

Chapter 6 GENERAL POLICIES

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Chapter 6

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1.0 Charging Privileges

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

2.0 Identification Cards

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

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

3.0 Inclement Weather

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

An employee may call the College's switchboard at 410-778-2800 and press the appropriate prompt key to listen to a recording of any weather-related announcements.

Announcements of a closing or delayed opening will be broadcast as early as possible on WBAL-AM radio (1090 on the dial) and WBAL-TV, Baltimore, Channel 11. These are the two stations designated for primary official notification. Notification of closing or delayed opening will also be provided to television stations WMAR 2, WJZ 13, WTTG Fox 5, WJLA 7, WBOC 16, and radio stations WSCL 89.5 FM and WCTR 1530 AM.

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

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

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

4.0 Keys for College Facilities

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

5.0 Parking Guidelines

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

Any changes in vehicle type or vehicle license plate number must be reported to the Department of Public Safety.

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

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

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

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

6.0 Reimbursement of Eligible Expenses

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