residence for the past twelve months has been with the employee.
- **Spouse**: Spouses are defined as two individuals who are legally married as defined by the State of Maryland.
- **Domestic Partners**: To be eligible to receive benefits, the employee and his/her partner must satisfy all of the criteria for Domestic Partnership, and the employee and partner must complete and sign the College’s Certification of Domestic Partnership. Please refer to Washington College’s Domestic Partner Policy.

Eligibility

- **Full-time Employees**: Eligibility to participate in the Tuition Waiver program for all full-time employee’s spouses, dependent children and domestic partners begins at the time of employment. The Tuition Waiver is available for only two members of a full-time
employee’s immediate family during any one semester unless approval for additional members is obtained by the Senior Vice President for Finance and Management.

- **Part-time Benefit-Eligible Employees:** Eligibility to participate in the Tuition Waiver program for part-time benefit-eligible employee’s Spouses, Dependent children and Domestic Partners begins at the time of employment. Part-time benefit-eligible employees receive a pro-rated Tuition Waiver for one member of their immediate family during any one semester.

- **Part-time Non Benefit-Eligible Employees:** Dependent Tuition Waivers are not available to dependents of part-time non benefit-eligible employees.

- **Temporary Employees:** The Tuition Waiver is not available to dependents of temporary employees.

**Limitations and Exclusions**

1. Eligibility for tuition benefits in no way guarantees admission to the College nor obligates the Admissions Office to automatically accept an employee or their dependents for admissions.
2. Tuition Waiver is limited to waiver of tuition and does not include independent study.
3. The employee is responsible for all other costs of attending Washington College incurred by their spouse or dependent including registration fees and books.
4. All courses require a minimum enrollment prior to the admittance of employees and/or dependents as Tuition Waivers.
5. Undergraduate tuition benefits are tax exempt. Graduate tuition benefits are taxable benefits to the employee (unless the student is a paid TA/RA)

**Admission and Registration Procedures**

If taking Courses Only (not to apply to a degree program)

1. Download the Dependent Tuition Waiver and Registration Form (PDF).
2. Complete the form, sign, and obtain signature of supervisor. Return to the Office of Human Resources for verification of eligibility and approval.
3. Submit the form to and register for classes through the Registrar’s Office, Bunting Hall, lower level.

If applying for graduate or undergraduate degree

1. Complete an admissions application. Upon notification of acceptance, proceed to the next step.
2. Download the Dependent Tuition Waiver and Registration Form (PDF).
3. Complete the form, sign, and obtain signature of supervisor. Return to the Office of Human Resources for verification of eligibility and approval.
4. Dependents are required to complete the college’s Financial Aid application process. Tuition Waiver may be reduced by any outside scholarships or aid. For more information regarding the college’s Financial Aid process, please visit http://fa.washcoll.edu/.
5. Submit the form to and register for classes through the Registrar’s Office, Bunting Hall, lower level.
6. All course billings for employee dependents who are admitted undergraduate students must be submitted to the Director of Student Financial Aid, CAC, third floor.

**Tuition Exchange for Dependents**

Washington College is associated with Tuition Exchange. Tuition Exchange was chartered in 1954 and is a national scholarship exchange program for institutions of higher education. The program allows dependents of eligible full-time employees, an opportunity to earn a scholarship at more than 530 colleges and universities nationwide. It also allows dependents of employees at other membership institutions an opportunity to earn a scholarship at Washington College. Both incoming and outgoing scholarships are based on the membership institution’s regular admissions processes.

A list of participating institutions can be found on the Tuition Exchange Website.

The Tuition Exchange Program is administered by the Registrar’s Office at Washington College.

**Eligibility**

This benefit is only available to dependents of full-time benefit-eligible employees. Dependents of part-time or temporary employees are not eligible for this benefit. Eligibility to participate in the Tuition Waiver program for all full-time employees’ dependent children begins after one year of employment.

**Limitations and Exclusions**

1. Eligibility alone does not guarantee student acceptance into an institution or a scholarship award.
2. Not all participating institutions provide full tuition scholarships.
3. Participating institutions must maintain the required balance between the number of students it sends out and the number of students it brings in.
4. Regular admission policies for the host institution apply.
Admissions and Registration Procedures

To apply for a Tuition Exchange Scholarship, employees must notify the Registrar’s Office twelve (12) months before your dependent plans to enroll.

1. Download the Tuition Exchange Application (PDF).
2. Complete the application, sign, and Return to the Office of Human Resources for verification of eligibility and approval.
3. Submit approved Tuition Exchange Application to the Registrar’s Office for processing.
4. Confirmation of Tuition Exchange approval is usually made no less than 150 days prior to the student’s expected start date at the institution.
5. Please refer to the Tuition Exchange Award Process Information page for FAQs and information regarding the award process.
6. Each year that the dependent remains in college, the existing Tuition Exchange benefits must be re-certified using the Tuition Exchange Annual Renewal Form (PDF).

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

- **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.

- **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.
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.

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.

Educational Assistance Program

Washington College’s Educational Assistance Program is designed to help pay educational costs for staff that want to improve job skills and knowledge related to their present job as well as prepare for future advancement.

Eligibility

This benefit is only available to full-time benefit-eligible employees. Part-time or temporary employees are not eligible for this benefit.

- **Full-time Employees:** At the time of employment Washington College may assist in paying educational costs for approved outside educational courses for regular full-time exempt and non-exempt staff. This policy applies to regular full-time exempt and non-exempt staff.

Please note: Policies governing Faculty Development appear in the Faculty Handbook.

Qualifications

To qualify for a subsidy under the Educational Assistance Program, the following conditions must be met:
1. Requests for benefits must be made prior to enrollment in the course.
2. 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 courses, trade, or technical courses).
3. The course must have a direct bearing on the employee’s work for the College and be closely related to the employee’s future job goals. Courses that have a direct bearing on an employee’s current work will receive priority over future job goals.
4. The employee must complete the course with a C or better, or the equivalent grade. Transcripts must be submitted as proof of satisfactory course completion. If the employee does not pass the course, they must repay the College for the course and all related costs.

Limitations and Exclusions

1. Participation in the program is entirely voluntary and subject to availability of college funds.
2. Each employee may choose which course they would like to enroll in. The course must be related to the employee’s present or future job goals with Washington College.
3. 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.).
4. Washington College’s expense is limited to $1,000 per employee in any fiscal year. The maximum amount will be periodically reviewed as tuition and related costs increase.
5. This program does not apply if the employee’s attendance at an outside educational course is at the College’s request. In such cases, costs are either billed to or prepaid by the College, which pays the full amount.
6. Presently educational assistance subsidies are not taxable income as long as the course is clearly related to the current position. An example would be if the course is needed to maintain or improve skills in the current position. Educational Assistance is an area of the tax laws that has been modified, and employees should be aware that the present treatment may change at any time.
7. 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 College will be reimbursed for the course and related costs in full.

Application and Payment Procedures

1. Complete the Education Assistance Program Application (PDF).
2. Requests for Educational Assistance must be approved by the supervisor, department head, and the Director of Human Resources prior to enrolling in the course. Requests for Tuition Assistance must be submitted to the Office of Human Resources by June 1st of the year before the fiscal year it is to be effective. For example, an employee requesting funds for FY2015 would need to submit the application by June 1st, 2014.

3. After approval is obtained, the employee submits invoice or bill, outlining the course costs to the Office of Human Resources. Human Resources will request that a check be issued payable to the institution where the employee is taking the course.

4. After purchase of required text books for the course, the employee submits receipt to the Office of Human Resources for reimbursement. Human Resources will request that a check be issued payable to the employee.

REV 03/2014
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.

For more information about Washington College Employee Assistance Programs, please visit the Employee Assistance Program page.

REV 05/2013
EMPLOYEE AGREEMENTS

As a condition of employment, all Washington College staff employees are required to read and sign the following: Employment Letter, Confidentiality Agreement; Drug, Alcohol, and Firearms Policy; Use of College Property Agreement; Mobile Device Policy.

REV 03/2014
EMPLOYMENT AND VERIFICATION
OF EMPLOYMENT ELIGIBILITY

The federal government requires that all new employees must complete the form I-9 and present valid documentation to verify identity and eligibility to work in the United States. All employees will be required to complete Form I-9 and provide current documentation from time to time, as required by federal law. An individual must also have a social security number in order to receive compensation from the College. This paperwork must be filed with the Office of Human Resources prior to the employee’s start date but in no instance later than three business days after the employee’s start date.

REV 03/2014
EMPLOYMENT CATEGORIES

According to state law, all staff employees are employed “at-will” which means that they can be terminated at any time with or without cause and with or without advance notice. This “at-will” relationship can be changed only in a written document signed by the President of the College.

**Exempt Employee**
An exempt employee is an employee who is not covered by the Fair Labor Standards Act’s recordkeeping 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 always paid on a salary basis.

**Non-Exempt Employee**
A non-exempt employee is an employee who is covered under the Fair Labor Standards Act’s record keeping minimum wage and overtime provisions. A non-exempt employee will be paid at least the minimum wage for all hours worked, is eligible for overtime pay after a non-exempt employee works more than 40 hours in a week (defined as Saturday through Friday), and must keep an accurate record of all hours worked. Non-exempt employees must be paid on a salary or hourly basis.

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

**Temporary Employee**
A temporary employee is an employee who is hired for an unspecified period of time based upon the needs of the College without expectation of continued employment. A temporary employee is not eligible for College sponsored benefits (except for the benefits required by law).
Full-Time Employee
A full-time employee is an employee whose normal work schedule is at least 35 hours per week.

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

REV 01/2009
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.

REV 01/2009
EMPLOYMENT OFFER

When a candidate has successfully passed the background check process and the Office of Human Resources has determined a salary, the hiring official must proceed with the completion of the Employment Authorization Form in its entirety and forward to The Office of Human Resources. As soon as the Employment Authorization form is received, an offer of employment will be extended to the candidate and the employee will be scheduled for orientation.

Only the Provost or Director or Human Resources may extend a written employment offer. All employment offers are contingent upon successful completion of a pre-employment background check and other applicable hiring procedures.

The employee must visit the Office of Human Resources to complete the pay pack before their first day of work.

REV 03/2014
WASHINGTON COLLEGE POLICIES

EQUAL OPPORTUNITY POLICY

Washington College is an equal opportunity employer and, as such, takes affirmative action to insure that applicants for employment are considered, and employees are treated, in compliance with applicable laws and regulations governing equal employment opportunity and non-discrimination in employment on the basis of race, color, religion, national origin, age, sex, sexual orientation, disability, handicap, or other factors prohibited by law.

REV 01/2009
FLEXIBLE SPENDING ACCOUNTS

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 of each year.

The Healthcare Spending Account allows employees to set aside money each 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. A list of eligible expenses and contribution limits may be found in the Employee Benefits Booklet.

The Dependent Care Spending Account allows employees to set aside money each calendar year, on a pre-tax basis, to pay for qualified dependent care expenses. A list of eligible expenses may be found in the Employee Benefits Booklet.

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.

Enrollment and contribution amounts must be completed at initial hire or during the open enrollment period. 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 fiscal 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.
**THIS POLICY IS UNDER REVISION**

Treating employees fairly is a key principle of the employment relationship and a productive workplace. When people work together, however, it is not unusual for conflicts or dissatisfaction to arise. If there is something about your job that is bothering you, we encourage you to take appropriate and respectful actions to resolve concerns. This policy and its processes are designed to assist you. Equally important, the Human Resources staff is available to assist when and where needed and appropriate.

This Informal Resolution of Workplace Concerns is available to all faculty and staff of Washington College. Members of Senior Staff may use step three (3) of the Grievance Process to resolve complaints of sexual harassment or discrimination.

**Problem-Solving Conversations**

You are strongly encouraged to discuss any work-related problem with your supervisor or the person most directly involved with the problem you are confronting as soon as possible. Those persons can discuss your concerns with you in an effort to resolve the matter. If you are uncomfortable speaking with that individual, or if discussions do not resolve the issue, please arrange to talk with a member of the Human Resources Department for further assistance. The staff of the Human Resources Department is available to assist you in defining your concern and exploring alternative approaches for resolving your problem. Typically, many problems can be resolved through prompt conversations about the concern. Human Resources staff may recommend additional problem-solving processes including mediation. Situations which involve allegations of workplace discrimination or sexual harassment are not resolvable through a problem solving conversation.

**Grievance Process**

When work related concerns have not been resolved through Problem-Solving Conversation steps outlined above, and after consultation with Human Resources, the Grievance Process may be used.
1. Definition of a Grievance Complaint
Only an employee may bring forward a grievance complaint under this process. A grievance complaint is defined as an unresolved issue regarding college policy, practice, or procedure. The definition includes demotion with loss of pay, suspension without pay, termination of a non-probationary employee for inadequate work performance, disciplinary action, an allegation of work assignments, or conditions of work which the employee claims violate a statute or college policy, or any act based on discrimination or sexual harassment.

2. Resolution of the Grievance Complaint
An employee must initiate a grievance within ten (10) working days after the date that she or he first knew, or should have reasonably known of the event(s) out of which the grievance arose. Attempts to resolve a problem through the informal process will not prevent an employee from filing a formal grievance if the informal attempts fail.

Step 1: Submit the grievance Complaint
The charging employee must submit a written statement of the grievance complaint to the Director of Human Resources who will in turn notify the Department Head. The written statement must identify the written policy or procedure alleged to have been violated, the date of the event(s) on which the grievance complaint is based, and the relevant information, including the information which supports the employee’s position. Finally, the employee statement must propose a resolution to the problem. Human Resources staff is available to assist employees in the preparation of a written grievance.

The Director of Human Resources (or designee) may investigate the grievance complaint and propose a resolution of the grievance to both the employee and the department.

Investigation
An investigation into the complaints of sexual harassment or sexual assault shall be conducted by the Title IX Coordinator or designee. Additional information on sexual harassment investigation process can be found at www.washcoll.edu/title-ix/. Complaints of discrimination due to disability will be investigated by the 504 Coordinator or designee. For reports involving College employees and/or third parties, the Title IX Coordinator and Director of Human Resources shall jointly conduct the investigation. The investigation will be conducted in a manner that is adequate, reliable and impartial. The investigation shall be concluded as quickly as possible, typically within seven calendar days or within a reasonable amount of time required to complete the investigation. The investigation will be conducted in a manner so that it is adequate, reliable and impartial. The investigation may include any of the following: interviews of the parties involved, including witnesses, and the gathering of other relevant information. Parties to the complaint may present witnesses and other evidence. At any time during the investigation, the investigator may recommend that interim protections or remedies for the parties involved or
witnesses be provided by appropriate College officials. These protections or remedies may include separating the parties, placing limitation on contact between the parties, suspension, or making the alternative workplace. Failure to comply with the terms of interim protections may be considered a separate violation of College policies and procedures. Ongoing contact will be maintained with the victim throughout the investigation.

In addition, the Director of Human Resources may determine that the matter raised in the grievance complaint does not fit the definition of a grievance complaint or that appropriate problem solving actions have not been taken prior to filing a grievance complaint, as defined above, the charging employee will be notified of such and the grievance process will be concluded. A charging employee may appeal a decision of the Director of Human Resources to the Chief of Staff.

The supervisor, after consulting with his or her department head and Human Resources staff will submit a written answer to the employee, normally within ten (10) working days after the receipt of the grievance complaint, and at the same time submit a copy to the Director of Human Resources. If the suggested resolution is not satisfactory to the charging employee, she/he will inform Human Resources staff to proceed to Step 2.

**Step 2: Request review of Grievance Response (if needed)**

Within ten (10) working days after the receipt of the Step 1 grievance complaint response, the charging employee must submit a written answer to the Director of Human Resources (or designee) who will in turn notify the appropriate Vice President. Human resources staff will be available to both parties for the purpose of assisting in the preparation of written responses and explaining the grievance process. The Vice President or Senior Staff member will review the grievance in its original form and all written attachments. The Vice President will make a decision, forward a written answer to the charging employee, normally within ten (10) working days after receipt of the grievance, and at the same time submit a copy to the Director of Human Resources. If the suggested resolution is not satisfactory, the charging employee will inform Human Resources staff to proceed to Step 3. In cases where the supervisor is a member of Senior Staff the grievance complaint will proceed directly from Step 1 to Step 3.

**Step 3: Request Review of Step 2 Response (if needed)**

Within five (5) working days after receipt of the Step 2 response, the charging employee must submit a written statement to the Director of Human Resources explaining the reasons why he or she is appealing the Step 2 response. The Director of Human Resources will then appoint a grievance committee which is approved by the person whose action is being grieved, the Vice President and the charging employee. The Grievance Committee will consist of the Director of Human Resources (as its non-voting chair) or designee, and the five members of the college faculty and staff, as named by the Director of Human Resources for the purpose of conducting a
hearing. Members of the Grievance Committee will be selected from representatives or alternates to staff Council and members of Administrative Council. These groups will receive conflict resolution training prior to serving on a Grievance Committee. Generally, one person serving on the Grievance Committee shall have the same pay type (biweekly or monthly) as the person bringing the grievance and one person should have the same pay type (biweekly or monthly) as the person most directly involved in this action being grieved. No member of the grievance committee will be in the organizational chart of the Vice President involved in Step2.

The charging employee may present a statement and also present witnesses and materials in support of his/her position. The Grievance Committee Chair reserves the right to limit the number of witnesses called. Any employee who speaks, whether on his/her own behalf or for a co-worker, will not be subject to retaliatory action. Likewise the person most directly involved in this action being grieved and the appropriate member of Senior Staff may present a statement and documentation to the Grievance Committee. The Grievance Committee will meet to review the grievance in its original form and all subsequent responses, and will forward a statement of its conclusions and recommendations to the President.

The President will review the proceedings and may accept, reject, or modify the conclusions and recommendations of the Grievance Committee. The President will forward a written answer to the complainant, the person most directly involved in this action being grieved, the appropriate Vice President and the Director of Human Resources. The decision of the President is final.

3. Time Limits
The time limits included in this procedure are designed to support a speedy resolution while providing sufficient time to prepare and present information. Scheduling constraints may impact the time limits and as a result the college, at its discretion, may modify the time limits.

If the college does not extend time limits and an employee does not observe the time limits in any particular step, the grievance will be considered to be ended, and the resolution will be final.

4. Disclaimer
This policy shall not be construed as a contract of employment, and it is subject to change by the college in its discretion without prior notice to employees, as the college deems appropriate.

5. Confidentiality
All parties involved, especially those charged with carrying out the above policies, are expected to maintain confidentiality to the greatest extent practicable. Records pertaining to formal complaints of sexual harassment will be maintained in the Office of Human Resources 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 records policies, as applicable.

6. Appeal to External Agencies
Employees filing complaints of discrimination or sexual harassment may contact The US Office of Civil Right.

Employees filing complaints of work related problems may contact the Maryland Human Rights Commission.

REV 01/2009
HARRASSMENT POLICY

Harassment in any form, whether based on race, color, sex, religion, national origin, disability, sexual orientation, age, marital status, citizenship status or military service is prohibited 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.

At a minimum, the term “harassment” as used in this policy includes:

1. Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual’s race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; sexual orientation, marital status, disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law.

2. Offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or communications, including e-mail, faxes, and copies pertaining to an individual’s race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; sexual orientation, marital status, disability; citizenship status; service member status; or any other category protected by federal, state, or local law.

3. Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

Staff who believe that they have been subjected to discrimination or harassment (including sexual violence/assault) by an employee of the College or by another individual for whom the College is or may be responsible (alumni visiting campus, contract vendors providing a campus service, etc.). should contact one of the following to file a complaint:

Darnell T. Parker, Director of Multicultural Affairs/Title IX Coordinator

REV 06/2013
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. Employees who are absent from work for three (3) consecutive days may be required to provide a note from their health care provider upon return to work. In addition, employees who are off work due to serious illness or potentially communicable disease may also be required to provide a release to return to work from their health care provider. Address questions regarding this policy to Human Resources.

REV 03/2014
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 May, 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.

Eligibility

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

Part-time: Part-time benefit-eligible employees and their dependents are eligible for health insurance.

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.

Initial/Open Enrollment

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 date that the employee begins active employment.

Open Enrollment: During the open enrollment period in May, 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.

Late Enrollment: There is no late enrollment option.
Effective Date of Coverage

Initial Enrollment: Health insurance is effective the first day of the month following the date of employment.

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

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. In the event of a conflict, the insurance contract or plan documents will prevail over other documents. 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).

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.

All other benefit-eligible part-time employees may participate in the health insurance plan by paying both the employee and the employer portion of the premium. Premiums and percentages of the contribution assumed by the College are subject to change.

Termination of Insurance and Continuation Privileges

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.

COBRA Eligibility for Employee
Employees, and their dependents participating in the Company’s group health plan, may be eligible for eighteen (18) to thirty-six (36) months of benefits continuation. Eligibility for this benefit continuation under COBRA (Consolidated Omnibus Budget Reconciliation Act) is triggered by a “qualifying event” such as reduction in hours of employment, divorce, or termination of employment for reasons other than gross misconduct, and is subject to policy terms and conditions and applicable legal guidelines.
Should you, your spouse, or your dependent child covered under our group health plan become eligible for this continuation coverage, you must indicate to us whether you elect to participate in this plan within a certain amount of time from the date of the “qualifying event.” Otherwise, your group health benefits will end. If you have any questions regarding your eligibility or how benefit continuation works, please see Human Resources.

COBRA continuation forms are available from Human Resources, along with further details.

**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.
HOLIDAY CLUB MEMBERSHIP POLICY

Washington College offers voluntary individual Holiday Club Accounts through Peoples Bank of Kent County, Maryland. Employees may have a specified amount withheld from their pay to be deposited in an interest-bearing savings account. Employees may open a Holiday Club Account through direct deposit by picking up a Holiday Club Enrollment packet from Human Resources. Bi-weekly Holiday Club direct deposits in the amount designated by the employee begin in November of each year. Checks are distributed in the October following enrollment.

REV 10/2013
HOLIDAY LEAVE POLICY

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.

Eligibility

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

Part-time Employees
Part-time benefit 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).

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.

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.

Holiday Leave Days
- Friday of Spring Break
- Memorial Day
- Independence Day
- The day before Thanksgiving
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve Day through the first work day after New Year’s Day
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 advanced coordination/approval of their supervisor.

Variations in Normal Holiday Schedule
- 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 Friday.

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.

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.

Payment in Lieu of Time Off
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.

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.

Any employee who is absent without the College’s written approval on the scheduled workday before or after the holiday becomes ineligible for holiday pay. If a holiday falls during your vacation, you will record the Holiday as part of your time off.

REV  10/2013
We at Washington College strive to maintain an environment in which learning and growth flourish through individuals’ endeavors and honest intellectual exchanges both in and out of the classroom. To maintain such an environment, each member of the community pledges to respect the ideas, well being, and property of others. Thus, each member of the Washington College community abides by its Honor Code.

The Washington College Honor Code was established by vote of the faculty and students in 1976 and reaffirmed in 1987. In 1994, the Honor Code was redrafted to reflect student and faculty sentiment that a single code should address both academic and social conduct.

The Washington College Honor Code sets standards for the entire College community. The intention of the Honor Code is to encourage honest academic achievement and the highest standard of social conduct in all members of the institution. Those who agree to this honor system promise to uphold it and abide by it. All students are required to sign the Honor Code upon enrollment at Washington College, signifying that they have read and understand the Honor Code, that they are willing to abide by its principles, and that they understand the sanctions they may incur if they violate the Code.

The Honor Board is charged with hearing cases of alleged student violations of the Washington College Honor Code. There are two kinds of violations: academic and social. The board hears cases of both academic and social violations. The Provost’s Office determines which academic cases are referred to the Honor Board and the Vice President for Student Affairs Office determines which social cases are referred.

The Student Government Association Review Board appoints nine students to serve as members of the Honor Board. The faculty elects six faculty members to serve as members of the Honor Board. At any given hearing, three students and two faculty members comprise the hearing panel and determine whether a student is responsible for violating the honor code and if so, assign sanctions. In cases of alleged sexual misconduct, a subset of the Honor Board will hear those cases (see section below on Hearing Bodies).
Advisory members of the Board are the Associate Provost, or designee, the Associate Vice President for Student Affairs, or designee, and the Honor Board Chair.

Chair 2012-2013: Brittany Weaver ‘14
The Chair of the Honor Board is a student nominated by the Review Board of the Student Government Association. The Chair presides over all meetings of the Honor Board and reports activities of the Honor Board to the Student Government Association. The Chair works with the Associate Provost and Associate Vice President to ensure that proper procedures are followed in the adjudication of all cases.

Vice Chair 2012-2013: Prof. William Schindler
The Vice-Chair of the Honor Board is a faculty member elected by the other faculty members of the Honor Board and serves as a liaison between the faculty and the Honor Board.

The Associate Vice President of Student Affairs, as designated by the Vice President for Student Affairs and Dean of Students, has primary responsibility to coordinate all aspects of responding to social violations of the Honor Code, and refers cases to appropriate bodies for adjudication.

The Associate Provost, as designated by the Provost and Dean of the College, has primary responsibility to coordinate all aspects of responding to academic violations of the Honor Code and works with the Faculty Coordinator for Academic Integrity to refer cases to appropriate bodies for adjudication.

Normally, to proceed with a hearing, the Honor Board Chair, or his or her designee, three student members, two faculty members, and the Associate Provost and Associate Vice President, or their designees, must be present. However, in some instances (with the consent of the student being brought before the Board), a hearing may proceed without a full board.

When classes are not in session, cases normally referred to the Honor Board may be handled by an administrative board as determined by the Associate Vice President for Student Affairs or the Associate Provost in consultation with the Honor Board Chair and Vice Chair, unless a student requests the case be heard by the Honor Board when classes resume.

Other Hearing Bodies

**Associate Provost** - The Associate Provost or the Faculty Coordinator can hear cases of alleged academic violations and makes decisions regarding the referral of those violations of the Honor Code to the Honor Board.

**Associate Vice President and Associate Dean of Students** - These members of the Student Affairs Office can hear cases of alleged social violations of the Honor Code and make decisions regarding the referral of those violations to the Honor Board.

**Other Administrators** - Administrators who have been designated by either the Associate Provost or the Associate Vice President for Student Affairs may hear cases of alleged violations of the Honor Code either individually or as members of an administrative hearing board.

**Conduct Meeting Panel** – A small group of Honor Board members or other administrators, faculty and students who have experience in adjudicating student conduct cases.
Administrative Board - A group of administrators/faculty/students who have been designated by either the Associate Provost or Associate Vice President of Student Affairs and who have experience in adjudicating student conduct cases.

Sexual Misconduct Hearing Board - This group is a subset of the Honor Board and hears cases of alleged sexual misconduct. At each hearing, the board will be comprised of three people: at least one faculty member of the Honor Board and one student member of the Honor Board. In addition, at least one member must be male and one must be female. Members of the Sexual Misconduct Honor Board are specially trained to hear these types of cases.

**Definition of Terms**

**Administrative Hearing** - Judicial hearing conducted by a trained administrator, faculty, or students.

**Business Days** – Mondays through Fridays excluding days when the College is officially closed for business.

**Complainant** - Individual or group who brings initial notice of violation to the attention of College authorities.

**Hearing Body** - Refers to either an administrator who serves as a conduct hearing officer or hearing board such as the Honor Board or an Administrative Board.

**Honor Board** - The hearing board composed of students and faculty that hears alleged violations of the Honor Code and other college policies.

**More Likely Than Not** - The standard used at Washington College to find the respondent responsible. This means that the student is found responsible if the hearing body believes that it was more likely than not that the alleged violation took place.

**Respondent** - The student or organization charged with a violation of the Honor Code. The president and one other officer represent the respondent in cases involving an organization.

**Jurisdiction**

Students are responsible for observing applicable laws, regulations, and rules of the larger community as well as the Honor Code at all times. The College reserves the right to investigate reports of any student misconduct that occurs on or off campus, including during periods between semesters or breaks in enrollment. If the College becomes aware that a student has been arrested and/or charged with a crime or has engaged in other conduct that is detrimental to the interests of the College or the welfare of others, the College may choose to initiate disciplinary proceedings against the student.

**Honor Code Violations – Academic**

1. **Plagiarism**: Presenting the language, the ideas, or the work of another as one’s own, without proper attribution. Plagiarism can occur in all forms of academic work, including papers, lab reports, homework, computer programs, visual and creative arts projects, and other assignments.

2. **Dishonesty in Exams and Quizzes**: Cheating or in any way attempting to gain an unfair advantage in a quiz or exam. Examples include (but are not limited to) attempting to secure a copy of or information about a future examination or quiz without authorization from the instructor,
copying another’s answers during an in-class or take-home examination or a quiz, using unauthorized materials, information or study aids during an examination or quiz, or communicating with other students, either through voice, written or electronic means, during in-class or take-home examinations or quizzes without authorization from the instructor.

3. **Falsification and Fabrication**: Perpetrating fraud or deceit of any kind in the course of the completion of one’s academic work or in one’s interactions with faculty or other college officials. Examples include (but are not limited to) inventing or falsifying information, such as citations or laboratory data, submitting identical or similar papers in more than one course without the permission of the instructors of both courses, and lying to a faculty member or other college official for the purposes of gaining an academic benefit.

4. **Aiding and Abetting Dishonesty in Academic Work**: Assisting or enticing another student to commit an act of academic dishonesty. This includes (but is not limited to) revealing the form or content of an examination or quiz, providing material, information, or other assistance to another person during an in-class or take-home examination or a quiz, or giving assistance to another person with written work that results in plagiarism.

5. **Bribes, Threats, or Favors**: Attempting to induce any member of the College community, through bribes, threats, or the offering of favors, to alter a grade, to change the evaluation of any academic work, or to gain any other academic benefit.

6. **Computing Fraud**: Participating in any kind of illicit or dishonest use of information technology. This would include (but is not limited to) gaining unauthorized access to academic or administrative records, tampering with computer programs or systems, or interfering with the use or availability of computers and computer systems.

7. **Interference with the Academic Work of Students or Faculty**: Engaging in activities that effectively interfere with, deny access to, or inhibit the academic work of either faculty or students. This includes (but is not limited to) physically or verbally disruptive behavior in the classroom or lab, altering the contents of someone else’s academic work without their knowledge, purposefully impeding someone else’s access to materials necessary for scholarly work, or stealing, damaging, or concealing materials or equipment necessary to the academic well-being of the College community at large, such as library books, computer files, and audio-visual equipment.

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**Honor Code Violations – Social**

Behavior that harms or threatens the physical, emotional, or social well-being of any member or guest of the College community is a social violation of the Honor Code. Such violations include but are not limited to the following:

1. **Sexual Misconduct** – For purposes of the Honor Code, sexual misconduct is defined as deliberate sexual behavior, contact, or the threat of sexual contact without the other person’s consent. Examples include but are not limited to:
   - Crude, obscene or sexually offensive gestures.
   - Unwanted touching, fondling, or groping of a sexual nature or coercion to force someone else to touch, fondle, or grope.
   - Rape, forcible sodomy, or penetration with an inanimate object, sexual intercourse without consent.
   - Coercing a person to consume alcohol or other drugs for the purpose of inducing sexual activity.
- Any act involving sexually related behavior which places another person in a degrading, exploitative, abusive or humiliating situation including (but not limited to): placing photographs of a sexual nature on the Internet without permission.

- Consent exists when a person freely and knowingly agrees, at the time, to participate in a particular sexual act with a particular person. There is no consent when force, threat, or coercion is used. In addition, consent cannot be given when a person is unable to make a reasonable judgment because of consumption of alcohol or other drugs, sleep deprivation, or captivity.

- Specific information about sexual harassment (which includes sexual assault/violence) and sex discrimination and the complaint procedures associated with these violations is described in the section on Discrimination and Harassment Policies. For more information about support services for victims of sexual assault, please see the section on Policy on Sexual Assault - Available Resources for Victims of Sexual Assault.

2. Acts of Violence - Any physical conduct directed towards another that causes physical harm to the targeted individual or group.

3. Endangering the Well Being of a Member of the College Community - Any conduct that jeopardizes the physical or emotional well-being of any member of the College community.

4. Threat of Violence - Any language or conduct that could be reasonably interpreted as an effort to intimidate or threaten a member of the College community.

5. Harassment Based on a Protected Class - unwelcome verbal, written, or physical conduct based on a protected classification (race, sex, color, national or ethnic origin, age, religion, marital status, handicap or disability, sexual orientation, genetic information, or any other legally protected classification) that has the purpose or effect of unreasonably interfering with an individual’s work or education (including living conditions, extracurricular activities, and social life); creating an intimidating, hostile, or offensive environment; or constituting a threat to an individual’s personal safety. Sexual harassment includes sexual violence/assault. Additional information about sexual harassment (which includes sexual assault/violence) and sex discrimination and the complaint procedures associated with these violations is described in the section on Discrimination and Harassment Policies.

6. Harassment Other Than That of a Protected Class - Unwelcome behaviors that are persistent or repetitive and create an unreasonably uncomfortable educational, work, or living environment for an individual, or unreasonably interfere with an individual’s academic or job performance and opportunities.

7. Discrimination Based on a Protected Class – Behavior that discriminates on the basis of race, sex, color, national or ethnic origin, age, religion, marital status, handicap or disability, sexual orientation, genetic information, or any other legally protected classification.

8. Retaliation for Filing a Discrimination or Harassment Complaint - Retaliation against anyone for filing a complaint of discrimination or harassment, including sexual violence/assault, or participating in an investigation or hearing regarding such a complaint, is prohibited.

9. Disorderly Conduct - Any conduct that unreasonably interferes with the activities of individuals or groups in the College community.

10. Stealing, Vandalizing, Damaging, or Tampering with Personal or College Property.

11. Alcohol and Other Drug Violations - Any violation of the alcohol and other drugs policies including policies outlined in the Residence Hall or Social Event policies. For more information, see section on Sanctions for Alcohol and Other Drug Violations.

12. Violations of the College’s Residence Hall Policies - Any violation including (but not limited to): violations of the residence hall contract; unlawful discharging of fire extinguishers; excessive noise; unlawful entry into residence halls, suites, or rooms. For more information see section on Residence Hall Policies.

13. Unauthorized Presence or Forcible Entry into College Facilities
14. Misuse of the Internet or Other Electronic Resources - Misuse of electronic recording devices includes misuse of camera phones, digital and film cameras, audio recorders, etc., in such a way that violates the principles of academic honesty, personal respect, and the expectation of privacy of members of the campus community.

15. Failure to Comply with Sanctions or Requirements of the Honor Board

16. Failure to Comply with a College Official - Non-compliance with the directives of college officials, including but not limited to: Public Safety officers, administrators, faculty members, and residence hall staff or any other person who has been designated and authorized by the College to perform an institutional function within the scope of his/her responsibilities.

17. Violations of any Local, State or Federal Statutes

18. Any Other Violation of a Standing Policy of the College

**Reporting Honor Code Violations**

While the Honor Code is meant to encourage the highest standards of personal conduct, the College recognizes that well-intentioned people sometimes make mistakes. Therefore the College provides a grace period wherein, and a method whereby, students can acknowledge wrongdoing and take responsibility for their actions. Violators who do not report their wrongdoings within the grace period may be judged more severely than those who do.

**Reporting Academic Violations of the Honor Code**

Faculty members are asked to discuss the implementation of the Honor Code at the beginning of each semester in every class. In addition, they are expected to have students attach the following pledge (or an abbreviation suggested by the instructor) to any credit-bearing work:

**I pledge my word of honor that I have abided by the Washington College Honor Code while completing this assignment.**

A student who commits an academic violation of the Honor Code should report that violation to the appropriate faculty member or to the Associate Provost within 48 hours of the commission of the violation. Offenses committed and reported within this 48-hour period may not necessarily be referred to the Honor Board; the appropriate faculty member will resolve the case personally, unless the student has previously been found responsible for an Honor Code violation, or if, in the judgment of the faculty member, the infraction may warrant more severe sanctions than he or she is empowered to impose, or if the student chooses to have the case heard by the Honor Board. To ascertain that the accused student has committed no prior offense, the faculty member should check the record in the Associate Provost’s Office. If the student has previously been found responsible for a violation of the Honor Code (either academic or social), subsequent offenses will be referred automatically to the Honor Board for review. A faculty member, having found that a student has violated the Honor Code, must forward the name and a brief description of the violation and sanction to the Associate Provost so that an accurate record may be kept of a student’s history of compliance with the Honor Code.

A student who knows of an academic breach of the Honor Code is expected to inform the violator at the first opportunity that the violation has been discovered, and to advise him or her to report either to the appropriate faculty member or to the Associate Provost within 48 hours. At the conclusion of this 48-hour period, the student who knows of the violation should check with the appropriate faculty member or the Associate Provost to see if the alleged violator has reported his or her wrongdoing. If the alleged violator
has not self-reported, it is the responsibility of the witness to inform the faculty member or the Associate Provost of the known violation. The faculty member or the Associate Provost will then refer the case to the Honor Board.

A faculty member who witnesses or learns of a violation of the Honor Code that has not been reported within 48 hours should report the violation either to the Associate Provost or to the Chair of the Honor Board.

**Reporting Social Violations of the Honor Code**

A student who commits a social violation of the Honor Code should report the offense within 48 hours to one of the following College officials: the Associate Vice President for Student Affairs, the Associate Dean of Students/Director of Residential Life, or the Director of Public Safety.

A student or other member of the College community who knows of a social violation of the Honor Code is expected to inform the alleged violator at the first opportunity that a violation has been discovered and advise him or her to report within 48 hours. At the conclusion of the 48-hour period, the individual who knows of the violation should check with the Associate Vice President to see if the alleged violator has self-reported. If the alleged violator has not self-reported, it is the responsibility of the witness to inform the Associate Vice President of the violation. Minor offenses committed and reported within this 48-hour period may not necessarily be referred to the Honor Board; the Associate Vice President has the authority to handle such cases administratively. In all cases the alleged violator may request to have the case heard by the Honor Board rather than by an individual administrator, if the Honor Board is available or it is possible at the time the case is heard.

**Honor Board Procedures and Guidelines**

All students who are called before the Honor Board will be treated with respect and dignity. Students called before the Honor Board will be provided with information about the hearing process prior to the hearing.

Once a student conduct case has been referred for a hearing, the Honor Board will work to schedule the hearing as soon as possible. At least five business days prior to the hearing, the respondent will be notified in writing of the charges against him or her, as well as the date, time, and location of the hearing. In certain circumstances, with the agreement of the respondent in the case, the five-day notification policy may be waived. In cases where the student respondent is facing external charges filed by a law enforcement agency, he or she may request to postpone the hearing until after the external charges are resolved. The Associate Vice President, in consultation with the Honor Board chair and/or Vice Chair, will determine whether to grant the request.

For matters involving sex discrimination based on gender and or sexual harassment (including sexual assault/violence), both the student filing the complaint (complainant) and the student who is the subject of the complaint (respondent) are equally entitled to participate in the hearing, receive written notification of the hearing date, time, and location and copies of materials, present witnesses and question witnesses through the Honor Board chair, and appeal the outcome of the hearing.

In cases involving more than one accused party, either/any party has the right to request a separate hearing. The administrator referring the case will decide whether or not to grant the request.
A student respondent may request that specific witnesses appear at his or her hearing. The request must be received by either the Honor Board chair or the administrator of the hearing at least four business days prior to the hearing. Prior to the hearing, witnesses will receive written notification that they are required to attend and will be expected to participate when summoned to appear before the Honor Board.

If a student chooses to have an advisor present at the hearing, the advisor’s name must be submitted prior to the hearing.

The Honor Board’s decision regarding responsibility for Honor Code violations will be based solely on the information submitted during the hearing.

A student respondent’s prior Honor Board or conduct record will be made available to the Board only if the student has been found responsible and only for the purpose of informing the sanction phase.

The Honor Board is committed to the principles of consensus when making decisions about a student respondent’s responsibility as well as any sanctions. On the rare occasion when a vote becomes necessary, four out of five votes will be required to find responsibility and to impose sanctions. Abstentions are not permitted.

Further information about the Honor Board hearing process as well as guidelines for student respondents, witnesses and advisors can be found online at: http://washcoll.edu/offices/student-affairs/honor-board-andstudent-conduct.

Sanctions

Normally, at the time of the hearing, the Honor Board or other hearing body will determine sanctions for those found responsible for Honor Code violations. Sanctions that the Honor Board is empowered to impose range from fines to expulsion.

Description of Sanctions for Honor Code Violations

Fines - the Honor Board or other hearing body may levy fines.

Official College Warning - This is a formal notice given to a student whose conduct is below standards of good behavior. This warning normally remains in the student’s record for the duration of the semester in which it is given although in some circumstances the warning may remain in the student’s records for a longer period designated by the Honor Board or other hearing body. If another violation occurs during this time period, it will result in a conduct review and the possibility of more serious sanctions.

Community Service Hours - Students may be assigned a specific number of supervised hours of work, either on or off campus, for violation of College policies. The Honor Board or other hearing body can assign community service hours.

Written Reflections - Students may be assigned to produce a written letter, reflection, paper, or other work that demonstrates an understanding of their violation and its impact on members of the community. The Honor board or other hearing body can assign written reflections.

Probation - Students may be subject to probation and the panel that hears the case will determine the terms of the probation. If a student placed on probation is subsequently found responsible for violating
any College regulation, (s)he may be subject to immediate suspension or dismissal from the College. Students may be placed on probation by action of the Honor Board or other hearing body. Probation may include (but is not limited to):

- Prohibition from attending any all-campus social events (e.g., dances, parties)
- Prohibition from pledging a fraternity or sorority
- Prohibition from going to the Student Center (including the Game Room)
- Prohibition from participating in intramurals
- Revocation of dining hall privileges
- Removal from campus jobs or re-assignment
- Removal from current residential assignment
- Removal from campus leadership positions
- Removal from SGA office, membership in the Senate, or other SGA appointed positions
- Removal from campus committees

**Suspension and Expulsion**
These measures are employed only in the most serious cases of violation of the Honor Code. Notification is normally sent to the student’s parents.

**Suspension** - Students suspended from the College must normally leave the campus within 48 hours of the time the suspension is imposed (unless otherwise instructed). A suspension can last for a minimum of the remainder of the semester for which it is imposed and as long as several semesters. The Honor Board or other hearing body imposing the sanction determines the start date and length of the suspension. Students suspended from the College will lose all academic credit for the semester for which the suspension occurs. Courses in which the student is enrolled will be marked “withdrawn” on the transcript. Students who have been suspended for a social or academic violation are normally not permitted to be on campus during the time of their suspension and must obtain permission through the Vice President for Student Affairs and Dean of Students’ office to return to campus for any reason. Students who have been suspended for social violations and who wish to return to the College must submit a request in writing to the Associate Vice President for Student Affairs (unless otherwise directed); students suspended for academic violations and who wish to return must submit a request in writing to the Associate Provost (unless otherwise directed). Such requests must normally be received by July 1 for a fall semester return and by December 1 for a spring semester return. Students who have been suspended should give evidence that the time away from the College has been used productively, perhaps at another college or university or at a place of employment. Students seeking to return will be required to provide supporting evidence.

**Interim Measures** - By decision of the President of the College, the Vice President for Student Affairs, or a designee of either, the person who is the subject of a serious conduct incident may, without prejudice, be removed from the campus or subjected to other forms of restrictions with regard to the complainant, pending a formal conduct review or criminal procedures, to avoid additional conflict within the community and /or to protect the safety of members of the College community.

**Expulsion** - Expulsion differs from suspension in that students who are expelled from the College are not permitted to return to the institution at any time.

**Disclosure of Honor Board Proceedings**
The proceedings and outcomes of an Honor Board hearing are confidential and may only be released by the College in specific circumstances. In cases of sexual discrimination or harassment (including sexual assault/violence), both the complainant and the respondent have the right to be informed of the outcome of the Honor Board proceedings and the outcome of any appeal.
Additionally, the College is required by federal law, upon written request, to disclose to an alleged victim of a crime of violence or a non-forcible sex offense, or to the alleged victim’s next of kin (if the victim dies as a result of the crime or offence), the final results of any of the College’s disciplinary proceedings dealing with that crime or offense. The written request for this disclosure should be sent to the Vice President for Student Affairs.

### Appeals

#### Making an Appeal

The respondent may appeal decisions made by the Honor Board, other hearing bodies, or administrators by submitting a request for review in writing within five business days of receiving written notification of the outcome of the hearing. In cases of sex discrimination or sexual harassment, including sexual assault/violence, the complainant also may appeal by filing a written request for review within five business days of receiving written notification of the outcome of the hearing. Only appeals that are based on one or more of the following grounds will be considered for review:

- Procedural errors by the hearing panel where the error prevented fundamental fairness;
- New information or evidence that was not available at the hearing;
- An imposed sanction that is excessively severe;
- The decision of the Honor Board is not supported by the information presented.

Letters of appeal must be sent to the Vice President for Student Affairs or designee (for social violations) or the Provost or designee (for academic violations). The Vice President for Student Affairs or designee, or the Provost or designee will determine whether or not the appeal meets the above criteria. If any of the criteria are met, the case will be referred to the appeal board; if the case does not meet one of the criteria, there will be no further review. In cases where a student appeals the sanction of suspension or expulsion issued as a result of a conduct review, the student may appeal to the President of the College following a decision by the Vice President for Student Affairs or designee, or Provost or designee not to refer the case to the appeal board, or after an appeal board affirms the sanction of probation or expulsion.

#### Appeal Board

The appeal board will hear cases that have been forwarded for review from the Vice President for Student Affairs or the Provost. For appeals of findings of social violations, the appeal board will consist of one student and one faculty member from the Honor Board who were not present at the original hearing as well as the Vice President for Student Affairs and Dean of Students or designee.

For appeals of findings of academic violations, the appeal board will consist of one student and one faculty member from the Honor Board who were not present at the original hearing as well as the Provost of the College or designee.

#### Appeal Board Procedures

An appeal board will review the case in a timely manner once a case has been referred by the Vice President for Student Affairs or designee, or the Provost or designee. After reviewing the case, the appeal board has the following options:

- to affirm the decision of responsibility and the sanction imposed by the Honor Board, administrator, or hearing body
• to affirm the decision of responsibility but ask that the sanction be reconsidered by the original
hearing panel
• to affirm the decision of responsibility and modify the sanction
• to overturn the decision of responsibility
• to refer the case back to the original hearing panel to consider additional information
• to refer the case back for a full Honor Board hearing, administrator, or other hearing body, for a
new hearing

Except in cases where a sanction of suspension or expulsion has been issued, decisions made by an appeal
board are final and are not subject to further review. In cases where suspension or expulsion is issued as a
result of a conduct review, and the suspension or expulsion sanction is upheld by the appeal board, a
student may subsequently appeal to the President of the College following the review and finding of the
appeal board. That appeal must be received by the President’s Office in writing within five business days
of written notification of the decision of the Provost or designee or the Vice President for Student Affairs
or designee or the appeal board.

Appeals of Grades or Academic Coursework
Appeals of grades or academic coursework are not reviewed through the above process. Those appeals
must be made through a separate process as outlined in the
Washington College Catalog at: http://www.washcoll.edu/offices/registrar/catalog.php

Summary of Campus Fines

The Honor Board, a hearing body, or an appropriate campus official may assign fines. Issuance of a fine
by a campus official does not replace or preclude disciplinary action by the Honor Board or other hearing
body.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine Amount</th>
</tr>
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<tbody>
<tr>
<td>Alcohol Violation</td>
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<tr>
<td>Noise Violation</td>
<td>$40</td>
</tr>
<tr>
<td>Disruptive Behavior</td>
<td>$40</td>
</tr>
<tr>
<td>False Fire Alarm</td>
<td>$100</td>
</tr>
<tr>
<td>Discharging Fire Extinguisher</td>
<td>$100</td>
</tr>
<tr>
<td>Failure to obey a Fire Alarm</td>
<td>$50</td>
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<tr>
<td>Possession of a Multi-Quart Container</td>
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</tr>
<tr>
<td>Propping Entrance Doors</td>
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</tr>
<tr>
<td>Animal Policy Violation</td>
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</tr>
<tr>
<td>Littering</td>
<td>$50</td>
</tr>
<tr>
<td>Smoking Policy Violation</td>
<td>$50</td>
</tr>
<tr>
<td>Public Urination</td>
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<tr>
<td>Vandalism</td>
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<tr>
<td>Failure to Comply with College Officials</td>
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</tr>
<tr>
<td>1st offense</td>
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<td>2nd offense</td>
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</tbody>
</table>
HOURS OF WORK POLICY

Normal Work Hours
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 expected work schedule for that non-exempt position.

Breaks
College policy allows two fifteen minute breaks per full day, normally one in the morning and one in the afternoon.

Exempt Employees
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. Exempt employees leave request forms are due to the Payroll Office the Monday immediately after pay day for any leave taken in that pay period.

Non-Exempt Employees
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 Payroll by noon 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.

REV 03/2014
HOUSE KEYS 4 EMPLOYEES PROGRAM

Traditionally, the purchase price for private residences within Chestertown and Kent County has made it unaffordable for many in the Washington College family to contemplate homeownership, especially homeownership close to campus. Down payment and settlement costs can overwhelm first-time homebuyers and is listed as the number one barrier to homeownership. To ameliorate this issue for our employees, Washington College has joined the Maryland Community Development Administration’s House Keys 4 Employees (HK4E), an employer partnership program which helps Maryland’s workforce become homeowners through a creative matching funds program with the State of Maryland.

Through HK4E, the State of Maryland will match financial assistance dollar-for-dollar up to $2,500 that a HK4E Participating Employer provides to its employees to help them purchase a home. Smart Keys 4 Employees is a Smart Growth enhancement to the HK4E Program that allows borrowers to receive additional matching funds from the State if the property the borrower is purchasing is located in a Priority Funding Area (which includes Kent County) and if the property is within 10 miles of the borrower’s place of employment or within the boundaries of the local jurisdiction. If a borrower meets these criteria for Smart Keys 4 Employees, the State will provide an “across the board” bonus of $1,000.

These two programs build upon the State’s standard Down Payment and Settlement Expense Loan Program (DSLEP), which provides a zero interest 30-year deferred loan (up to $5,000). Washington College will provide a grant of $2,500 to benefit-eligible employees who qualify under the State of Maryland guidelines. The funds from the State sources are all deferred, 30-year, zero-interest loans that are repaid at the time that the home is sold or is refinanced. Below is an illustration of the potential benefit for a fully qualified employee participating in the DSLEP with both House Keys for Employees (with employer match) and Smart Keys for Employees loans:

<table>
<thead>
<tr>
<th>DSELP Loan</th>
<th>$5,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>House Keys 4 Employees</td>
<td>$2,500</td>
</tr>
<tr>
<td>Washington College Grant</td>
<td>$2,500</td>
</tr>
<tr>
<td>Smart Keys 4 Employees</td>
<td></td>
</tr>
<tr>
<td>across the board bonus</td>
<td>$1,000</td>
</tr>
<tr>
<td>Total closing cost/down payment assistance</td>
<td>$11,000</td>
</tr>
</tbody>
</table>

To qualify, participants must meet the income limits of the Maryland Mortgage Program and attend a homebuyer education class.

<table>
<thead>
<tr>
<th>Income Limits in Kent County</th>
<th>Income Limits in Queen Anne’s County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Individual</td>
<td>$107,160</td>
</tr>
<tr>
<td>Couple</td>
<td>$107,160</td>
</tr>
<tr>
<td>Family of 3 or more</td>
<td>$125,020</td>
</tr>
<tr>
<td></td>
<td>$102,720</td>
</tr>
<tr>
<td></td>
<td>$102,720</td>
</tr>
<tr>
<td></td>
<td>$119,840</td>
</tr>
</tbody>
</table>
The maximum purchase price for a property in Kent County is $359,798, with a maximum mortgage value of $343,750. For home purchases in neighboring Queen Anne’s County, the home price and mortgage caps are both $429,620. Homebuyers in Kent County (a priority funding area) are not required to be first-time homebuyers. In addition, Washington College will require benefit-eligible staff to have a minimum of two years of continuous employments with satisfactory performance reviews on file. Tenure-track faculty will be eligible at the time of employment.

**How to Enroll**

1. Complete the one page [House Keys 4 Employees application](#) and submit it to the Office of Human Resources.

2. Complete employee section of the [Verification of Partner Contribution](#) form and submit it to the Office of Human Resources to complete the appropriate section.

3. Select a [participating CDA lender](#) in your area and make an appointment to pre-qualify for a CDA mortgage loan.

5. Provide the lender with the original of the fully completed and executed Verification of Partner Contribution form.

6. Talk to your lender about homebuyer education before signing a contract of sale. Please note that in the City of Baltimore and Anne Arundel, Baltimore, and Harford Counties, you must meet certain homebuyer education/housing counseling requirements. Refer to the [Counseling](#) information on the [House Keys 4 Employees](#) website or call toll-free 1-800-638-7781.

REV 05/2014
IDENTIFICATION CARD POLICY

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 employees, along with their spouses and dependent children age 12 -18 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 must be carried on campus at all times and presented to Public Safety officers or officials of the College upon request. Employees are required to return their ID cards to Public Safety at termination.

REV 03/2014
INCLEMENT WEATHER POLICY

The following procedures describe official policy for notifying the Washington College Community of closing or changes in our hours of operation due to inclement weather.

1. 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.

2. Announcements of an early release will be made by the Office of the Sr. Vice President for Finance and Management.

3. Announcements of a closing or delayed opening will be broadcast as early as possible—we will try to make the decision by 5:00 A.M.—on WBAL-AM radio (1090 on your 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.

4. Weather related announcements will also be posted on the College's web site home page at: www.washcoll.edu.

5. In addition, the switchboard voice mail message will be changed to reflect a closing or delayed opening. You can reach the switchboard by dialing (410) 778-2800.

6. Should a delayed opening be announced, you should double-check one of these sources before leaving for work in case the announcement has been "upgraded" to a closing.
INTRODUCTORY PERIOD POLICY

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 introductory period. The length of the introductory period for a new employee will be determined and documented at the beginning of a new work assignment. The length of an introductory period may vary depending upon the department and the type of position (usual range: 90 days). An employee’s initial introductory 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 introductory period, the employee will meet with his/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.

REV 05/2013
JURY & WITNESS LEAVE POLICY

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 must provide evidence from the Clerk of the Court of such duty to the Office of Human Resources.

REV 10/2013
KEYS FOR COLLEGE FACILITIES POLICY

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 must notify the employee supervisor immediately. Upon termination of employment, all keys must be returned to Public Safety. Return of College keys to Public Safety is documented on the Exit Clearance Form.

REV 03/2014
WASHINGTON COLLEGE POLICIES

LEAVE PLANS POLICY

Washington College’s generous leave policies—including vacation, sick leave, and holidays combined with a number of unpaid leave opportunities are designed to support a balance of work and family responsibilities.

Benefit-eligible full-time and part-time employees begin earning paid leave starting on the first day of employment with the College. Benefit-eligible employees are able to use accrued leave with approval of their supervisor. A supervisor has the discretion to grant or deny leave based on the needs of the College. Faculty should contact the Provost and Dean regarding available faculty leaves.

Vacation
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 48 hours in advance of the leave requested.

- Exempt Leave Request Forms

*Please note: Exempt Leave Requests must be submitted to the Business Office*

Part-time Employees
Benefit eligible part-time employees earn leave on a prorated basis in proportion to the hours worked.

<table>
<thead>
<tr>
<th>EMPLOYEE STATUS</th>
<th>TOTAL ALLOWANCE</th>
<th>ACCRUAL RATE (PER PAY PERIOD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt - Salaried Staff</td>
<td>4 weeks per year, 160 hours</td>
<td>6.16 hours</td>
</tr>
<tr>
<td>(40 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exempt - Salaried Staff</td>
<td>4 weeks per year, 140 hours</td>
<td>5.39 hours</td>
</tr>
<tr>
<td>(35 Hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-exempt - Hourly Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(40 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 3 years</td>
<td>2 weeks per year, 80 hours</td>
<td>3.08 hours</td>
</tr>
</tbody>
</table>
OVER 6 YEARS

<table>
<thead>
<tr>
<th>EMPLOYEE STATUS</th>
<th>TOTAL ALLOWANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3 years</td>
<td>2 weeks per year, 70 hours</td>
</tr>
<tr>
<td>3 - 6 years</td>
<td>3 weeks per year, 105 hours</td>
</tr>
<tr>
<td>Over 6 years</td>
<td>4 weeks per year, 140 hours</td>
</tr>
</tbody>
</table>

Non-exempt - Hourly Staff (35 hours)

<table>
<thead>
<tr>
<th>EMPLOYEE STATUS</th>
<th>TOTAL ALLOWANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3 years</td>
<td>2 weeks per year, 70 hours</td>
</tr>
<tr>
<td>3 - 6 years</td>
<td>3 weeks per year, 105 hours</td>
</tr>
<tr>
<td>Over 6 years</td>
<td>4 weeks per year, 140 hours</td>
</tr>
</tbody>
</table>

Personal Leave

Benefit eligible full-time non-exempt employees are the only employees eligible for Personal Leave. Personal Leave is allocated on July 1 of each year and is available for immediate use.

<table>
<thead>
<tr>
<th>EMPLOYEE STATUS</th>
<th>TOTAL ALLOWANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Employees (40 hours)</td>
<td>3 days per year, 24 hours</td>
</tr>
<tr>
<td>Full-time Employees (35 hours)</td>
<td>3 days per year, 21 hours</td>
</tr>
</tbody>
</table>

Sick Leave

Sick leave provides eligible employees with paid time off to obtain routine medical services and/or medical treatment and to recuperate from illness or injury. All benefit eligible full time employees and part-time benefit eligible employees are eligible for sick leave. An employee should request sick leave as early as possible prior to the employee’s scheduled starting time.

Sick leave may be used in the case of an illness, disability 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.

- Exempt Leave Request Forms

<table>
<thead>
<tr>
<th>EMPLOYEE STATUS</th>
<th>TOTAL ALLOWANCE</th>
<th>ACCRUAL RATE (PER PAY PERIOD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Employees (40 hours)</td>
<td>2 weeks per year, 80 hours</td>
<td>3.08 hours</td>
</tr>
<tr>
<td>Full-time Employees (35 hours)</td>
<td>2 weeks per year, 70 hours</td>
<td>2.70 hours</td>
</tr>
<tr>
<td>Full-time Employees (10 month, 35 hours)</td>
<td>1.5 weeks per year, 56 hours</td>
<td>2.55 hours</td>
</tr>
</tbody>
</table>
Sick Leave Pool Program

- Sick Leave Pool Request
- Sick Leave Pool Donation Form

The purpose of the Sick Leave Pool is to establish an equitable way of allowing employees to share their accumulated sick leave with others in need of additional sick leave until the employee is eligible for the College’s short-term disability programs.

The intent of this program is to protect benefit eligible employees who may face financial hardship because they have exhausted all of their own vacation, sick, or personal leave due to an extended serious, catastrophic, or unforeseen illness, injury or impairment.

All benefit eligible employees who accrue and use sick leave, are eligible to become a member and donate to and withdraw from the Sick Leave Pool. This program is not available to temporary employees who do not earn leave.

Donation and Membership

Membership is established when a benefit eligible employee donates at least one sick day to the sick leave pool July 1st of each fiscal year. Contributions will be accepted by completing a Sick Leave Pool Donation Form available on the Human Resources webpage. A benefit eligible employee may contribute a minimum of one day up to a maximum of ten sick days per fiscal year.

At termination of employment, sick leave is forfeited; therefore all employees are eligible to donate their unused sick hours to the sick leave pool. During the Exit Interview an employee may complete a Sick Leave Pool Donation form. Employees are eligible to donate up to 80 hours to the Sick Leave Pool at termination of employment.

Withdrawal

Withdrawals from the Sick Leave Pool are permitted only for serious, catastrophic, or unforeseen illness, injury or impairment of the employee that meets the following criteria. The employee must have exhausted all vacation, sick, personal leave and the employee will have to take leave without pay and (b) requires continuing treatment or supervision by a licensed health care provider, and also (c) requires absence from work of at least five days per illness or episode. Withdrawals from the Sick Leave Pool may only be taken in increments of full days. Withdrawals may only occur to the extent of the Sick Leave Pool contributions available for withdrawal and the beneficiary has no leave time available.

REV 03/2014
LEAVE OF ABSENCE WITHOUT PAY POLICY

Eligibility

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

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.

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.

Terms of a Leave of Absence

Length

A leave of absence may not exceed one year.

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.

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.
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.

Benefits

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.

Leave Earnings

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

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.

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.

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.

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.

Other Benefits

All other benefits will cease during the leave of absence without pay.
Employment at the End of the Leave

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 make every possible attempt to provide the employee a position with duties similar to, but not necessarily the same as, the position from which leave was taken. Return to a position is not guaranteed.

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.

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.
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.

Eligibility
Only benefit-eligible employees are eligible to participate in one or both of the plans.

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 enrollment. 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.

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

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.

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.

**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.

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

**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.

**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.

**Further Plan Details**
Information is available from Human Resources. In the event of a conflict, the insurance contract or plan documents will prevail over other documents.

REV 03/2014
WASHINGTON COLLEGE POLICIES

LOST AND FOUND POLICY

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.

REV 01/2009
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. 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 must notify his/her supervisor in advance of reporting to active duty. A Reservist or National Guardsman must 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. Employees on military leave will continue to accrue vacation and sick leave. An employee who plans to take military leave must inform Human Resources as early as possible to insure the continuity of applicable benefits.

REV 03/2014
NEW POSITION REQUEST POLICY

The purpose of this policy is to articulate a process and timeline for approving new staff positions which will be incorporated into the budget. The process will ensure that staffing decisions are made systematically, balancing the needs of the College with the fiscal resources available. The approval process will ensure that all requests for new staff positions are given fair and full consideration before priorities are established.

**Timeline**

All requests to create new positions must be completed and submitted to the Office of Human Resources by November 1<sup>st</sup>. Prior to November 1, the Department Head with the approval of the appropriate Vice President will have developed an approved job description and justification in conjunction with the Office of Human Resources. After November 1, the Office of Human Resources will establish a pay grade and hiring range for the position and compile documentation on all requests to present to Senior Staff. At the Senior Staff meeting in November (early December) Senior Staff will review requests for additional positions and develop a ranking system to determine a funding priority list. The funding priority list will become an element in the initial budget projections in January.

Justification for a new position may be made on the following basis:

1. The position is necessary for implementation of the Strategic Plan. In these cases the justification must include:
   a. Identification of the goals and tactics to be accomplished,
   b. A clear relationship between goals and job duties,
   c. An explanation of why the goals and objectives will not be completed without the new positions.
   d. Benchmark data should be included in the justification.

2. Work load increases may require new positions. In these cases increased work load must be documented and efforts to streamline processes and procedures to avoid adding staff should be included.
   - For example, as new buildings come on line we must document the potential need for new housekeeping staff. Also, as the percentage of students with disabilities increase, we need to document the need for additional staff to serve students.

3. Compliance with new Federal and State regulations may require additional staff.
• For example, we have observed increase in what the Federal Government expects for 504, Title IX, and Safety Enforcement, and the College will need to continue to monitor these and many other compliance issues. Justification in this case should include benchmark data, specifically how other schools are resolving the many compliance issues faced by Colleges.

4. A justification may focus on Return on Investment (ROI). ROI may be based on demonstrated cost savings or revenue enhancements. Revenue Enhancement justifications should be articulated on the basis of benchmark data on similar positions at comparable Colleges. All positions justified on the basis of ROI should be reviewed annually to assess the continuing need for the position.

• For example, the case for creating a Purchasing Agent position would be based on a requisite estimated cost savings from the College’s operating budget. In this example, such an estimate could be developed from benchmark data or from savings based on discount from retail office supply chains.

A position justification may involve any one or more of the methods identified above.
ON CALL PAY POLICY

On call policy is supplemental pay provided to non-exempt staff who, during off duty hours, must remain available for duty on short notice. This policy applies to maintenance mechanic group and the rotating on-call responsibly in Buildings and Grounds.

1. During the on call week there will be a premium of $2.00 per hour for the base 40 hour week.
2. The schedule two-hour boiler room and operating check on Saturday and Sunday will be at the regular overtime rate, no mileage reimbursement.
3. Emergency call backs from Public Safety will be:
   a. A minimum of two hours, paid at the regular overtime rate
   b. Actual mileage to and from the College will be reimbursed at the current rate per mile as established by college policy.
4. A call back received while on campus does not restart the two hour minimum, only accrual time on campus is paid, and there is not a double mileage reimbursement, only actual miles driven.

REV 05/2014
OVERTIME POLICY

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 must seek approval of substantial overtime commitments from the appropriate management prior to assigning overtime work. For the purpose of computing overtime, a workweek is defined as Saturday through Friday. Hours worked up to 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. Approved leave time will count as hours worked.

REV 03/2014
PARENTAL LEAVE

Eligibility

An employee who a) is eligible for family and medical leave under the College's policy; and b) gives birth to a child, or is the father of a newborn (co-resident) child, or adopts a child, is eligible for parental leave.

Leave Period

Parental leave provides up to 15 weeks of paid leave at the same rate of pay that would have normally been received during that period. The 15 weeks of paid leave runs concurrently with any leave available to the employee under the Family and Medical Leave Act. If both parents of the child are employees of the College who qualify for this benefit, only one leave will be granted, but the 15 weeks of the parental leave may be divided between two consecutive time periods selected by the parents.

For Staff employees, the 15-week period commences on the earlier of the first day of disability or the day of childbirth or adoption. Staff employees are not required to use accrued leave, but do not accrue additional leave during the 15-week period.

Faculty employees may elect one of three options for the leave:

1. Beginning at the time of disability, birth or adoption. The total of 15 weeks may be divided between the fall and spring semesters.

2. During the semester in which the birth or adoption is expected. Or;

3. During the fall semester, if the birth occurs in late spring or during the summer and leave was not taken in the spring semester.

For faculty, the summer weeks are not counted as part of the 15 weeks of leave.

Faculty and Staff expecting to use parental leave must arrange with the Provost and Dean and/or supervisor for duties or assignments during the portions of semesters not covered by their leave, if any.
Parental Leave must be approved in advance by the Office of Human Resources. Failure to complete the necessary FMLA application prior to the start of Parental Leave will result in denial of the paid leave.

REV 01/2009
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 or frequent violations of parking guidelines may lead to revocation of parking privileges, immobilization of the vehicle, and/or towing of the vehicle. Employees who are issued parking tickets are expected to follow the direction on the ticket which includes an appeal process. If the employee takes no action regarding the ticket, Public Safety will forward the bill to the Business Office which will deduct the amount of the ticket from the employees pay.

REV 01/2009
PERFORMANCE REVIEW POLICY

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. Refer to performance review forms.

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 pay increase and, upon request by senior staff, position review by Human Resources. Performance reviews also take place after an employee successfully completes his/her introductory training period. Please refer to Introductory Period policy. Supervisors are encouraged to discuss employee performance periodically throughout the year.

REV 03/2014
PERSONAL INFORMATION POLICY

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 the responsibility of the employee to promptly complete the Change of Personal Information form to 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.

REV 01/2009
PERSONAL LEAVE POLICY

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. 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.

Eligibility

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

Accrual Rate

Non-Exempt employees are granted three (3) days of Personal Leave on July 1st of each fiscal year they are employed at the College. Employees employed after July 1st will also receive three (3) days of Personal Leave.

Use of Personal Leave

Waiting Period

A regular full-time employee may use accrued personal leave only after he/she has worked for 90 calendar days.

Request for Leave/Reporting to Supervisor

An employee must 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. Employees are required to use established departmental call-out procedures in order to use personal leave.

Minimum Units

Personal leave may be used in minimum increments of one hour.
**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.

**Unused Personal Leave**

After June 30th, unused personal leave is transferred to the employee’s sick leave accrual. Personal leave carries no cash value upon separation from College service.

REV 03/2014
PERSONAL PROPERTY POLICY

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.

REV 01/2009
WASHINGTON COLLEGE POLICIES

PORNOGRAPHY IN THE WORKPLACE POLICY

Washington College prohibits the use of College equipment to access, view or store pornographic material in the workplace. The workplace includes offices, common and/or restricted spaces (limited to certain members of the College community) and public spaces (open to all members of the College community). College equipment includes but is not limited to the College owned network, computers, cell phones, servers, and software or other technological devices capable of displaying visual images. Use of personal devices on the College network to access or view pornographic materials in the workplace is also prohibited. In addition, viewing pornography on College property or at College events may interfere with a productive work environment and may constitute sexual harassment and is strictly prohibited.

An employee, including a student employee, who accesses, views or stores pornographic material in the workplace is subject to disciplinary action up to and including termination of employment by Washington College. If, in the course of their work, OIT personnel discover pornographic material on a College owned computer or other device, the discovery will be reported to Human Resources. If pornographic material is found on a lab or public access machine, OIT should be contacted to remove the material.

In order for a Washington College’s faculty member or student to access and store pornographic material on a College owned device or server, for the purpose of research or in order to teach specific class topics, the faculty or student must inform the Provost and Dean of the College in writing and receive written permission to proceed.

In all cases, without exception, child pornographic material will be reported to the appropriate authorities as required by federal law.

REV 03/2014
POSITION DESCRIPTION POLICY

All 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.

For position descriptions please contact the Office of Human Resources.

REV 01/2009
Section I:

**Definition of a Fixed Asset:**

A Fixed Asset is any tangible asset purchased for use in the day-to-day operations of the College from which an economic benefit will be derived over a period greater than one year and has a value of $2,000 or more. Fixed Assets include items of property and equipment such as buildings, office furniture, fixtures, computers and other related technology equipment.

Bulk purchases of similar items that have an aggregate value of $5,000 or more are captured as a fixed asset regardless of individual price of item. For example, the College purchases 100 desks at $50 each. The total purchase of $5,000 will be considered a fixed asset purchase.

Items that are routinely purchased as a set and have a value of $2,000 or more will be capitalized and depreciated. For example, if a table and four chairs were purchased from the “same vendor” as a set, and the cost of the table was $1,000.00 and the cost of each chair was $250.00 for a complete total of $2,000.00, then this purchase would be considered a capital expenditure. The total costs will be depreciated over the life of the asset.

At the time a fixed asset is acquired, its cost is capitalized and subsequently depreciated utilizing the straight-line method over the asset’s estimated useful life. Fixed assets with a value of less than $2,000 are expensed in the period acquired.

There are several types of capital assets. Specifically:

- Moveable equipment, such as furniture
- Fixed equipment, such as fixtures
- Buildings and their components
- Building Improvements, including department renovations
- Land (not depreciated)
- Land Improvements
- Infrastructure
- Software
- Computer Hardware, peripheral equipment and other electronics

**Moveable Equipment:**

These items are not permanently affixed to a part of the building. Examples include chairs, desks, filing cabinets, bookcases, etc. Some moveable equipment consists of more than one component. For example, a computer, keyboard etc. The assembled components may be considered one time and recorded as a single capital asset.
Fixed Equipment:

These items are permanently affixed to a building but is separate from the building itself. Examples are light fixtures, water fountains, fire control apparatus, etc.

Buildings and their Components:

Buildings are roofed structures used for permanent shelter of persons, furniture and equipment. Examples of building components are plumbing, electrical system, elevators, and HVAC systems.

Building Improvements and Department Renovations:

Major improvement projects that will extend the useful life of the asset, increase the efficiency, or add new capabilities will be capitalized. An example of this would be adding a new roof. All costs including parts and labor will be included in the total cost of the project.

Parts and labor utilized to perform minor repairs on an existing asset of the College are considered period costs and expensed in the period incurred. This type of work is considered routine maintenance. Examples of this type of maintenance would be painting an office, replacing a faucet on a sink, or replacing carpet in an office.

Land:

Land is defined as the solid part of the earth’s surface whether improved or unimproved. Land does not get depreciated over time. The acquired value is recorded for the cost of the land. Demolition costs are considered land costs.

Land Improvements:

Land improvements are modifications to outside areas. Examples include, installing sidewalks, parking lots, fences, and yard lighting.

Infrastructure:

Infrastructure is defined as an underlying base or foundation. For example, sewer lines, fiber optic, and steam lines.

Software:

Computer software includes all programs designed to cause a computer to perform a desired function. It includes the database or similar items that are in the public domain. If the software can be purchased “off the shelf”, it may be expensed in the year purchased.
Hardware, Peripheral and Electronics:

Computer hardware includes all parts designed in order for the computer to function as intended. It includes but is not limited to hard drives, monitors, key boards, printers and scanners. Other electronics include backup peripherals, cameras, cellular phones, etc.

**Purchasing a Fixed Assets:**

Purchasing a fixed asset is done in the same manner as any other purchase of goods if it has been approved through the capital budget process. The department prepares a Purchase Requisition (attaching the packing slip and invoice), acquires approvals of the Budget Manager and the Budget Director and forwards to the Business Office for processing.

See the Procurement Policy or Requisition Instructions for further clarification.

The following general ledger object codes are to be used for purchasing all Fixed Assets:

1701010    Land
1702010    Land improvements
1702030    Roads/Walkways/Lots
1703010    Buildings
1703020    Building improvement
1704030    Equipment
1704020    Transportation Equipment
1704010    Boats
1704040    Computer Hardware
1717050    Computer Software
1704060    Furniture and Fixtures
1704080    Donated Assets

****Technology purchases (including related items and supplies) must be ordered and/or approved by the Office of Information Technology. Please review this policy at: [http://oit.washcoll.edu/techpurchasing.php](http://oit.washcoll.edu/techpurchasing.php)

All purchases through and approved by OIT are tagged for inventory purposes without regard to price.****

Note: New Construction and Capital Improvement Projects are addressed in Section II of this Policy.

**Tagging of Fixed Assets:**

Currently, there is no central Receiving Department for goods. Therefore, the department ordering the goods will be the responsible party to receive the items ordered and ensure that what was ordered was received in good condition and correct. Generally, all orders are received with a packing slip. This packing slip
will be compared against the items received. Proper receipt of goods will be acknowledged by signing and dating the packing slip for attachment to the invoice and purchase requisition.

Upon receipt of the documents, the Business Office will process the Purchase Requisition. The proper object coding of the asset will allow the Datatel system to process the item(s) to the depreciation module, whereby, depreciation is calculated. **Capital purchases made with federal funds MUST be coded properly and appropriate boxes checked on the purchase requisition so they may be properly inventoried.** The Business Office will inventory all capital items purchased with federal funds at least every other year, if not annually.

****Technology purchases (including related items and supplies) must be ordered and/or approved by the Office of Information Technology. Please review this policy at: [http://oit.washcoll.edu/techpurchasing.php](http://oit.washcoll.edu/techpurchasing.php) All purchases through and approved by OIT are tagged for inventory purposes without regard to price.****

OIT is responsible for preparing an inventory of items at least every other year, if not annually.

**Movement of Assets:**

Often it is necessary for departments to move fixed assets from one location to another. Only members of the Facilities staff should move capital assets. Movement of the asset will be completed after obtaining proper authorization by the requesting and receiving departments. All computer equipment shall be moved only with the express written consent of OIT.

**Disposal of Fixed Assets:**

A department may have fixed assets that are no longer required due to:

A. Excess of useful life  
B. Lack of need  
C. Obsolescence  
D. Wear, damage or deterioration  
E. Excess cost of maintenance

In all of the above, the asset is considered to be surplus property to the department. The Department Head must ascertain the status of the asset. In some cases, the Department Head will consider the asset junk. These items are usually damaged items judged unsafe or too costly to repair. These items will be thrown away. Metal assets, such as bookshelves, metal desks etc. are recycled to a scrap iron company coordinated by the Facilities Department. Finally, some assets can be recycled or disassembled for parts or components for further use at the discretion of the Facilities Director.

The Facilities Department will notify the Business Office of the disposal for the appropriate change in the Fixed Asset System. Any residual value will be
expensed in the period the item is being disposed and charged against the department’s budget. It is the department’s responsibility to make arrangements with the Facilities Department to pick up and dispose of the asset.

**Note:** Disposal of computers and all technology related equipment is to be in accordance with OIT policies.

**Section II:**

**New Construction and Capital Projects**

In addition to new construction, major improvement projects that will extend the useful life of the asset, increase the efficiency, or add new capabilities, such as a new roof will be capitalized. All costs including parts and labor will be included in the total cost of the project.

**Coding an Invoice with Retention**

New construction projects and capital improvement projects often have a requirement to hold as retention a certain amount based on an agreed upon percentage of the invoiced amount. This acts as an insurance policy for the College in order to have the punch list items corrected after the construction project is completed by the contractor. The percentage is calculated based on the percentage of completion and/or milestones of the project. This retention is a liability to the College. The liability will be cleared out when final payment of the retention or partial payments of the retention are made to the contractor.

**Placing Project into Service**

Notification by the Facilities Department will be sent to the Business Office upon completion of the capital improvement project or new construction project. Upon receipt of the notification, the Business Office will transfer the improvement project or new construction project from the Construction in Progress general ledger account to the appropriate fixed asset general ledger account as determined by the Business Office. The project will then be added to the Fixed Asset System and depreciation will be calculated.

**Section III:**

**VALUATION OF ASSET**

**Purchased Assets**

The value of the asset is determined by including the purchase price of the item, transportation costs, installation costs, and any other direct expenses incurred by the College in obtaining the asset. Subsequent items purchased, which fall under the $2,000 threshold are expensed immediately and not capitalized.
Donated Assets

The value recorded by the College for a donated asset is market value on the date the gift was acquired. To determine the market value of the asset, the Department may use the appraisal price, the selling price to educational institutions of an equivalent item, and/or information on IRS from 8283. If there are any questions regarding the valuation, the Department should contact the Business Office for assistance.

Leased Assets

The lessee records a capital lease as an asset and a corresponding liability. The initial recording value of the leased asset is fair value or present value of the minimum lease payments, excluding any executory costs such as interest.

New Construction

When the University constructs a depreciable asset for its own use, all direct costs are included in the total cost of the asset. This includes items such as architectural, engineering, legal, consulting, project management from outside sources, etc. Fixed overhead costs are not included unless they are increased by the construction of the asset. If there are any questions regarding what should be included in the cost of the new construction, contact the Business Office for assistance.

Capitalized Interest

Interest cost incurred from tax-exempt borrowings to finance construction of assets is capitalized. The value is based on the total interest expense less total interest income earned on the related interest-bearing investments. Capitalized interest is calculated from the date of the borrowing to the date the asset is placed into service.
REASSIGNMENT POLICY

Washington College recognizes the need for flexibility in regard to each employee’s position and the goals and objectives of the 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. It is also commonplace for position descriptions to include the phrase “other duties as assigned.” This means employees may be required to perform tasks that are beyond the scope of the position’s core function.

A supervisor may rewrite a position description when these duties become the norm and increase the scope of the employee’s job. In advance of any changes to a position description or reorganization within the 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 before it is discussed with the employee.

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 or Personnel Change Form and the original will be placed in the employee’s personnel file.
REDUCTION IN WORK FORCE (RIF) POLICY

Please note: This policy applies to all staff employees, excluding staff members whose positions are 100% grant funded.

Purpose
Washington College highly values the contributions of its employees and attempts to provide continuous, regular employment. In the event it becomes necessary for the College to eliminate positions because of financial constraints, programmatic considerations, outsourcing, or other circumstances, the Reduction in Force (RIF) policy sets forth criteria and procedures to guide the fair and equitable treatment of regular full and part time employees.

Criteria
When reductions in force are necessary, position eliminations will be based on:

1. Relevant skills needed in order for the College to fulfill its mission; and
2. Employee qualifications and employment record, including any disciplinary actions. Relative seniority (years of service at Washington College) will be considered only if employee qualifications and employment records are equivalent.

Notice Period
An employee whose position is being eliminated as a result of a reduction in force will receive a notice period which is equal to one week of regular pay for each year of continuous service in a budgeted position. The minimum notice period will be four weeks at regular pay and benefits. The minimum salary will be calculated based upon the employee’s salary rate as of the beginning of the notice period. At the College’s discretion, the employee may not be required to work during the notice period.

Affected employees are encouraged to apply for available positions at the College for which they are qualified during the notice period. Human Resources will be available to advise and assist employees regarding job search techniques, resume preparation, interview skills, etc.

Eligibility
An employee whose position is eliminated as a result of a RIF is eligible to receive benefits described below, as of the effective date of separation, if the employee:
• Holds a regular budgeted position of at least 17.5 hours per week or more;
• Has at least one full year of continuous service;
• Is an active employee or on an authorized leave of absence (such as FMLA);
• Has maintained employment with the College throughout the Notice Period;
• Has not been able to secure other employment at the College, including employment by a new vendor in the case of outsourcing, by the end of the Notice Period.; and
• Has met any other eligibility requirements established by the College.

An employee is not eligible for benefits under this policy if he/she is discharged for cause, is released for unsatisfactory performance, voluntarily resigns, or is approved for long term disability prior to the end of the Notice Period.

If an affected full-time employee is only able to secure a part-time position at the College, the severance payment and benefits will be pro-rated accordingly.

If an affected employee is only able to secure a temporary position at the College, the severance payment will be made at the end of that temporary position if the employee has not secured a regular position with the College.

**Benefits**

All eligible employees affected by a reduction in force or elimination of work are eligible for the following benefits through the Notice Period:

1. **Retirement Contributions**: Continuation based on regular base salary and wages received and vacation pay through the Notice Period. Retirement plan withdrawal options may be obtained from Human Resources.

2. **Healthcare Coverage**: Continuation at the current level of coverage through the Notice Period. Thereafter, affected employees are eligible to purchase healthcare coverage through COBRA rates for up to eighteen (18) additional months. Rates are subject to change annually.

3. **Life Insurance Coverage**: At the time of separation, employees will have the option of porting and/or converting their group life insurance to an individual policy through the insurance carrier at offered rates. Application forms and details are available through Human Resources.

4. **Flexible Benefits Program**: Continuation at the current level of benefits through the Notice Period.
5. **Long Term Disability Plan:** Continuation at the current level of benefits through the Notice Period.

6. **Vacation Accrual:** Vacation accrual will continue during the Notice Period and will be paid to the employee in the payroll following the final check of the notice period.

7. **Employee Assistance Program Usage:** Any individual who is affected by a reduction in force or elimination of work will continue to be eligible to utilize the EAP services up to two months following his/her final paycheck. Eligible employees affected by a reduction in force or elimination of work may be eligible for the following benefits at the discretion of the College through the Notice Period:

8. **Outplacement Services:** Outplacement assistance and individual job/career counseling support may be available from Human Resources upon request.

9. **Retraining Assistance:** Some retraining assistance may be available using resources available within the College upon request from Human Resources.

10. **Tuition Assistance Programs:**
   - **Tuition Waiver for Dependents** – In the absence of comparable benefits at a new employer and if a dependent child has applied for admission to Washington College, or the dependent child/spouse/approved domestic partner, if applicable, is enrolled as a matriculated student at the time of the separation, he/she will continue to be eligible for tuition benefits through the completion of an undergraduate degree, up to a maximum of eight (8) academic semesters.
   - **Tuition Waiver for Employees** – In the absence of comparable benefits at a new employer and if an employee is presently enrolled in an undergraduate degree program at Washington College, he/she will continue to be eligible for tuition benefits through the completion of an undergraduate degree, up to the equivalent of a maximum of eight (8) academic semesters.
   - **Tuition Exchange Program (Dependents)** – In the absence of comparable benefits at a new employer and if a dependent child is currently enrolled at another institution as a participant in the Tuition Exchange Program, he/she will continue to be eligible for tuition benefits up to a total of eight (8) academic semesters of undergraduate studies.

Individuals applying to use the Tuition Assistance Benefits under this policy must apply for all need based state and private assistance each year prior to the tuition waiver being applied.

REV 08/2012
RETIREMENT PLAN POLICY

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.

Eligibility

A full-time employee who meets any of the following conditions is eligible to participate in the plan:

a. Full-time employee of the College.

b. Has an existing TIAA-CREF contract.

c. Has worked for two full years at another college or university.

A part-time regular employee who works at least 1,000 hours per year, is eligible to participate in the retirement plan.

Enrollment

To enroll in the retirement plan, an eligible employee must complete the online enrollment process through www.tiaa-cref.org and a salary reduction agreement submitted to the Office of Human Resources. The TIAA CREF Election form can be found on the Human Resources website. Participation begins with the pay period beginning after the submission of the properly completed enrollment forms.

Contributions

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.

Matching Contributions
The College will match employee contributions starting at 3% of the employee’s basic bi-weekly earnings up to a maximum of 7.5%.

**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.

**Retirement**

**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.

**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.

**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.

**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 bi-monthly visit to campus.

REV 03/2014
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.

1. Work Related Accident or Injury
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 of Injury” that must be submitted to Human Resources within 72 hours of the accident.

Workers Compensation Policy

Contact for Work Related Accidents and Injuries:
Shirley Haymaker, Benefits Administration and Assistant Director of Human Resources
(410) 778-7799, shaymaker2@washcoll.edu

2. Building Coordinators
Washington College has a system of building coordinators who provide assistance in both preparing for and responding to campus emergency situations. They educate and inform those who work in their assigned building, maintain accurate records about those employees, are knowledgeable about the building’s safety features, and serve as a liaison to emergency personnel during and after emergencies.

Contact for Building Coordinators:
Patrice DiQuinzio, Chair of the Emergency Operations Group
(410) 778-7206, pdiquinzio2@washcoll.edu

3. Fire Safety
Periodic fire drills are 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.
4. Policy for Fireworks, Firearms, Ammunition, Explosives, or Other Weapons
The possession, storage, or use of fireworks, firearms, ammunition, explosives, weapon replicas, or other weapons, including any dangerous article or substance with the potential to injure or discomfort a person, including knives with blades of three inches or longer, is prohibited at any time for any purpose at any place on the campus or other property of Washington College. This regulation may be conditionally waived for temporary periods by the President of Washington College for authorized Public Safety Officers or official law enforcement officers in the line of duty, for College-sanctioned public fireworks displays presented and supervised by qualified groups and individuals, and for College-sanctioned athletic events supervised by the Athletic Department.

This regulation may also be conditionally waived for temporary periods by the President of Washington College under such conditions as may be prescribed to permit the exhibition and temporary storage on campus of such articles in connection with activities or events approved and sanctioned by the College. 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.

Contact for Fire, Weapon and Weather Safety:
Office of Public Safety
Wicomico, Lower Level
(410) 778-7810

5. Right-to-Understand Policy
The “Right-to-Understand” 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-Understand Program, and, where applicable, with the nature of the hazardous chemicals and practices which may exist in their work place.

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

Contact for Right-to-Understand:
Caroline Miller, Resources Manager
(410) 778-7297, cmiller2@washcoll.edu

6. Safety Equipment
The College provides equipment and protective clothing to ensure that each employee works in a safe environment. Employees who are issued safety equipment and clothing are required to use or wear the
equipment when appropriate. Employees who have questions about the use of safety equipment should contact their supervisors immediately.

7. Exposure to Potentially Infectious Material
All personal protective equipment designed to prevent exposure to blood and other potentially infectious material which is used at the College will be provided without cost to the employee. The personal protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee’s clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use for the duration of use.

**Contact for Blood Borne Pathogens:**
Lisa Marx, Director of Health Services
(410) 778-7261, lmarx2@washcoll.edu

8. 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. Concerns about the Vehicle Operator Safety Policy should be directed to Public Safety (410) 778-7810.

**Contact for Vehicle Operation and Safety:**
Office of Public Safety
Wicomico, Lower Level
(410) 778-7810

9. Inclement Weather Policy
The following procedures describe official policy for notifying the Washington College Community of closing or changes in our hours of operation due to inclement weather.

1. 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.

2. Announcements of an early release will be made by the Office of the Sr. Vice President for Finance and Management.
3. Announcements of a closing or delayed opening will be broadcast as early as possible—we will try to make the decision by 5:00 A.M.—on WBAL-AM radio (1090 on your 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.

4. Weather related announcements will also be posted on the College's web site home page at: www.washcoll.edu.

5. In addition, the switchboard voice mail message will be changed to reflect a closing or delayed opening. You can reach the switchboard by dialing (410) 778-2800.

6. Should a delayed opening be announced, you should double-check one of these sources before leaving for work in case that announcement has been "upgraded" to a closing.

10. Vehicle Damage
Washington College is not responsible for damage that may occur to vehicles while parked on campus. This damage includes (but is not limited to) foul ball strikes or objects cast by lawn mowers. Reports of damage can be made with the Public Safety Office, and reports will be given to the vehicle owner upon request.
WASHINGTON COLLEGE POLICIES

SALARY ADMINISTRATION POLICY

Washington College provides employees with a total compensation package, comprised of both salary and benefits, that recognize and reward performance and productivity while maintaining a competitive market position and internal equity. In support of the College’s mission we endeavor to provide a level of compensation, both cash and benefits, to attract, motivate and retain the quality of workforce necessary for the achievement of the College’s goals. The compensation program shall be consistent, responsive, transparent, and equitable.

The College is committed to a meritocracy. Our performance management program is designed to increase the personal and professional effectiveness of our staff including providing staff with clear performance expectations and developmental opportunities. We provide leaders with the tools and training to enable them to build effective teams and lead successfully including coaching performance and making sound compensation decisions.

The philosophy is accomplished by maintaining accurate job descriptions on all positions and benchmarking jobs against comparable positions in the market. Market data is defined as either CUPA HR data on comparable institutions or the local labor market depending on the position. Comparator College is defined as by Human Resources in coordination with Senior Staff.

Decisions regarding compensation programs and individual pay decisions are made based on the above objectives as well as the College’s financial situation.

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 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-pay grade assignment continues for a significant duration and the duties are substantially greater, the
Director of Human Resources 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 Director of Human Resources.

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 an exempt 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.

REV 03/2014
SECONDARY EMPLOYMENT

An employee must disclose to their 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 their secondary positions or face discipline up to and including discharge. Employees on a leave of absence from the College generally may not hold other employment.

A regular full-time employee may not accept secondary employment within 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.

REV 03/2014
SELECTION PROCESS POLICY

Hiring officials will conduct interviews with the most qualified candidates. Candidates interviewed must meet the minimum requirements of the position. During the interview process the candidates must complete a Washington College Employment Application in full. They may not write “see resume” on the application. The hiring official will proceed with reference checks for the top candidate(s) and document all information received/discussed during the reference checks. When reference checks are completed, the following documents must be sent through the online application process to Human Resources for the selected candidate:

- Cover Letter and Resume
- Completed Washington College Employment Application
- Reference Checks summaries

Once Human Resources receives these documents, the candidate’s qualifications will be reviewed, discussed with the hiring official, and a salary will be determined by Human Resources in discussion with the hiring official.

REV 03/2014
SEXUAL HARRASSMENT 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 sex discrimination. Maryland Law also prohibits sex discrimination and sexual harassment. 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 of a sexual nature which has the purpose or effect of interfering with one’s academic or work performance or social world by creating an intimidating, hostile, offensive, or violent environment. Sexual violence/assault is also considered sexual harassment.

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.

Consensual Relationships
This policy prohibits only unreciprocated and unwelcome relationships. In addition, 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. Please refer to the Consensual Relationships policy.

Staff who believe that they have been subjected to discrimination or harassment (including sexual violence/assault) by an employee of the College or by another individual for whom the College is or may be responsible (alumni visiting campus, contract vendors providing a campus service, etc.) should contact one of the following to file a complaint:

Director of Multicultural Affairs/Title IX Coordinator
Director of Human Resources
Director of Public Safety

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

Community Resources
• Local Emergency, Police, Fire and Ambulance – dial 911 (or 9-911 from a campus phone)
• For All Seasons, Mental Health and Rape Crisis Center, 1-800-310-7273 – a free 24-hour confidential hotline provides crisis support to individuals and groups. Advocates are available to meet sexual assault survivors at the hospital and support them during any time spent at the hospital. To learn about on-going counseling and support to survivors, contact 410-822-1018.

Hospitals
• Chester River Hospital Center, 410-778-3300 – located adjacent to Washington College
• Memorial Hospital in Easton, Maryland, 410-822-1000

College Resources
• Student Health and Counseling Services, 410-778-7261
• Employee Assistance Program (EAP)

REV 03/2014
Hiring officials will conduct interviews with the most qualified candidates. Candidates interviewed must meet the minimum requirements of the position. During the interview process the candidates must complete a Washington College Employment Application in full. They may not write “see resume” on the application. The hiring official should proceed with reference checks for the top candidate(s) and document all information received/discussed during the reference checks. When reference checks are completed, the following documents must be sent to Human Resources for the top three candidates:

- Cover Letter and Resume
- Completed Washington College Employment Application
- Reference Checks summaries

Once these documents are received in Human Resources, the candidate’s qualifications will be reviewed, discussed with the hiring official, and a salary will be determined by Human Resources in discussion with the hiring official. The Employment and Compensation Coordinator will process a background check for the top candidate. If the background check is returned and found to be unsatisfactory, a background check will be processed for the second candidate. If the background check is returned and found to be unsatisfactory, a background check will be processed for the third candidate. If the background check is returned and found to be unsatisfactory, the Office of Human Resources will contact the hiring official and determine the course of action to continue the search, including re-advertisement and re-evaluation of the candidate pool.

If background check results are satisfactory, the Office of Human Resources will proceed with an employment offer.
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 sex discrimination. Maryland Law also prohibits sex discrimination and sexual harassment. 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 of a sexual nature which has the purpose or effect of interfering with one’s academic or work performance or social world by creating an intimidating, hostile, offensive, or violent environment. Sexual violence/assault is also considered sexual harassment.

Harassment in any form, whether based on race, sex, color, national or ethnic origin, age, religion, marital status, disability, sexual orientation, genetic information, or any other legally protected classification, is unacceptable on the Washington College campus.

For purposes of this policy harassment means unwelcome verbal, written, or physical conduct based on a protected classification (race, color, sex, disability, etc.) that has the purpose or effect of unreasonably interfering with an individual’s work or education (including living conditions, extracurricular activities, and social life), creating an intimidating, hostile, or offensive environment, or constituting a threat to an individual’s personal safety. Sexual harassment includes sexual violence/assault.

Washington College will not tolerate sexual harassment in any form. Sexual harassment includes sexual violence/assault. The goal of this policy is to create a community free of sexual harassment. Sexual harassment committed in connection with any College program, whether on or off campus, is prohibited. This applies to academic, educational, extracurricular, athletic, residential, and other College programs. Sexual harassment may be a violation of state and federal laws as well as a violation of this policy. Individuals who feel they have been sexually harassed may have the right to bring legal action, in addition to making a complaint to the College. Legal action and an internal complaint can be pursued at the same time. Retaliation against an individual who brings a complaint, participates in an investigation of sexual harassment, or pursues legal action is prohibited.

The essential importance of academic freedom is recognized and a standard of reasonableness will guide the College. Only when academic freedom is used to disguise, or as the vehicle for, prohibited conduct will it be questioned. Washington College believes that ideas, creativity, and free expression thrive and, indeed, can only exist for students, faculty, and staff in an atmosphere
free of sexual harassment and assault.

**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.

**Consensual Relationships**

Washington College policies prohibit 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.

Apparently consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned. The College particularly abhors the abuse potentially inherent in sexual relationships between faculty members and students and between staff supervisors and their student employees.

Employees or third parties, who believe that they have been subjected to discrimination or harassment (including sexual violence/assault) by an employee of the College or by another individual for whom the College is or may be responsible (alumni visiting campus, contract vendors providing a campus service, etc.) should contact one of the following to file a complaint:
Retaliation
All members of the Washington College community are advised that retaliation against anyone for filing a complaint of discrimination or harassment, including sexual violence/assault is prohibited. Members of the community should be equally aware that knowingly making false allegations of harassment or discrimination is itself a violation of College policy and the individual involved will be subject to disciplinary action.

Resources
There are many services established to assist individuals who have been sexually assaulted. The Student Affairs Office, 410-778-7752, as well as the resources listed below may be contacted to provide assistance or answer any questions.

Washington College Health Services, 410-778-7261
Washington College Counseling Services, 410-778-7261, 7289, or 7826
“For All Seasons, Inc.” Sexual Assault Crisis Center, 1-800-310-7273 (A 24-hour confidential service that provides counseling, advocacy and support to survivors.)
Office of Public Safety, 410-778-7810

• Local Emergency, Police, Fire and Ambulance – dial 911 (or 9-911 from a campus phone)

Hospitals
• Chester River Hospital Center, 410-778-3300 – located adjacent to Washington College
• Memorial Hospital in Easton, Maryland, 410-822-1000

Employee Resources
• Employee Assistance Program (EAP)

REV 03/2014
SICK LEAVE POOL POLICY

Purpose

The purpose of the Sick Leave Pool is to establish an equitable way of allowing employees to share their accumulated sick leave with others in need of additional sick leave until the employee is eligible for the College's short-term and long-term disability programs.

The intent of this program is to protect benefit eligible employees who may face financial hardship because they have exhausted all of their own vacation, sick, or personal leave due to an extended serious, catastrophic, or unforeseen illness, injury or impairment.

Scope

All benefit eligible employees who accrue and use sick leave, are eligible to become a member and donate to and withdraw from the Sick Leave Pool. This program is not available to temporary employees who do not earn leave.

Policy

1. To become a member, benefit eligible employees are required to contribute at least one sick day to the sick leave pool. The contribution of at least one sick day on July 1st of each fiscal year will establish membership in the pool.

2. Membership and contributions to the sick leave pool are voluntary.

3. Contributions to the sick leave pool will be accepted in July of each year. If the balance of the available sick leave pool days falls below an amount that the Director of Human Resources deems prudent, the Director may authorize a special contribution period. Human Resources will announce the exact dates each year for contribution(s).

4. The Office of Human Resources or the Chief of Staff, if applicable, will be responsible for guarding the privacy of sick leave pool recipients and donors. Communications will be kept confidential between all parties.
5. Contributions will be accepted by completing a Sick Leave Pool Donation Form available on the Human Resources webpage. A benefit eligible employee may contribute a minimum of one day up to a maximum of ten sick days per fiscal year.

6. Any participating employee may request a withdrawal. All requests for withdrawal from the Sick Leave Pool must be made in advance of anticipated use.

7. Withdrawals from the Sick Leave Pool are permitted only for serious, catastrophic, or unforeseen illness, injury or impairment of the employee that meets the following criteria. The employee must have exhausted all vacation, sick, personal leave and the employee will have to take leave without pay and (b) requires continuing treatment or supervision by a licensed health care provider, and also (c) requires absence from work of at least five days per illness or episode.

8. Withdrawals from the Sick Leave Pool may only be taken in increments of full days.

9. Withdrawals may only occur to the extent of the Sick Leave Pool contributions available for withdrawal and the beneficiary has no leave time available.

10. A participating employee who is receiving workers' compensation, short term disability, long-term disability or benefits from the College's Maternity/Adoption Policy may not withdraw from the Sick Leave Pool.

11. A participating employee may not withdraw more than 30 days per illness, injury, or condition. If an employee anticipates being unable to work, the employee should contact Human Resources regarding the College's short-term disability policy.

12. A participating employee receiving sick leave days from the pool will not accrue additional leave for those days.

13. At the end of any fiscal year, all Sick Leave Pool hours are carried forward to the next year.

14. The administration of the policy and approval of Sick Leave Pool withdrawals are the responsibility of the Office of Human Resources.

15. At termination of employment, sick leave is forfeited, therefore all employees are eligible to donate their unused sick hours to the sick leave pool. During the Exit Interview an employee may complete a Sick Leave Pool Donation form. Employees are eligible to donate up to 80 hours to the Sick Leave Pool at termination of employment. Once the Sick Leave Pool Donation form is received the hours will be credited to the Sick Leave Pool.
Procedures

1. The Director of Human Resources will notify all employees of the open contribution period for the Sick Leave Pool.

2. Benefit eligible employees must complete a Sick Leave Pool Donation form and submit to the Office of Human Resources. Participants must contribute a minimum of 1 day and up to 10 days per year in full day increments to become a member.

3. New benefit eligible participants will be immediately eligible to become a member and join the pool after they have accumulated at least one day of Sick Leave to contribute.

4. Sick leave contributions will be deducted from the contributing employee's accumulated sick leave balance after the open contribution period closes.

5. The Sick Leave Pool Request form must be accompanied by an FMLA Certification of a Health Care Provider verifying the nature and expected duration of the illness or injury. If an employee is incapacitated, a family member or designee may request leave from the Sick Leave Pool on the employee's behalf with medical documentation.

6. Sick Leave Pool Request are submitted to the Office of Human Resources for approval.

7. The Director of Human Resources will review the nature of the illness, anticipated duration as indicated by the licensed health care provider's statement, the number of days requested to be withdrawn then make a determination of the number of days to be withdrawn. In making the decision, the Director shall be guided by the facts underlying the request, the available days in the Sick Leave Pool, and other factors that the Director may deem relevant to the decision. If the member is released to return to work prior to the expected date, the unused days will remain in the pool.

8. In the case of an appeal, all information will be submitted to the Chief of Staff who will then make a final decision.

9. The decisions of the Director of Human Resources or the Chief of Staff shall be final and binding and are not subject to the College's grievance procedure or litigation.

10. For questions regarding the Sick Leave Pool program, or to request a withdrawal, please contact the Benefits Administrator in the Office of Human Resources.

REV 03/2014
SICK LEAVE POLICY

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.

Eligibility

<table>
<thead>
<tr>
<th>EMPLOYEE STATUS</th>
<th>TOTAL ALLOWANCE</th>
<th>ACCRUAL RATE (PER PAY PERIOD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Employees (40 hours)</td>
<td>80 hours per year</td>
<td>3.08 hours</td>
</tr>
<tr>
<td>Full-time Employees (35 hours)</td>
<td>70 hours per year</td>
<td>2.70 hours</td>
</tr>
<tr>
<td>Full-time Employees (10 month, 35 hours)</td>
<td>56 hours per year</td>
<td>2.55 hours</td>
</tr>
</tbody>
</table>

Part-time Employees
Regular part-time employees, eligible for sick leave, accrue 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.

Maximum Sick Leave Accrual
An employee’s maximum sick leave accrual equals 90 times the regularly scheduled daily hours. At the end of any pay period, an employee may not carry forward more than the allowable maximum sick leave accrual. If the maximum is reached, no additional sick leave will be accrued until sick leave has been taken to reduce the accrual below the maximum.
Status Change
When an employee who is eligible for sick leave changes normal work week hours, he/she begins accruing sick leave at the new rate for the pay period that includes the effective date of the status change.

Use of Sick Leave
Waiting Period
A regular full-time employee may use accrued sick leave only after he/she has worked for 90 calendar days.

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 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 disciplinary action up to and including termination.

Minimum Units
Sick leave may be used in minimum increments of one hour.

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.

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

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.

Leave without Pay
If an employee expends all accrued 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.
Workers’ Compensation
An employee is not charged sick leave when he/she has been approved for workers’ compensation benefits by the College’s carrier.

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 upon the employee’s return to work 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.

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

Smoking within the confines of Washington College buildings and vehicles is prohibited. Used smoking materials must be disposed of in an appropriate container and not on the grounds. This policy applies to all employees, students, and visitors. Please refer to the Code of Conduct for further details.

REV 03/2014
SOCIAL MEDIA POLICY

Social media includes a variety of online tools and services that allow users to publish content and interact with their audiences. Currently, the most common social networks or websites within this rapidly changing media space include Facebook, Twitter, LinkedIn, YouTube, Flickr and blogs. Through its institutional social media presence, the College communicates directly with and receives instant feedback from online communities that include students, faculty, staff, alumni, prospective students, families, and friends.

Faculty and professional staff, including supervisory employees, are expected to use good judgment if interacting with students or colleagues via social networking websites, and if posting information about the College or their employment on such sites or blogs. Faculty or staff members who manage social media as representatives of Washington College are responsible for following all normal expectations for professional behavior as representatives of the College.

If your social media presence is representing your Washington College department, group, organization or activity, you are also representing your own professional reputation and the College. Even on your personal site, if you indicate that you are a Washington College faculty or staff member, visitors to the site may perceive that you are speaking for your department or the College. By invoking your professional affiliation with Washington College, it may be hard to contend otherwise if you are not explicit about that fact. With this in mind, employees must not post messages on behalf of Washington College unless doing so is within the scope of their job duties.

The “Appropriate Use Guidelines” listed below provides suggestions on how to use social media in ways that can prevent you from inadvertently affecting your professional reputation or how the College is perceived.

- **Be aware of liability.** You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts). Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.

- **Be transparent about your role at Washington College.** If you participate in or maintain a social media site on behalf of the college, clearly state your role and goals.
Strive for accuracy and correct errors quickly. If you have questions about whether it is appropriate to write about certain material, ask your supervisor first.

- **Be Respectful.** Be professional and respectful always. Anything you post on a social media site in your role as a Washington College faculty or staff member reflects on you and the College. As such, be careful with your comments and avoid engaging in non-academic arguments or extensive non-academic debates with critics. If a negative post or comment is found online about Washington College or yourself, do not counter with another negative post. Instead, publicly offer to remedy the situation through positive action. Contact your supervisor for assistance with this issue.

- **Maintain Confidentiality.** Do not post confidential or proprietary information about Washington College, its students, its alumni, your fellow employees or yourself. Use good ethical judgment and follow all local, state and federal regulations, such as FERPA and HIPPA and college policies including the Washington College Confidentiality Agreement.

- **Refrain from posting derogatory remarks.** Employees are to refrain from posting derogatory, false, inflammatory or harassing comments about students, colleagues or former colleagues, alumni, donors, and trustees. The Acceptable Use Policy for Information Technology Resources prohibits using Washington College’s computing resources to “send transmissions in a threatening or harassing manner.” Employees must adhere to all rules and requirements outlined in the Acceptable Use Policy.

- **Consider your audiences.** Social media often span traditional boundaries between professional and personal relationships. Use privacy settings to restrict personal information on otherwise public sites. Choose profile photos and avatars carefully. Be thoughtful about the type of photos you upload.

- **Protect your identity.** Don’t provide personal information about yourself or others that scam artists and identity thieves might steal. This includes telephone numbers, mailing addresses, email addresses and copies of personal documents.

- **Respect college time and property.** The Acceptable Use Policy for IT Resources states, “Academic or administrative use of Washington College IT Resources always takes precedence over recreational and non-institutional use.” The college computers and your work time are to be used for college-related educational and business purposes. It’s appropriate to post at work if your comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem. Limited personal use of computing resources is acceptable as long as it doesn’t violate any policies, but for the most part, you must maintain your personal social media sites on your own time. Users should have no expectation of privacy when using College equipment or networks.
• **Think before you post.** Whether it’s your personal or a Washington College social networking site, remember that nothing is truly private in social media. Think about your comments, photos or other content before posting. Remember that anything you share, even within closed networks, becomes publicly available information. Your content can be stored and shared globally instantly. If it’s not something that you would share with the mainstream media, don’t post it on your site.

Departments may establish additional guidelines specific to their department, which must be reviewed in advance with the Director of Human Resources. Supervisors are encouraged to discuss any potential violations of this policy with the Director of Human Resources. Violation of this policy may result in disciplinary action up to and including termination.

REV 03/2014
SOLICITATION AND CONTRIBUTIONS POLICY

In the interest of maintaining productivity and a proper business environment, employees may not distribute literature or other materials of any kind or solicit for any cause during the working time of any employee involved. Furthermore, employees may not distribute literature or other material of any kind in working areas, at any time, whether or not the employees are on working time. Non-employees are prohibited from soliciting or distributing materials to employees on College premises at any time without the prior approval of the Senior Vice President for Finance and Administration. For example, non-working time would be lunch or break and a non-working area would be the break room. Please refer to the Code of Conduct for further details.

REV 05/2013
STATE OF EMERGENCY PRODECURES

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.

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.

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.

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.

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:

- a. Emergency Director (Executive Vice President or designee)
- b. Emergency Coordinator (Director of Public Safety)
- c. Director of Physical Plant
- d. Department of Public Safety Patrol Supervisor
- e. Vice President of College Relations
- f. Vice President for Student Affairs

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:

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

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

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

REV 01/2009
Washington College
Technology and Telecommunications Purchasing Policy
Updated February 26, 2013, Sara A. Smith

POLICY

In order to achieve the best possible and the most cost effective service levels for all college owned and funded software, technology, technology related items, and telecommunications items, all purchases of this type must be made through, and/or vetted by, the Office of Information Technologies (OIT). This policy is necessary in order for Washington College to adhere to audit requirements of proper inventory and accounting of IT and IT related items.

This applies to all IT or IT related purchases made with any and all college funds including grant funds. IT and IT related items must “not” be purchased individually by staff, faculty or departments (with WC corporate credit cards, WC Check Requests or other financial means) or with personal funds expecting reimbursement after the fact.

OIT can provide the best service level when technology purchases are made using the contracted vendors with which there are purchasing agreements and contracts. The Technical Services group's technicians are trained and certified to perform warranty computer repairs on Lenovo and Apple equipment.

Technology equipment and software can not be purchased outside of the contracted vendor accounts or must be vetted through OIT. This policy applies to all technology purchases including grant-funded equipment, peripherals and software.

Washington College has a contract with Sprint for college cellular telephones and wireless equipment. Cellular telephones from other vendors will not be supported by OIT. The contract requires the college to use a specified quantity of Sprint cellular telephone equipment. Cellular telephones and services that are purchased outside of the contracted vendor can not be charged to the college or reimbursed personally.
Purpose

The purpose of this policy is for purchasing and proper inventory and accounting of technology, technology related items, and telecommunications items for Washington College. This includes but is not limited to:

**ALL** Computer Software
Laptops
Desktops
Tablets
Monitors and displays
Computer Battery Backup devices
Servers
Printers
Hard Drives
Keyboards
Computer mice
Cables
Connectors
Computer Speakers and microphones
Ink and Toner for printers
Cameras – including digital cameras, video cameras, web cameras and camera related accessories
Audio equipment – including speakers, mixers, music & MP3 players, voice recorders and other audio related items
Televisions
DVD and multimedia players and related items
Gaming Consoles and related items
Telephones and related items
Cellular Phones and accessories
Fax Machines
Scanners
GPS devices
Network devices
Projectors and related items
Smartboards
Computer Repair Parts

This policy applies to all such purchases made for or by Washington College.

If you are unsure if an item falls under this Technology Purchasing Policy, please call the OIT Help Desk at extension 7777 or the OIT Acquisitions Department at extension 7290
TELEPHONE AND CELL PHONE GUIDELINES

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. Users should have no expectation of privacy when using College equipment or networks.

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.

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.

REV 03/2014
TEN MONTH STAFF APPOINTMENTS

A regular employee is an employee who is hired for an unspecified period of time in a position that may be continued from year to year on a 9, 10 or 12 month basis. Regular employees are eligible for College sponsored benefits in addition to benefits required by federal or state law. Full time faculty are appointed on a 9 month basis. Full time staff are appointed on either a 10 or 12 month basis. Normally, staff are appointed on a 12 month basis. Ten month staff appointees are paid on the 26 pays biweekly payroll, are scheduled to be off work from June 15 to August 15 and receive prorated vacation, and sick leave accruals.

REV 11/2013
TERMINATION OF EMPLOYMENT POLICY

Resignation

If an employee resigns their position at Washington College, they must submit a letter of resignation to their supervisor and a copy to the Office of Human Resources at least two weeks prior to the last day of work to allow for the recruitment process to begin and to provide for an organized transition. A date for departure must be discussed with the supervisor and mutually agreed upon.

Retirement

An employee who plans to retire must notify their supervisor and the Assistant Director of Human Resources as soon as possible. Any employee who is retiring must schedule an appointment with the Assistant Director of Human Resources to discuss the exit process. It can require three to four months to plan for the commencement of retirement benefits.

Discharge

A supervisor or department head may discharge an employee after a recommendation for discharge and documentation of the reason(s) for recommended discharge have been reviewed and approved by the Director of Human Resources.

If the discharge of any employee has been approved, a meeting will be scheduled with the employee, the Supervisor or Department Head and the Director of Human Resources to inform the employee of the decision to terminate employment. The employee will be given an opportunity to respond and will be informed of the opportunity to file a written rebuttal with Human Resources.

When an employee is being discharged, the Director of Human Resources will provide a Discharge Letter identifying the reason(s) for discharge. If the employee is unavailable to receive the Discharge Letter, it will be mailed to the employee at the address on file with Human Resources. An employee who disagrees with the grounds for termination may submit a written rebuttal to the Director of Human Resources within five days of the date of the Discharge Letter. The employee may also file a grievance with the Chief of Staff.
Reduction In Force

The College 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 they may be qualified, but if no such position is available, employment with the College will be terminated. Please see Reduction in Force Policy for further details.

Exit Process

At the time of voluntary or involuntary termination of employment, the employee must do the following:

1) Meet with supervisor to discuss separation

2) Schedule an Exit Interview with Human Resources to review the exit process. Call 410-778-7298 or email hr@washcoll.edu to schedule an appointment.

3) Prior to the last day of employment, the employee must complete all sections of the Exit Clearance Form and submit to the Office of Human Resources to be cleared to receive final pay.

By the last day of employment, the Exit Clearance Form must be submitted to Human Resources, all property must be returned to the College for an employee to be cleared. Human Resources must have completed the exit interview prior to the last day of work so that the final paycheck can be released on time.

REV 04/2014
UNEMPLOYMENT INSURANCE

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

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.

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

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. In accordance with Maryland law, Washington College, in conjunction with an insurance carrier, provide 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 Workers’ Compensation policy.

REV 01/2009
WASHINGTON COLLEGE POLICIES

USE POLICY FOR WASHINGTON COLLEGE
INFORMATION TECHNOLOGIES RESOURCES

Washington College ("the College") provides computing facilities, an environment that encourages the sharing of information and access to local, national, and international information. The College provides its network, computing facilities, information databases, and Campus-wide information system in support of its academic mission and its administrative functions.

Within this document 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, and 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.

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.

The following guidelines apply to ALL users of the WC IT Resources, including ALL of the Web and information servers operating on the Washington College Network. Infractions of these guidelines are to be reported to the Chief Information Officer for investigation and referral to the appropriate officers of the College. If one feels threatened, for example, by someone stalking or harassing by email or other technological means, immediately contact Public Safety.

**User Guidelines and Policies**

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, including (but not limited to) general College policies contained in the Faculty Handbook, the Student Handbook, and the Staff Manual.
Legitimate use of WC IT Resources is limited to those persons who have all of the following: proper authorization, a NetworkID (NetID), and a valid password to use the resources. Authorization to use any WC IT Resource is granted by the owner of the particular resource. Use of WC IT Resources is further limited by restrictions set forth in College policy. Legitimate use does not extend to whatever an individual is capable of doing with a College IT resource. Although some rules are built into the system itself, those restrictions cannot limit completely what an individual can do or can see. In any event, each member of the community is responsible for his/her actions whether or not specific rules are built in, and whether or not the rules can be circumvented.

Academic or administrative use of WC IT Resources always takes precedence over recreational and non-institutional use.

Washington College email is the property of the college. There should be no expectation of complete email privacy. Administrators will have access to an email account in the event of a legal subpoena, if an employee is terminated for cause, or for investigations of misconduct. Supervisors may request access, from the CIO or designee, to an employee’s email if the employee is on an extended absence as determined by Human Resources. For confidentiality and personal privacy reasons personal email should be conducted on an outside account, such as Gmail, Hotmail at Live.com, or any of the many other free email services.

Members of the College community, as defined in the College’s email policy, are expected to follow certain principles of behavior in making use of WC IT Resources. In particular they are to respect and to observe policies and procedures governing the Resources.

College community members must 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 resources are not securely protected.

**Violations of this policy section include, but are not limited to:**

1. accessing, or attempting to access, data or information from any system, e.g., e-mail, LDAP, Ellucian Colleague, a personal computer, without proper authorization regardless of the means by which this access is attempted or accomplished;

2. disseminating in any form, to an entity, data or information obtained from any system regardless of whether or not one is authorized to access said data or information;

3. giving someone else the means to access data or information that he or she is not authorized to access;

4. providing your own password, obtaining, sharing, using, or attempting to use passwords or other information that pertain to someone else’s account;
5. without proper authorization: inspecting, modifying, distributing, copying, or attempting to do so, data, mail, messages, or software;

6. tapping or monitoring phone or data lines; or

7. accessing files by circumventing privacy, security, or other legal restrictions.

College community members must 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.

Violations of this policy section include, but are not limited to:

1. making more copies of software than the license allows;
   a. duplicating someone else’s copy of proprietary software;
   b. inspecting, modifying, distributing, or copying data or software without proper authorization, or attempting to do so;

2. giving another individual the means by which to inspect, modify, distribute, or copy proprietary data or software; or

3. stealing network or phone services.

The United States Department of Education’s document number DCL: GEN-10-08 addresses penalties for copyright infringement include civil and criminal penalties. Specifically, anyone who is found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages of not less than $750 nor more than $30,000 per work infringed. For information on other fees that might be assessed see Title 17, United States Code, Sections 504 and 505.

College community members must respect the finite capacity of computers or network systems by limiting use of computers, game consoles, “gaming network activities” and network systems so as not to interfere unreasonably with the activity of other users. No level of user bandwidth is guaranteed.

Violations of this policy section include, but are not limited to:

1. knowingly tampering with, obstructing, or impairing the availability of WC IT Resources, using excess bandwidth, or attempting to do so;

2. knowingly sending a crippling amount of data around a network; introducing damaging, self-propagating, or otherwise harmful software (such as computer viruses or worms) into a computer or a network;
3. hoarding computer or network resources in ways that interfere with the normal operation of WC IT Resources;
   a. removing or modifying computer or network equipment or software without proper authorization, or attempting to do so;
4. opening the College network to outside access by any means, for example by the connection of a personal wireless network access point or Ethernet switch;
5. altering WC IT Resources’ equipment or software; or
6. altering telecommunications wiring, telephone sets, or associated equipment.

College community members must respect other policies, rules, or procedures established to manage computers or network systems, including those established to control access to, or the use of, computer data, files, or other information.

**Violations of this policy include, but are not limited to:**

1. using WC IT Resources without proper authorization or for unauthorized purposes, or attempting to do so;
2. using WC IT Resources to violate College, local, state, or federal regulations;
3. using copyrighted materials on WC IT Resources without the required authorization;
4. posting pictures, video, audio, or personal information of or about a person or persons on a computer system without the express permission of the subject(s);
5. posting or displaying material that is libelous or harassing in nature;
6. supplying false or misleading information or identification in order to access WC IT Resources, or attempting to do so;
7. deliberately trying to log on to an account that you are not authorized to use;
8. sending electronic mail, messages, or facsimile transmissions in a threatening or harassing manner or using campus phones to harass or threaten others;
9. using WC IT Resources for commercial purposes, political campaigning unrelated to academic or co-curricular activities, or any activity that would jeopardize the College’s tax exempt status;
10. establishing of any type of network service, e.g. Web servers or music servers, not authorized by the College’s Chief Information Officer; or
11. using campus phones for fraudulent purposes.
Violations

In the event of violations of the provisions of this document, the Chief Information Officer may immediately terminate all services accessible through the use of the violator’s WC Network ID. Violators of College policies may be referred to the Washington College Honor Board and/or the employee’s supervisor for appropriate disciplinary action. Violators may also be subject to prosecution under local, state, and federal laws. Any decision to terminate service may be appealed to the President’s Office.

REV 01/2009
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 cannot 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 expected and required to use College resources prudently and efficiently. Misuse of these resources is regarded as a serious violation of College policy and may lead to disciplinary action. The Code of Conduct policy specifically addresses employees’ responsibility for careful use of College resources. In addition, the College’s Use Policy for Washington College Information Technologies Resources covers the appropriate use of those resources.

REV 03/2014
VACANT POSITIONS POLICY

When a position becomes vacant within a department, hiring officials are responsible for completing the Recruitment Authorization Form in its entirety, providing job responsibilities and qualifications for the position and then forwarding this documentation to Human Resources to begin the recruitment process. The minimum qualification for all positions is a High School Diploma or G.E.D. equivalent, unless otherwise noted.

To fill a vacancy for a new position within the department, the hiring official must first obtain approval via the New Position Request process prior to initiating recruitment. Please refer to the New Position Request policy for those procedures.

REV 10/2013
VACATION LEAVE POLICY

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.

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

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 accrue leave on a prorated basis in proportion to the percentage of time worked in the previous anniversary year.

Accrual Rate

<table>
<thead>
<tr>
<th>EMPLOYEE STATUS</th>
<th>TOTAL ALLOWANCE</th>
<th>CARRY OVER MAXIMUM</th>
<th>ACCRUAL RATE (PER PAY PERIOD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt Salaried Staff (40 hours)</td>
<td>4 weeks per year, 160 hours</td>
<td>40 days, 320 hours</td>
<td>6.16 hours</td>
</tr>
<tr>
<td>Exempt Salaried Staff (35 Hours)</td>
<td>4 weeks per year, 140 hours</td>
<td>40 days, 280 hours</td>
<td>5.39 hours</td>
</tr>
<tr>
<td>Non-exempt Hourly Staff (40 hours)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 3 years</td>
<td>2 weeks per year, 80 hours</td>
<td>20 days, 160 hours</td>
<td>3.08 hours</td>
</tr>
<tr>
<td>3 - 6 years</td>
<td>3 weeks per year, 120 hours</td>
<td>30 days, 240 hours</td>
<td>4.62 hours</td>
</tr>
<tr>
<td>Over 6 years</td>
<td>4 weeks per year, 160 hours</td>
<td>40 days, 320 hours</td>
<td>6.16 hours</td>
</tr>
<tr>
<td>Non-exempt Hourly Staff (35 hours)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Eligible Part-time Employees</td>
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<tr>
<td>Eligible employees begin to accrue vacation leave on a prorated basis in proportion to the percentage of time worked in the previous anniversary year. The vacation leave is credited annually in the pay period after the anniversary date.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Anniversary Date</th>
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</thead>
<tbody>
<tr>
<td>Full-time eligible employees begin to accrue vacation leave as of the end of each bi-weekly pay period. Any change in accrual rates will occur with the pay period that includes the anniversary date.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status Change</th>
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</thead>
<tbody>
<tr>
<td>When a non-exempt employee transfers to an exempt position, or the reverse, the vacation leave accrual 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 accrual begin, based on the appropriate table above, with the pay period that includes the effective date of the status change.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maximum Vacation Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>An employee’s maximum vacation accrual is limited to 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 accrual. If the maximum is reached, no additional vacation will be earned until vacation has been taken to reduce the accumulation below the maximum.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use of Vacation Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting Period</td>
</tr>
<tr>
<td>A regular full-time employee may use accrued vacation leave only after he/she has worked for 90 calendar days.</td>
</tr>
</tbody>
</table>
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.

Minimum Units
Vacation leave must be used in minimum increments of one hour.

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

Reporting and Recording of Vacation Activity
Non-Exempt Employees
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.

Exempt Employees
All use of vacation leave is to be recorded on the Exempt Leave Request form. Leave Requests 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.

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.
WHISTLE BLOWER
(EMPLOYEE PROTECTION) POLICY

Washington College strives to operate in an ethical, honest and lawful manner and expects its employees, students, and third parties doing business with the College to conduct their activities in accordance with College policies and applicable law at all times.

A culture of compliance strengthens and promotes ethical practices and respectful treatment of all members of the College community and those who conduct business with the College.

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

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

Reports may be made to one’s supervisor, in the case of employees, or to the College’s Controller or Director of Human Resources. There are private telephone lines (without caller identification) for this purpose which cannot be traced without a directive from Public Safety and/or a court order. The Whistle Blower line can be reached by dialing (855)-209-9562.

No College employee or student may interfere with the good faith reporting of suspected or actual wrongful conduct. In addition, individuals who make such reports or participate in investigations of reports shall be protected from any retaliation such as harassment, adverse employment actions, or academic or educational consequences. Violations of the prohibition against retaliation will result in disciplinary action up to and including dismissal.
A. Filing a Report

1. Any person may report allegations of suspected violation of College policies or State or Federal laws. Knowledge or suspicion of such behaviors may originate from faculty, staff or administrators carrying out their assigned duties, external auditors, law enforcement, regulatory agencies, and customers, vendors, students or other third parties. Allegations of suspected improper activities may be reported anonymously.

2. Reports of allegations of suspected improper activities are encouraged to be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports must be factual rather than speculative or conclusory, and contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures.

3. The College recommends that any reports by persons who are not College employees be made to the Controller. Such reports may also be made to another College official whom the reporting person may reasonably expect to have either responsibility over the affected area or the authority to review the alleged improper activity on behalf of the College.

4. Normally, a report by an employee of allegations of a suspected improper activity must be made to the reporting employee’s immediate supervisor or other appropriate administrator or supervisor within the operating unit (such as the unit head), or to the Controller. However, in the interest of confidentiality, when there is a potential conflict of interest or for other reasons, such reports may be made to another College official whom the reporting employee may reasonably expect to have either responsibility over the affected area or the authority to review the alleged improper activity on behalf of the College.

5. When a person reports allegations of suspected improper activities to an appropriate authority the report is known as a protected disclosure. The rights of College employees and applicants for employment when making a protected disclosure are covered by the Whistle Blower Policy.

6. All College employees, and especially any academic or staff employee in a supervisory role, must be aware of and alert to either oral or written, formal or informal communications that may constitute a report of allegations of suspected improper activity. Anonymous Whistle Blowers must provide sufficient corroborating evidence to justify the commencement of an investigation. An investigation of unspecified wrong-doing or broad based allegations will not be undertaken without identifiable evidentiary support. Because investigators are unable to interview anonymous Whistle Blowers, it may be more difficult to evaluate credibility of the allegations and therefore, less likely to cause an investigation to be initiated.
B. Reporting to the Controller

1. Managers, administrators and employees in supervisory roles who receive a report alleging suspected improper activities shall ensure that the matter is promptly reported to their supervisor, an appropriate College official and/or the Controller. Such employees are charged with exercising appropriate judgment in determining which matters can be reviewed under their authority and which matters must be referred to a higher level of management or the Controller. Consulting with supervisors, the Controller or other appropriate College management is encouraged to err on the side of upward reporting. Oral reports must normally be documented by the supervisor by a written transcription of the oral report, and internal communications regarding allegations of improper activities must normally be in writing.

2. Managers, administrators and employees in supervisory roles shall report to the Controller any allegations of suspected improper activities— whether received as a protected disclosure, reported by their subordinates in the ordinary course of performing their duties, or discovered in the course of performing their own duties—when any of the following conditions are met:
   a. The matter involves a significant threat to the health and safety of employees and/or the public;
   b. The matter involves allegations or events that have a significant possibility of being the result of a criminal act (e.g., disappearance of cash);
   c. The matter involves the misuse of College resources or creates exposure to a liability in potentially significant amounts;
   d. The matter is the result of a significant internal control or policy deficiency that is likely to exist at other units within the institution or across the College system;
   e. The matter is likely to receive media or other public attention; or
   f. The matter is judged to be significant or sensitive for other reasons.

C. Reporting to the Office of the President and Others

1. The Controller shall have principal responsibility for meeting the reporting requirements to the Office of the President and senior management. The Controller shall consult with members of the Investigations Workgroup (see Section D.) as necessary in fulfilling this reporting responsibility and will inform the Investigations Workgroup of all reports made to the President.

2. In some instances, even an allegation of improper activity may be reportable to a funding entity or regulatory agency. More typically, at least preliminary investigation results are needed to assess
reporting obligations to parties outside the College. The Controller, in consultation with the leadership of the affected area, will determine the nature and timing of such communications.

3. Allegations of suspected losses of money, securities or other property shall be reported to the Senior Vice President of Finance and Administration as soon as it is discovered. The Senior Vice President of Finance and Administration shall report such matters in accordance with the terms of any contracts with insurance or bonding companies.

4. In the event that any person with a reporting obligation under this policy believes that there is a conflict of interest on the part of the person to whom the allegations of suspected improper activities are to be reported, the next higher level of authority shall receive the report.

5. Whistle Blowers frequently make their reports in confidence. To the extent possible within the limitations of law and policy and the need to conduct a competent investigation, confidentiality of Whistle Blowers will be maintained. Whistle Blowers must be cautioned that their identity may become known for reasons outside of the control of the investigators or College administrators. Similarly, the identity of the subject(s) of the investigation will be maintained in confidence with the same limitations.

D. Investigating Alleged Improper activities

1. A number of functional units within the College have responsibility for routinely conducting investigations of certain types of allegations of improper activities, and have dedicated resources and expertise for such purposes. In addition, other College parties may become involved in investigations of matters based on their areas of oversight responsibility or topical expertise.

2. The Controller chairs the Workgroup. Workgroup membership must include representatives from each functional unit that has routine responsibility for certain types of investigations. The Workgroup is composed of the Controller, Director of Human Resources, Director of Public Safety and the Chair of the Faculty Council. In addition, specialized expertise may be required on an ad hoc basis for investigation of certain matters.

3. The College establishes an Investigations Workgroup to ensure coordination and proper reporting of investigations. The Workgroup, acting in an advisory role, shall assist the Controller in assessing the planned course of action related to allegations and investigations, including determining that an adequate basis exists for commencing an investigation.

4. The Workgroup’s responsibilities include:

   a. Assisting the Controller in assuring that the proper investigative channels are utilized according to appropriate expertise and jurisdiction;
b. Assuring that all appropriate administrative and senior officials are apprised of the allegations as necessary;

c. Assuring appropriate written reporting occurs to the Office of the President, regulatory agencies, Whistle Blowers and others as necessary or provided by this policy;

d. Assisting the Controller in ensuring appropriate resources and expertise are brought to bear to cause the timely and thorough review of reports of allegations of suspected improper activities;

e. Ensuring that there are no conflicts of interest on the part of any party involved in specific investigations;

f. Coordinating and facilitating communications across investigative channels as necessary to ensure comprehensive attention to all facets of the matter;

g. Assisting the Controller in monitoring significant elements and progress of investigations to ensure that allegations are timely and thoroughly addressed; and

h. Coordinating and facilitating in an advisory capacity the corrective and remedial action that may be initiated in accordance with applicable faculty or staff conduct and disciplinary procedures.

5. The purpose and authority of the Workgroup shall not be construed as to limit or halt investigations undertaken with proper authority granted by law or policy to any College investigative authority. Nor is the Workgroup empowered to initiate investigations without an adequate basis. Rather, the Workgroup’s purpose is to provide guidance, advice and/or coordination for investigative activities as requested by the Controller and to facilitate communications among appropriate parties as requested by the Controller.

6. All employees of the College have a duty to cooperate with investigations initiated under this policy.

7. Consistent with applicable personnel policies and the approval of Human Resources, an employee may be placed on an administrative paid leave, as appropriate, when it is determined by the College that such a leave would serve the best interests of the employee, the College or both. Such a leave is not to be interpreted as an accusation or conclusion of guilt or innocence of any individual including the person on leave. The appropriate Vice President and the Office of Human Resources shall be consulted regarding any plan to place an employee on such a leave.
WORKERS COMPENSATION POLICY

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.

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.

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

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.

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.
Administration

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.

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.

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.

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