



STAFF HANDBOOK

September 2009

WARTBURG COLLEGE

Mission Statement

Wartburg College is dedicated to challenging and nurturing students for lives of leadership and service as a spirited expression of their faith and learning.

College Information

Wartburg College is a fully accredited four-year, coeducational college of the Evangelical Lutheran Church in America. It traces its roots to 1852, when Pastor Wilhelm Löhe of Bavaria sent Georg Grossmann and five students to found a teacher-training school for German immigrants in Michigan. The college moved several times before establishing a permanent home in Waverly in 1935.

The college is named after the Wartburg Castle in Eisenach, Germany. The castle was a home for St. Elizabeth in the 13th century and served as a refuge for Martin Luther as he translated the New Testament into German during the Reformation.

Wartburg College encourages students to connect their classroom learning with opportunities to enhance leadership skills, immerse themselves in another culture, and “live their learning” in practical situations outside the classroom setting.

The 118-acre campus includes more than 30 buildings, and much of the campus is connected by a system of covered walkways.

Introduction

This handbook has been prepared to provide general information about the personnel policies for Wartburg administrative and support staff. The information is subject to change at any time and does not constitute a contractual relationship.

Staff at Wartburg College are employed at will. This means that in accepting employment at Wartburg College, members of the staff do not commit themselves to a specific period of service. Neither is Wartburg College committed to provide a specific period of service.

Equal Opportunity

Wartburg College does not discriminate on the basis of race, age, sex, color, national origin, sexual orientation, or disability in employment, programs, or benefits.

Affirmative Action (Revised 9/06)

The institutional Affirmative Action Committee consists of administrators, faculty, and staff and is appointed by the President. The appointed Affirmative Action Officer chairs regular meetings and they are charged with monitoring institutional compliance with applicable state and federal affirmative action and equal employment opportunity guidelines. (Faculty Handbook)

Diversity Vision Statement (Added 9/06)

The Wartburg College Community is committed to creating and maintaining a mutually respectful environment that recognizes and celebrates diversity among all students, faculty, and staff. Wartburg values differences as an asset, works to sustain a culture that reflects the interests, contributions, and perspectives of members of diverse groups, and delivers educational programming to meet the needs of diverse audiences. We also seek to instill those values, understandings, and skills to encourage leadership and service in a global and multicultural society. (Aug. 1, 2003)

Disability Statement (Added 9/07)

The college will make reasonable accommodations to allow employees with disabilities to perform the essential functions of their positions, as long as doing so would not impose an undue hardship on the college. An employee who believes they need an accommodation should contact their supervisor or the Director of Human Resources.

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Summary of Changes 2009
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- Service Definitions, page 1, clarify Regular and Temporary (1/09)
- Compensation, page 6, added On-Call Pay
- Benefits, page 8, added Wellness
- Leaves, page 9, added Pastors to the Eligible coaches, trainers category for leave time
- Leaves, page 10, added military leave information to FMLA section (1/09)
- Staff Development, page 13, added “on-campus” to the workshop language
- Staff Development, page 13, added Wartburg Seminary to the Tuition Exchange Programs

CLASSIFICATIONS

Administrative Staff – employees who are exempt from overtime pay by nature of the executive, professional, or administrative duties they perform.

Administrative Faculty – administrative employees who also carry faculty status as assigned by the Board of Regents.

Support Staff – employees who are covered by the Fair Labor Standards Act for overtime wage provisions, including, but not limited to: clerical, maintenance, dining service, and security staff.

SERVICE DEFINITIONS (Revised 9/09)

Regular – employees who work a fixed, consistent schedule, more than 1,000 hours per year.

Temporary – employees who work on an intermittent or call-in basis, less than 1,000 hours per year.

Full-time

- Administrative staff who work full days each week for twelve months of the year.
- Support staff classified as clerical staff who work 1,982.5 hours per year.
- Other support staff who work 2,080 hours per year.

Part-time employees work less than full days, full weeks, and/or twelve months per year.

Recognition

Wartburg College annually recognizes staff members with years of service awards or retirement gifts. Recognition is provided at ten years and each five years thereafter. For purposes of recognition, the period of service is based on the calendar year of employment.

Reinstatement

Former employees who are rehired as regular employees will be given prior service credit for determining eligibility for Paid Time Off (see definition on page 8) and years of service, if they were eligible in the initial appointment.

EMPLOYMENT POLICIES

Appointments

Position appointments are made by vice presidents in consultation with unit/department heads and based on procedures outlined by Affirmative Action.

Examinations/Background Checks

Health examinations, drug tests, and background checks may be required to determine fitness for the tasks assigned on both pre-and post-hire basis.

Identification Card (Revised 9/08)

The college provides initial identification cards at no charge. They can be used for on-campus identification purposes, admission to athletic events, library services, and discounts in the Bookstore, dining services, and many qualifying college activities.

Job Opportunities

Qualified employees are encouraged to apply for position vacancies that offer the opportunity for promotion or transition. Position vacancies for regular appointments are posted and publicized on campus prior to off-campus advertising or candidate interviews.

Personnel Advisory Committee (Revised 9/07)

The Personnel Advisory Committee was established to facilitate communication and review and recommend policies and benefits for all support and administrative staff members. There are six members – three support staff representing dining services, maintenance/security, and clerical, and three administrative staff – elected by their respective groups for two-year terms. The Human Resources Director convenes the group and the Assistant Human Resources Director serves as an ex-officio member. Meetings are held on an as-needed basis, normally monthly during the academic year. Minutes are posted at the Wartburg Web site: www.wartburg.edu/hr.

Employment of Relatives

Relatives of current staff members are eligible for employment, except in cases when the staff member could be in a position to hire or supervise a relative.

College and Personal Property (Revised 9/06 & 9/08)

The College provides equipment and supplies to conduct college business. The college expects that personal use will be kept to a minimum and not interfere with college business. Specifically, college computing resources are intended for current employees and students and are to be used in an ethical, responsible, courteous, and fair manner for administrative and instructional support. The full policy can be found at www.wartburg.edu/its/policy.html. Incidents resulting in damage to college properties must be reported to the supervisor immediately. Faculty, staff, and students are prohibited from making personal use of vehicles, tables, chairs, tools, and other equipment entrusted to the operations and maintenance department. The college assumes no responsibility for items of personal property placed in a workspace assigned to an employee and reserves the right to inspect workspaces at any time, with or without notice to the employee.

Conflict of Interest

Honesty and integrity are expected of all staff. The use of official position and influence to further personal gain or that of families or associates is unacceptable. Additional employment or other activity, whether internal or external to the college, must not conflict with the primary appointment.

Smoking (Revised 9/08)

Smoking inside Wartburg College buildings or vehicles or anywhere on College grounds is prohibited.

Personnel Files

Human Resources maintains a personnel file for each staff member. Access is restricted to supervisors and college personnel with a legitimate reason for file review. Employees who wish to review their own file should contact Human Resources and with reasonable notice will be given opportunity to review their file in the presence of a Human Resources employee. The Human Resources Director is the college privacy officer for personnel records.

Discipline

Supervisors are responsible for communicating concerns to staff members. In situations where disciplinary action is appropriate, action may include but is not limited to, warnings, duty changes, suspensions, or termination. Actions shall be recorded in the staff member's personnel file.

Grievances

Employee grievances should be discussed initially with the immediate supervisor and/or department head. If the grievance cannot be settled in this manner, or if the employee feels that it may be inappropriate to discuss the matter with the immediate supervisor or the department head, the employee may present the grievance directly to the appropriate vice president.

If the issue cannot be resolved through an informal process, the staff member may present the concern to the appropriate vice president in writing. The vice president, in conjunction with Human Resources, will investigate the matter and respond to the employee within ten working days. In cases other than termination, the vice president's decision shall be final. The President may review non-termination cases involving a direct-report relationship with a vice president.

An employee who is terminated may request in writing to the President that the decision be reconsidered. The action shall be reviewed and a written response given to the employee within ten working days. The President's decision will be final.

Resignation

The college requests that staff members who wish to terminate their employment submit a letter to their supervisor at least 14 days prior to the effective date. They should also contact Human Resources to complete an exit checklist.

Termination (Revised 9/06)

The college reserves the right to terminate employment at any time.

Retirement (Revised 9/08)

Employees are eligible to retire at age 55 provided they have completed ten years of benefit eligible service, as defined under flexible benefits, to the College.

WORKING HOURS

College Office Hours

Wartburg College offices are open from 8 a.m. to 4:30 p.m. during the academic year. During the summer months, the offices are open from 8 a.m. to 4 p.m. Work schedules of clerical staff normally correspond to college office hours, with full-time clerical staff working seven and three-quarter hours a day during the academic year and seven and one-quarter hours a day during the summer. Work schedule variations may be arranged with the appropriate supervisor and vice president.

Dining Service, Maintenance, Security, and Wellness Hours (Revised 9/07)

Work schedules are arranged by directors and supervisors to provide optimum service to students.

Lunch and Rest Periods

Department heads/chairs may arrange lunch and rest periods that provide for effective operations. A 45-minute uninterrupted lunch break is provided without pay for clerical staff members. A 30-minute uninterrupted lunch break is provided without pay for dining and maintenance staff. Employees working at least six hours are expected to take a lunch break. Two 15-minute breaks are provided (mid-morning and mid-afternoon) with pay. Combining breaks requires supervisor approval.

Rest periods and lunch periods are available for the welfare of employees and may not be accumulated or used for lost time away from job responsibilities or for any other purpose. Exceptions require approval of the supervisor.

Convocations and Chapel (Revised 9/08)

Support staff may request the opportunity to attend chapel, convocation, or lecture events with approval of the department head/chair.

Administrative Staff Hours

Administrative staff are expected to organize their time schedules to provide effective performance of responsibilities. Flexibility is appropriate, but all members should respect the college office schedule and calendar and consult with their supervisor before deviating substantially from either.

COMPENSATION

Pay Periods (Revised 9/06)

Payment of wages and salaries is made on a monthly basis, normally on the 20th of the month. If the 20th falls on a Saturday, Sunday, or holiday, checks are distributed the preceding business day. Automatic deposit is required for new employees and strongly encouraged for all. All other checks will be sent through the U.S. Postal Service.

Payroll Deductions

By law, the college is required to make certain deductions from an employee's salary. Also, employees may voluntarily authorize deductions for insurance, college-approved tax-deferred annuities, contributions to the college, or other college-approved deductions. The college requires a signed request from the employee for these deductions.

Time Records

Regular support staff are required to record time on a time clock or timesheet. Timesheets must be signed by the employee and supervisor and forwarded to Human Resources by the payroll cutoff date each month. Absences may be reported in no less than quarter-hour increments.

Regular administrative staff must record absences on a monthly report. Reports signed by the employee and supervisor must be forwarded to the Human Resources Office on a monthly basis. Absences may be reported in half-day or whole-day increments.

Temporary staff members must record time on a timesheet signed by the employee and supervisor and forwarded to Human Resources on a weekly basis.

Workweek

The workweek begins on Sunday and ends on Saturday.

Extra Work Time (Revised 9/06)

Support staff members who work more than the normal number of hours in a day or work additional hours during a workweek, such as a weekend, may arrange with their supervisor to take equivalent time off during the same workweek. If overtime pay is not involved, hours may be balanced out over the pay period.

Overtime

Overtime for support staff is compensated at a rate equal to one-and-a-half times the base hourly rate (time-and-a-half). Overtime is authorized time worked in excess of 40 hours per week, with arrangements approved in advance by the department head. In calculating overtime, Paid Time Off and holidays are not considered time worked.

Travel Policy for Support Staff (Added 9/07)

Support staff who attend off-campus conferences are paid for the time spent at the conference and travel time that is part of the normal work day, less any meal period(s). If the employee is required to drive, the drive time is also considered work time.

On-call Pay (Added 9/09)

Support staff assigned to on-call status must be available by pager and able to be at work within 30 minutes. They will be compensated for the on-call pay and paid for at least one hour, if called to the worksite.

Holiday Pay (Revised 9/07)

Regular, benefit-eligible staff who are not scheduled to work receive full pay if the holiday falls on a day they would have been scheduled to work. Regular support staff who work on a college holiday are eligible for compensation equal to two times their base hourly rate. Holiday pay is pro-rated for part-time staff, based on their work schedule during the pay period in which the holiday falls. Temporary employees are eligible to receive holiday pay for hours worked on designated (not bonus) holidays. (See page 7.)

Wage/Salary Changes

Wage and salary recommendations are submitted through the appropriate vice president to the President. Normally, the effective date for changes is September 1.

Meals

Compensation for dining service employees includes a meal for each mealtime in their schedule.

Accrued Time Off

At separation an employee is eligible for payment for accrued Paid Time Off.

Last Day of Work

Actual last workday is used for benefit and final check calculations. PTO cannot be used after the last day of work.

Volunteer Service Pay (Revised 9/05 and 9/06 and 9/07)

In the spirit of the Wartburg College mission statement, staff members are encouraged to engage in community service activities and may be allowed to use up to one-half day per year (September through August) of work time with prior approval of the direct supervisor and appropriate vice president. Staff members given permission to lead college-sponsored service trips and released by their supervisor will also use work time.

Worker's Compensation

PTO may cover the first three days of time lost due to a work injury. Injuries involving more than three days lost work time are covered by Worker's Compensation replacement income.

Inclement Weather

Since Wartburg College is a residential community, it is ordinarily not feasible to "close down" in response to severe weather (e.g., blizzard). In the event that such conditions prevent an employee from reporting to or remaining at work, the employee will exercise one of the following options:

- Receive no pay for the hours missed.
- If feasible, "make up" the hours missed during the same week. This option requires approval of the supervisor.
- Utilize Paid Time Off for missed time.

BENEFITS

This handbook contains a brief benefits outline. Summary plan documents are available through Human Resources and at the Wartburg College Web site: www.wartburg.edu.

Flexible Benefits

Wartburg College offers a Flexible Benefits Plan to eligible employees that includes health, dental, life, accidental death and dismemberment, dependent life, short-term and long-term disability, health care and dependent care reimbursement plans, and an adoption assistance plan. Administrative staff who work at least three-fourths time and support staff who work at least 1,486 hours per year are eligible to participate. Employees with start dates prior to June 1, 2003 are grandfathered and must work at least 910 hours per year to be eligible.

Retirement Benefits

- Wartburg College contributes to TIAA/CREF retirement annuity plan for administrative staff who work at least half-time and support staff who work at least 1,000 hours per year.
- All employees may contribute to a college-approved supplemental tax-deferred annuity plan, provided the total of all tax-deferred amounts does not exceed current allowable limits established by the IRS.

Mandatory Benefits

- Wartburg College and employees each contribute an equal amount to FICA and Medicare.
- Ordained clergy may claim self-employed status for purposes of Social Security, in which case they pay their own Social Security. They may also request that a portion of their salary be designated as a housing allowance. The employee assumes full responsibility for compliance with IRS definition of “costs to provide a home.” Requests must be submitted annually to Human Resources.
- The college provides Worker’s and Unemployment Compensation for all employees.

Employee Assistance Program (EAP)

An EAP program is available for employees and/or dependents to self-refer for short-term assistance and for supervisors/managers to refer employees for evaluation in matters impacting an employee’s health, welfare, and productivity.

Wellness (Added 9/09)

Administrative staff who work at least three-fourths time and support staff who work at least 1,486 hours per year are eligible for membership to the W at no cost but if elected, membership is considered a taxable fringe benefit. Part-time employees are eligible for a discounted membership.

HOLIDAYS (Revised 9/07)

Wartburg College has designated seven holidays:

- | | | |
|-------------------|----------------------|-----------------|
| •Thanksgiving | •Christmas | •New Year’s Day |
| •Good Friday | •Monday after Easter | •Memorial Day |
| •Independence Day | | |

The college assigns four annual “bonus holidays,” based on the specific calendar year or may indicate that they are floating holidays (beginning 2008-09) arranged with the supervisor.

LEAVES

Paid Time Off (PTO) (Revised 9/07 & 9/08 & 9/09)

Administrative staff who work at least three-fourths time and support staff who work at least 1,486 hours per year are eligible for the paid time off (PTO) program. This program combines time off that may be used for vacations, medical, and personal reasons. The maximum accrual balance will be 40 days for administrative staff or 320 hours for support staff in any given month. Unused PTO time will be paid out upon separation from service.

- Administrative staff accrue 28 days per year or 2.33 days per month.
- Support Staff-accruals include PTO, holidays, funeral, and jury leave taken, but in no case over 40 hours in one week.
 - Those employed 0-59 months accrue .092 hours per hour worked (24 days for full-time employees.)
 - Those employed 60 months or more accrue .108 hours per hour worked (28 days for full-time employees.)
- Eligible coaches, pastors, trainers, and Residence Hall Directors will accrue one day of medical leave per month and two personal days per year.
- Other eligible employees who work less than full-time will have the maximum accrual rate pro-rated based on FTE.

Sick Leave Bank

Administrative and support staff with start dates prior to September 1, 2005 with medical leave balances will maintain those balances. Employees who have a non-work related illness or injury causing them to miss work more than five consecutive days may utilize banked days to bridge the gap to short-term (30 calendar days) or long-term disability (120 calendar days). Bank accumulations are non-transferable.

PTO Sharing Plan (Revised 10/05 and 9/06 and 9/07))

Formerly “Sick Leave Donation”

Employees who have a non-work related illness or injury or an FMLA qualifying event causing them to miss work more than five consecutive days and have exhausted their own PTO may request donations of PTO from other employees to bridge the gap to short-term disability or to care for an immediate family member with a serious health condition. Requests for up to twelve days per year and donations of up to five days per year should be made through Human Resources. All transactions are anonymous.

Funeral Leave (Revised 9/07 & 9/08)

All regular employees will be granted funeral leave for the death of a family member. All corresponding in-laws and any persons in immediate step-relationships are included.

Following are limits for funeral leave:

- Five days for the immediate family (spouse/dependents/parents) and/or those who reside in the staff member’s household.
- Three days for grandparents or grandchildren, sisters and brothers.
- One day for aunts, uncles, nieces, nephews, or cousins.

Jury Leave

Wartburg College recognizes and supports the responsibility of staff members to serve on juries. Therefore, jury duty leave with compensation will be provided.

Unpaid Leaves

Unpaid leaves for personal or professional purposes may be requested, but employees must use PTO accruals before being granted unpaid leaves. The appropriate vice president or president must approve such leaves. During unpaid leaves, the college will provide no salary or benefit compensation.

Family and Medical Leave (FMLA) (Revised 9/07, 9/08 and 1/09)

In accordance with federal guidelines, after one year of service, employees who have worked 1,250 hours during the preceding year are eligible for up to 12 weeks (26 weeks to care for a military service member) of family/medical leave per year based on a rolling year. FMLA time includes PTO, medical leave, and/or personal days until paid leave is exhausted. This covers:

- an employee's own serious health condition that makes the employee unable to perform the functions of the employee's job, or incapacity due to the employee's pregnancy or prenatal medical care;
- any qualifying exigency arising out of the fact that a family member (spouse, son, daughter, or parent) is serving on active duty or has been notified of an impending call or order to active duty in support of a contingency operation;
- the care of a service member with a serious injury or illness if the employee is the spouse, child, parent or next of kin of the service member;
- the care of a child after birth or placement with the staff member for adoption or foster care; or
- the care of a family member (spouse, child, or parent) with a serious health condition.

The leave may be taken in one block, intermittently, or as a reduced work schedule. However, leave to care for a newborn or newly adopted baby on a reduced or intermittent basis is allowed only if the employer and employee agree to the arrangement. Staff who wish to take family leave must notify their supervisor and vice president as far in advance as can be reasonably expected. In the case of either paid or unpaid leave extending more than ten days, a medical statement may be requested.

The college will continue to provide health/dental benefits to staff on family/medical leaves under the same conditions that would apply had the leave not been taken. Upon return to the college following family leave, staff are guaranteed the same or an equivalent position with benefits intact.

Military Leave

The college will comply with the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA), which was amended on December 10, 2004.

Short-Term Disability Leave (Added 9/06) (Revised 9/07)

An employee who misses or anticipates missing 30 calendar days due to a non work-related illness, injury or maternity leave will be expected to complete the short-term disability (STD) and FMLA application forms.

- There is a 30-calendar day wait period for STD.
- If approved for STD, the employee will be treated as an "active employee" for the purposes of health, dental, life and disability insurance, and job rights. They must pay their portion of the insurance premiums to continue coverage.
- PTO, sick leave, and personal days do not accrue while an employee is on STD.

- An employee with a sick leave bank will be given the option of using their bank and they continue to accrue PTO or sick leave and personal days while using banked days.
- The college may fill the position on a temporary basis.

Long-Term Disability Leave (Added 9/06) (Revised 9/07)

An employee who misses or anticipates missing 120 calendar days due to a non work-related illness or injury will be expected to complete the long-term disability forms and social security disability application forms.

- There is a 120-calendar wait period for LTD.
- If approved for LTD, the employee will be treated as a “terminated employee” for all benefits and job rights, unless there is reasonable assurance that they plan to return to work on a full- or part-time basis within the next six months.
- An employee with a sick leave bank would be given the option of using their bank, and they would also continue to receive benefits and accrue PTO or sick leave and personal days.
- The college may fill the position on a permanent basis once the employee is no longer on the Wartburg College payroll.
- Benefit continuation through COBRA will be offered.
- Upon return to good health and with a doctor’s release, the disabled employee may request reinstatement. They may be hired and offered reinstatement rights only if a position is available and they are qualified, selected, and appointed through the college selection process.

STAFF DEVELOPMENT

Orientation

Initial orientation of new staff members is an office/department responsibility. In addition, the Human Resources Office offers periodic group orientation sessions.

Performance Appraisal

The evaluation of employee performance is an ongoing informal process. In addition, a formal performance review for each staff member is scheduled on an annual basis. Completed forms are placed in the employee's personnel file.

Tuition Remission Program (Revised 9/07 & 9/08)

Administrative staff who work at least three-fourths time and support staff who work at least 1,486 hours per year, their spouses, and their dependent children are eligible for full tuition remission at Wartburg College for courses offered in the residential program during the academic year. With supervisory and vice presidential approval, employees may take up to four course credits per year.

The term "dependent child" refers to the natural-born, adopted, or stepchild of a staff member who is under the age of 24, and who is a dependent of the staff member for federal tax or FAFSA purposes. Tuition remission/exchange for full-time students is limited to four years of full-time study plus Wartburg Summer School.

Tuition remission applies only to tuition. Fees are not covered. Tuition remission does not include any direct "export" of Wartburg funds to another organization or agency for experiences such as off-campus study, study abroad, or May Term trips.

Tuition remission during the summer is offered on a "when available" basis, which means the course has satisfied minimum enrollment requirements excluding tuition-remission-eligible student(s), but is not filled to capacity, as defined in the Faculty Handbook. Tuition related to internships and independent/arranged studies for part-time students and Summer School students is not covered under tuition remission.

In order to receive the maximum possible tuition-remission benefit, all applicants must annually file appropriate paperwork by May 1, prior to the fiscal year for which the applicant wishes to receive the benefit. For those hired after April 1, the deadline is extended to 30 days following the notification of employment. For Summer School, the deadline is two weeks prior to the start of classes. The paperwork includes:

- the Wartburg College Tuition Remission Application,
- the Free Application for Federal Student Aid (FAFSA)
- any other forms deemed necessary by the Director of Financial Aid.

The combination of tuition-based grants, scholarships, and tuition remission shall not exceed total tuition charges.

Special Cases for Tuition Remission (Revised 9/08)

- Employees with a start date prior to June 1, 2003 must meet the 910-hour eligibility level.
- Retired employees with 10 years of eligible service continue eligibility.

- Disabled employees or dependents of deceased employees have continued eligibility based on 15% for each full year of service (provided the dependent was eligible prior to the event). Benefit for surviving spouse ceases at time of remarriage.
- Employees who resign during a term continue eligibility through that term only.

Tuition Exchange Programs (Revised 9/06, 9/07, and 9/09)

Administrative staff who work at least three-fourths time and support staff who work at least 1,486 hours per year are eligible for tuition exchange programs through the ELCA Exchange, Tuition Exchange, and at the Wartburg Seminary for their dependent children (as defined under Tuition Remission). Tuition remission/exchange for full-time students is limited to the equivalent of eight regular Wartburg terms. Procedures vary from institution to institution, and awards may be limited at any time. The availability of exchange opportunities is contingent upon the number of children of employees of other institutions who attend Wartburg College. Determination of balance is made jointly by the Financial Aid Director and Human Resource Director and reported to the Vice President of Administration. In the event the College falls out of balance, preference will be given to those Wartburg faculty and staff with the most years of service and who have not utilized the program in the past. Lists of participating institutions are available at www.tuitionexchange.org or through the Human Resources office.

Tuition Reimbursement

Administrative staff who work at least three-fourths time and support staff who work at least 1,486 hours per year may request support for off-campus course work for themselves. They must obtain approval from their supervisor and vice president and complete application materials through Human Resources. Approval is based upon the nature of the program, needs of the college, and availability of funds.

Workshops for Professional Development (Revised 9/09)

Staff members may attend on- and off-campus workshops with the approval of their supervisor. Special funding for eligible members of the clerical staff is available through the Colleen Liming Continuing Education Endowment.

SAFETY INFORMATION

The following topics are addressed in various safety plans and programs. Some of these are informational only, while others may have a direct effect on job duties. Employees are expected to report any unsafe conditions to their supervisor or to Campus Security. Additional information can be requested from supervisors or found at the Wartburg Safety and Security Web site: www.wartburg.edu/security.

Violence in the Workplace

It is college policy that employees have the right to be free from violence. Any person who makes a substantial threat or exhibits threatening behavior will be removed from the campus and will remain off campus pending the outcome of an investigation. Employees are encouraged to inform their supervisor or Campus Security when they believe they have been threatened or believe others may harm them.

Emergency Response (Revised 9/07 & 9/08)

A written plan assists the college in handling most emergency situations and addresses situations such as severe weather, natural disasters, utility failures, and other catastrophes. Anyone observing suspicious activity should notify Campus Security immediately. Phone (319) 352-9999.

In the event of a significant life-threatening emergency situation, the college will issue an alert to all employees and students via the ConnectEd Emergency Notification System. Employees may register up to six telephone numbers and two email addresses. If any of the phone numbers are from cell phones, a text message will also be sent as part of the emergency notification. Other than a periodic test, these messages will be sent for only very serious situations and will begin with the words "Wartburg Alert."

Hazardous Chemical Communication (Worker Right To Know)

Literally thousands of chemicals are used on the Wartburg College campus. They range from common household cleaning fluids to chemicals used in science experiments. While some pose no danger, others may cause or contribute to many serious health effects. The Hazard Communication Standard (HCS) is based on a simple concept – that employees have both the need and right to know the hazards and identities of the chemicals they are exposed to when working. They also need to know what protective measures are available and how to respond when exposed to a chemical. All chemical products are required to have a material safety data sheet (MSDS). Departments, i.e., Science Center, photo labs, plant maintenance, and Dining Services maintain MSDS.

Workplace Injury Reporting

Accidents resulting in any degree of physical injury must be reported to the supervisor, and a Work-Related Injury Report Form must be submitted to Human Resources. Medical attention for a work-related injury must be sought in a facility approved by the college.

Exposure Control Plan

Wartburg College has a written plan that addresses how to handle situations involving blood and body fluid spills at the work site. The purpose of the plan is to prevent the transmission of pathogenic microorganisms that are present in human blood and certain other body fluids, which can cause disease from occupational exposure. These pathogens include, but are not limited to, hepatitis B (HBV) virus, hepatitis C (HCV) virus, and the

Human Immunodeficiency Virus (HIV). The college trains specific categories of employees to handle blood and body fluid accidents. Employees who are not trained are not permitted to handle any blood and body fluid that is not their own. Supervisors will specifically appoint employees to fulfill this requirement. Normally, trained employees are assigned to Maintenance, Campus Security, Dining Services, Health & Wellness Center, and Athletics (athletic trainers).

Fire Prevention

In the event of a building fire or fire alarm activation, employees should exit the building immediately. Once out of the building, they should call Campus Security to report the fire/alarm. Unless specifically designated by a supervisor, employees should not attempt to extinguish any fires. Designated employees will be provided fire extinguisher training. Campus Security and fire fighters should be notified of anyone who may be trapped inside a building on fire.

Open Flames and Space Heaters (Added 9/06)

Burning candles or any device with an open flame, and the use of space heaters in all campus buildings are prohibited. Candles or open flames may be utilized when supervised by dining service staff related to special events and the chapel staff while facilitating religious ceremonies. Any other exceptions should be approved on a case-by-case basis by the Director of Campus Security or the Physical Plant. This policy does not restrict the use of flames for academic purposes in science labs or other classroom situations where appropriate.

My Safe Campus (Added 9/07)

Wartburg College selected MySafeCampus as a confidential third party reporting service. Its purpose is to provide a convenient tool to anonymously and confidentially report activities that may represent criminal, unethical, or otherwise inappropriate behavior in violation of college policies.

Report may be made by using the web site www.wartburg.edu/hr/safecampus or by calling 1-800-716-9007.

This hotline service is not meant to replace or supersede currently approved reporting methods. The College encourages students, faculty, staff, and other members of the Wartburg community to utilize existing lines of communication and guidelines/remedies whenever possible. For example, reports of sexual harassment/misconduct should normally be addressed by following the established procedure noted in the Faculty, Staff, and Student Handbooks.

HARASSMENT (Revised 9/07)

Harassment of anyone on the basis of race, religion, color, national origin, age, sex, physical or mental disability, or sexual orientation is prohibited by the policies of Wartburg College.

Harassment can include such behavior as slurs, demeaning jokes or comments, innuendoes, unwelcome compliments, cartoons, pictures, pranks, hazing, stereotypical comments, derogatory descriptions, or other verbal or physical conduct. Such behavior is considered harassment when it has the purpose or effect of creating an intimidating, hostile, or offensive working environment; unreasonably interferes with an individual's work performance; or affects an individual's workplace opportunities.

Any employee who believes that he or she has been the subject of unwelcome harassment from another employee, a supervisor or manager, or from an outside party in the workplace or has observed harassment in the workplace is encouraged to identify the offensive behavior and request that it stop. If the matter cannot be addressed directly or if the behavior continues, the matter should be reported directly to the Affirmative Action Officer, the Director of Human Resources or the Director of Campus Security.

All complaints will be investigated promptly, impartially, and discreetly. Upon completion of the investigation, the appropriate parties will be notified of the findings. If any employee is found to have harassed another employee or student, appropriate corrective action will be taken. This could range from a disciplinary warning up to and including termination.

No employee will suffer retaliation for reporting alleged instances of harassment. Any person found to have made an unsubstantiated complaint with intentional dishonesty or malice will also be subject to appropriate corrective action.

Sexual Harassment

The college is deeply concerned about sexual harassment because of the ethical and moral principles involved in discriminatory conduct and also because of the related questions of power and role. Sexual harassment is an illegal form of discrimination under Title VII of The Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Iowa statute. It is the policy of Wartburg College that no member of the college community may sexually harass another. This policy applies to all students, faculty, and staff, as well as vendors and contractors doing business at the college and visitors to the campus. Procedures for staff are listed in the general harassment policy, stated above.

Not all workplace or educational conduct that might be described as "harassment" affects the terms, conditions, or privileges of employment or education. For example, a mere utterance of a gender-based epithet that creates offensive feelings in an employee or student would not normally affect the terms and conditions of the individual's employment or education.

Sexual harassment prohibited under Wartburg College policy is classified as follows:

- Quid Pro Quo Harassment: situations where submission to or rejection of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature results in actual or threatened adverse educational or employment action. This type of harassment usually occurs in a context where one person holds some level of authority or power over the other and uses that position to leverage sexual advantage.

- Hostile Environment Harassment: situations in which gender-based conduct has the intent or effect of being sufficiently severe OR pervasive/persistent OR objectively offensive that it could alter the conditions of education or employment. The harasser's conduct must be unwelcome by the alleged victim, or a third party affected by the conduct. Hostile environments must be both subjectively and objectively offensive. This means a reasonable person must agree that the behavior is objectionable. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include, but are not limited to:
 - o the frequency, nature, and severity of the conduct;
 - o whether the conduct was physically threatening or humiliating;
 - o the effect of the conduct on the alleged victim's mental or emotional state;
 - o whether the conduct unreasonably interfered with the alleged victim's educational or work performance;
 - o whether the speech or conduct is protected expression under the First Amendment or deserves the protections of academic freedom.

- Retaliatory Harassment: situations where any person retaliates by using intimidation, threats, actual violence, ridicule, taunting, bullying, ostracism, or any other method against a person or that person's property, as a result of the decision to report sexual harassment or seek assistance to remedy gender-based discrimination. Retaliation or discrimination of any kind against anyone filing a complaint of sexual harassment in good faith or participating in the investigation process is prohibited. Such actions will be met by serious consequences and are considered as reprehensible as the initial harassment itself.

Examples of sexual harassment may include but are not limited to:

- A staff member repeatedly sends sexually oriented jokes around on an e-mail list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus.
- Explicit sexual pictures are displayed on the exterior of a residence hall or workplace door.
- Two supervisors frequently "rate" several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A club or organization requires prospective members to share stories about past sexual experiences.
- A supervisor or co-worker makes derogatory remarks about someone's sexual identity or sexual orientation to illustrate a point.

WARTBURG COLLEGE DRUG FREE SCHOOLS POLICY

The Drug Free Schools and Communities Acts Amendments of 1989 require that Wartburg College implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The purpose of this notice is to share information about 1) Wartburg College's standards of conduct regarding illicit drugs and alcohol; 2) a description of applicable legal sanctions under local, state, or federal law; 3) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; 4) a description of available counseling and treatment opportunities; and 5) a statement regarding applicable sanctions for use of illicit drugs or abuse of alcohol.

Standards of Conduct

Wartburg College is committed to making good faith efforts to maintain a drug-free workplace. In addition, Wartburg recognizes that drug use and alcohol abuse contradict its understanding of community and that use of illegal drugs and alcohol abuse may impair job performance and judgment, endanger colleagues, and cause physical damage.

Accordingly, unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol are prohibited on Wartburg property or as any part of a Wartburg activity. No member of the faculty or staff will be permitted to report to work while under the influence of alcohol or illegal drugs. In addition, an employee must notify Wartburg College of any criminal drug statute conviction no later than five days after such conviction. The college will notify the appropriate federal agency within ten days of receiving notice that an employee has had a criminal drug statute conviction for a violation occurring in the workplace.

These standards cover all full-time and part-time employees and students.

Applicable Sanctions for Use of Illicit Drugs or Alcohol

Any Wartburg College employee determined to have violated the college's policies regarding unlawful possession, use, or distribution of illicit drugs and alcohol will be subject to one of the following actions:

- Satisfactory participation in an alcohol/drug abuse assistance or rehabilitation program.
- Disciplinary action up to and including termination.

Legal Sanctions

Local, state, and federal statutes also clearly prohibit the unlawful possession or distribution of illicit drugs and alcohol. Sanctions vary depending upon the scope of the violation. For full information on the legal sanctions possible in Waverly, the state of Iowa, and the federal government, copies of the applicable laws may be found in the Vogel Library and the Student Life Office.

Health Risks

Abuse of alcohol and the use of illicit drugs can have a significant impact on physical health. Wartburg College is committed to providing alcohol and drug education in order to help employees make informed choices about their behavior.

Alcohol is a depressant and when used in excess impairs judgment and motor skills. It is particularly dangerous to operate machinery, including driving a car, while under the

influence of alcohol. Behavior that indicates a need for assistance includes: drinking to cope, drinking often to the point of intoxication, going to class or work while under the influence of alcohol, driving while intoxicated, injuring oneself as a result of drinking, the need to drink more and more to achieve the same effect, showing frequent moodiness without apparent cause, having physical complaints relating to alcohol, relying on alcohol regularly to relieve tension or stress or pain, experiencing blackouts or loss of memory, and denying the possibility of a drinking problem.

Drug abuse is using natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes (e.g., amphetamines to stay awake when tired), the mind and nervous system (e.g., LSD to experience a change in perception), or behavior and feelings (e.g., marijuana to change moods).

If you take drugs, you risk accidents, ill health, dependence, and overdose. Signs of drug abuse include restlessness, excessive reflex action, “drunkenness,” dilated pupils, drowsiness, talkativeness, irrational behavior, needle marks, and/or possession of drug paraphernalia such as needles and syringes, marijuana holders, bonges, or water pipes.

Counseling and Treatment Opportunities

If you are concerned about yourself or someone you know abusing alcohol or using illicit drugs, the EAP program provides assessment and referral. Written information is available from the Noah Campus Health Clinic, Counseling Center, College Pastor, and the Dean of Students. Cedar Valley Mental Health Associates in Waverly is a private provider. An Alcoholics Anonymous group meets regularly in Waverly. The mental health professionals on campus and within the Waverly community have information and contacts with a variety of drug treatment centers and clinics, detoxification centers, and hospitals that treat patients on an inpatient or outpatient basis.

Certain costs associated with treatment programs may be covered by the major medical insurance offered by the college. For additional information, please contact Human Resources.

Questions concerning the Drug Free Schools and Communities Acts Amendments of 1989 should be referred to the Director of Human Resources.

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