

# 2024

## Westminster College Employee Handbook



### **MISSION**

*It shall be the mission of **Westminster College** to educate and inspire all its students through a distinctive liberal arts curriculum and a dynamic developmental experience; to challenge them to be critically aware, life-long learners and leaders of character, committed to the values of integrity, fairness, respect and responsibility; and to prepare them for lives of success, significance and service.*

Mandy March

## TABLE OF CONTENTS

|                                                 |    |
|-------------------------------------------------|----|
| 01.00 INTRODUCTION TO WESTMINSTER COLLEGE ..... | 7  |
| 01.01 Educational Goals .....                   | 7  |
| 01.02 Vision for Employees .....                | 8  |
| 02.00 APPLICABILITY OF THE HANDBOOK .....       | 8  |
| 02.01 Employment Relationship .....             | 8  |
| 03.00 EMPLOYMENT PRACTICES .....                | 8  |
| 03.01 Equal Opportunity .....                   | 8  |
| 03.02 Accommodations (ADA and PUMP ACTS) .....  | 9  |
| 03.03 Recruitment and Selection .....           | 10 |
| 03.04 Search and Screening .....                | 11 |
| 03.05 Job Offer .....                           | 12 |
| 03.06 Professional Academic Staff .....         | 12 |
| 03.07 Promotions and Transfers .....            | 12 |
| 03.08 Employment of Relatives .....             | 13 |
| 03.09 Employment of Minors .....                | 14 |
| 03.10 Employment of Retirees .....              | 14 |
| 03.11 Rehire to Service .....                   | 14 |
| 03.12 New hire orientation .....                | 14 |
| 03.13 Job Description .....                     | 15 |
| 03.14 Personnel Records .....                   | 15 |
| 03.15 Professional Development of Staff .....   | 15 |
| 03.16 Performance Management .....              | 16 |
| 04.00 EMPLOYEE BENEFITS .....                   | 17 |
| 04.01 Benefit Effective Date .....              | 17 |
| 04.02 Annual Open Enrollment .....              | 17 |
| 04.03 Health, Dental and Vision Insurance ..... | 17 |
| 04.04 Wellness Program .....                    | 18 |
| 04.05 Flexible Spending Plan (FSA) .....        | 18 |
| 04.06 Health Savings Account (hsA) .....        | 18 |
| 04.07 Basic Life and AD&D .....                 | 18 |
| 04.08 Voluntary Life and AD&D .....             | 18 |
| 04.09 Long Term Disability (LTD) .....          | 19 |
| 04.10 Behavioral Health Resources .....         | 19 |
| 04.11 Tuition Benefits .....                    | 19 |
| 04.12 Retirement Savings (403b) .....           | 19 |

|                                                                       |    |
|-----------------------------------------------------------------------|----|
| 04.13 Continuation of Health Coverage and Flex Spending (COBRA) ..... | 20 |
| 04.14 Domestic Partners and Benefits .....                            | 20 |
| 05.00 EMPLOYEE SERVICES/COLLEGE FACILITIES .....                      | 20 |
| 05.01 Athletic Events and Facilities .....                            | 20 |
| 05.02 Bookstore .....                                                 | 20 |
| 05.03 Food Service (Fresh Ideas).....                                 | 21 |
| 05.04 Identification Cards .....                                      | 21 |
| 05.05 Network Account and E-Mail.....                                 | 21 |
| 05.06 Library.....                                                    | 21 |
| 05.07 Notary Public .....                                             | 22 |
| 05.08 Wellness Center.....                                            | 22 |
| 05.09 America’s National Churchill Museum .....                       | 22 |
| 05.10 Parking.....                                                    | 22 |
| 05.11 Courtesy Functions .....                                        | 22 |
| 05.12 Direct Deposit.....                                             | 22 |
| 06.00 TIME OFF.....                                                   | 23 |
| 06.01 Vacation.....                                                   | 23 |
| 06.02 Holidays .....                                                  | 23 |
| 06.03 Sick Leave .....                                                | 24 |
| 06.04 Leaves of Absence .....                                         | 25 |
| 07.00 WAGE AND SALARY INFORMATION.....                                | 27 |
| 07.01 Salary Increases .....                                          | 27 |
| 07.02 Definitions of Employment Status.....                           | 27 |
| 07.03 Workweek .....                                                  | 28 |
| 07.04 Overtime Guidelines (FLSA) .....                                | 28 |
| 07.05 Time Reporting .....                                            | 29 |
| 07.06 Travel Time and Pay .....                                       | 30 |
| 07.07 Paydays.....                                                    | 30 |
| 07.08 Payroll Deductions.....                                         | 31 |
| 07.09 Wage Assignments/Garnishments .....                             | 31 |
| 08.00 EMPLOYEE COMMUNICATIONS AND RELATIONS.....                      | 31 |
| 08.01 Problem Resolution .....                                        | 31 |
| 08.02 Marketing and Communications (Internal and External) .....      | 31 |
| 09.00 EMPLOYEE HEALTH AND SAFETY .....                                | 33 |
| 09.01 Emergency Response.....                                         | 33 |
| 09.02 Accident, Injury or Medical Emergency.....                      | 34 |

|                                                                               |    |
|-------------------------------------------------------------------------------|----|
| 09.03 Workers' Compensation .....                                             | 34 |
| 09.04 Campus Security and Security Officer Escort .....                       | 35 |
| 09.05 Inclement Weather .....                                                 | 35 |
| 09.06 Personal Electrical Equipment .....                                     | 35 |
| 09.07 Chemical Hygiene, Hazard Communication, and Blood-Borne Pathogens ..... | 36 |
| 10.00 EMPLOYEE CONDUCT .....                                                  | 36 |
| 10.01 Code of Conduct .....                                                   | 36 |
| 10.02 Standards of Conduct .....                                              | 36 |
| 10.03 Dress and Personal Appearance .....                                     | 37 |
| 10.04 Pets .....                                                              | 38 |
| 10.05 Tobacco Free Campus .....                                               | 38 |
| 10.06 Drug and ALCOHOL-FREE Environment .....                                 | 38 |
| 10.07 Discrimination and Harassment .....                                     | 39 |
| 10.08 Title IX Coordinator .....                                              | 40 |
| 10.09 Workplace Violence .....                                                | 41 |
| 10.10 Inspections .....                                                       | 41 |
| 10.11 Attendance and Punctuality Standards .....                              | 41 |
| 10.12 Children in the Workplace .....                                         | 42 |
| 10.13 Conflict of Interest .....                                              | 43 |
| 10.14 Conflict of Commitment .....                                            | 43 |
| 10.15 Solicitation and Distribution .....                                     | 43 |
| 10.16 Confidentiality .....                                                   | 44 |
| 11.00 EMPLOYEE USE OF COLLEGE EQUIPMENT AND RESOURCES .....                   | 45 |
| 11.01 Key Access and Control .....                                            | 45 |
| 11.02 Purchasing Cards .....                                                  | 45 |
| 11.03 Electronic Communications .....                                         | 46 |
| 11.04 Guidelines for Appropriate Use of E-mail .....                          | 47 |
| 11.05 Guidelines for Appropriate Use of Internet .....                        | 48 |
| 11.06 College Owned and/or Operated Mobile Devices .....                      | 48 |
| 11.07 College Access .....                                                    | 48 |
| 11.08 Vehicles .....                                                          | 49 |
| 11.09 Staff Housing .....                                                     | 49 |
| 12.00 SEPARATION OF EMPLOYMENT .....                                          | 49 |
| 12.01 Leaving Service .....                                                   | 49 |
| 12.02 Exit Interviews .....                                                   | 50 |
| 12.03 Benefits at Separation of Employment .....                              | 51 |



Dear Colleague:

We welcome you to our family of this historic college. For over 170 years, we have stayed committed to the mission of developing leaders in a global community by educating our students to lead and inspiring them to achieve. This *Employee Handbook* provides a guide to explain how the college works, what its expectations are for employees, and a reference point to enable your success and contribution to Westminster College.

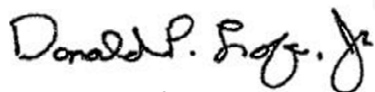
If you take one idea from this letter, please remember that each member of the Westminster College team is critical to the success of our college. We all contribute to the outcome of educating students and helping them develop into leaders in a global community. Your job is important and very much valued.

We work best as a team, as colleagues to one another and as part of an entire community. We strive for good communication so that everyone will know what is happening at the college and where it is going. We deal with one another in a manner consistent with the core values stated in our mission: Integrity, Fairness, Respect, and Responsibility.

If you have questions about your employment at the College that are not answered in this handbook, please raise them with the Associate VP & Chief HR Officer, your supervisor, a Dean or Vice-President, or me. We will try to provide the answers.

Thank you for your commitment to Westminster College.

Sincerely,



Donald P. Lofe Jr.

President and Chief Transformation Officer

## 01.00 INTRODUCTION TO WESTMINSTER COLLEGE

Westminster College, an independent, four-year co-educational residential college, was established in 1851, with a liberal art and sciences foundation that still exists today. Westminster's general education program is grounded in a commitment to liberal learning in the arts and sciences and providing its students with opportunities to explore the aesthetic, cultural, ethical, historical, scientific and social contexts in which they will live, work, and learn in the 21st century. In addition to providing the broad view needed for perspective in today's world, Westminster College provides the specialized training necessary for career success as well as preparation for advanced graduate and professional studies. Today the College is a global community where students receive the background and experience necessary to become world leaders of character, prepared to make a difference wherever they find themselves in the world. Westminster College is accredited by the Higher Learning Commission.

Lectures at Westminster College include the John Findley Green Lectures, a distinguished series on economics, social and international affairs; the endowed IBM Lecture Series, which brings to the campus leaders or professors in the area of business and finance, and the Crosby Kemper Lectures, in which authorities on British history and Sir Winston Churchill come to speak at the National Churchill Museum. Since 2006, the college has held an annual Symposium, now known as the Hancock Symposium, a two-day series of lectures, presentations, and panel discussions by noted national and state authorities. The Symposium centers on one topic of global significance and sessions are open to the entire Westminster community as well as the general public. Out of its commitment to promoting undergraduate research and developing young scholars, Westminster initiated an annual one-day Undergraduate Scholars Forum in 2008. This forum allows the College to highlight students' achievements in a formal and comprehensive way as students, faculty, staff, alumni, trustees, and members of the community come together to experience paper, poster, and multi-media presentations as well as creative performances from a wide range of departments—all given by Westminster students.

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### 01.01 EDUCATIONAL GOALS

The enduring goal of a liberal arts education is the formation of well-rounded individuals whose breadth and depth of knowledge and diverse approaches to understanding prepare them for professional careers and a lifetime of learning and service. In this spirit, Westminster College provides programs that allow students to develop proficient and creative thinking in a field of study while also acquiring the following knowledge, skills, and perspectives:

- **Critical Thinking:** development of sound analytical and synthetic reasoning skills and the ability to employ them in problem solving;
- **Communication:** ability to receive, interpret, organize, and transmit information, ideas, and emotions through a variety of verbal and nonverbal channels;
- **Mathematical Skills:** acquiring the conceptual, analytic, and quantitative skills and language to interpret results and derive logical and creative solutions to problems;
- **Historical Perspective:** awareness of our human heritage and of the power of historical methods for revealing patterns and meanings in national and international life;
- **Human Behavior and Social Institutions:** knowledge of the conditions that influence human behavior as well as their context in social and cultural institutions in which people act;
- **Science:**
  - 1) understanding and application of scientific inquiry as a systematic way of learning within any discipline and

2) understanding of the natural world and the implications of scientific knowledge in the contemporary world;

- Information Technology: ability to employ computer and other information technologies in writing and in manipulation of data, and understanding the nature and limits of information technology;
- Cultures and Global Interdependence: understanding and appreciation of diverse cultures, languages, philosophies, and religions, along with the awareness of the increasing complexity and interconnectedness of the world and the implications for economic, political, social, and cultural systems;
- Fundamental Questions and Values: awareness of the role of values in decision making, of the search for meaning and identity, and of the ethical issues of society;
- Aesthetic Sensitivity: appreciation and understanding of literature and the fine arts.

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## 01.02 VISION FOR EMPLOYEES

Westminster will continue to be known as a campus that cares. Our faculty and staff, regardless of their specific role at the College, will see themselves as educators in a fully integrated community committed to student success in all developmental domains.

## 02.00 APPLICABILITY OF THE HANDBOOK

This handbook is designed to acquaint you with Westminster and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. Its contents should not be interpreted as a contract between the College and any of its employees. Various parts of the document pertain to different constituencies.

No employee handbook can anticipate every circumstance or question about policy. As Westminster continues to grow, needs may arise that necessitate change. Please read the policies and procedures thoroughly, as one of an employee's first responsibilities is to be familiar with its contents. You are required to sign a form stating that you understand and comply with all provisions described herein. Employees who are uncertain about any policy or procedure should check with their supervisor or the Office of Human Resources for clarification.

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## 02.01 EMPLOYMENT RELATIONSHIP

Employees who do not have a written employment contract are considered "at-will" employees.-This means that an employee is free to resign at any time, for any reason. Similarly, the College is free to conclude the employment relationship with or without notice at any time for any reason except an unlawful one. Nothing in this handbook is meant to or should be interpreted to alter the at-will relationship.

## 03.00 EMPLOYMENT PRACTICES

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### 03.01 EQUAL OPPORTUNITY

The College is committed to a policy of equal employment opportunity for all applicants and employees. It is the College's policy to employ, retain, promote, terminate and otherwise treat all employees and job applicants on the basis of merit, qualifications, and competence.

Westminster College encourages and gives full consideration to all applicants for admission, financial aid, and employment. The College does not discriminate in access to, treatment of, or employment in, its programs and activities on the basis of race, color, age, religion, sex, gender, sexual orientation, gender identity or expression,



national or ethnic origin, citizenship, veteran status, marital status, disability, or genetic information. Inquiries about compliance with this prohibition should be directed to the Office of Human Resources, 573-592-5226.

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## 03.02 ACCOMMODATIONS (ADA AND PUMP ACTS)

### 03.02.01 INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (“ADA”) and the ADA Amendments Act (“ADAAA”) are federal laws that require employers with 15 or more employees to not discriminate against employees, applicants and individuals with disabilities including pregnant employees, applicants and individuals. When needed, the College must provide reasonable accommodations to employees and applicants who meet the qualifications of a position, with or without reasonable accommodations, so that they may perform the essential job functions of the position. Westminster College will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of their job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be completely removed by reasonable accommodation or if the accommodation creates an undue hardship to the College. All employees are required to abide by the College’s safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until the situation can be evaluated and a decision made regarding continued employment of the employee.

When an applicant with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to the safety of the work environment, he or she will be given the same consideration for employment as any other applicant. Applicants who pose an immediate threat to the health or safety of themselves or other people in the workplace and the threat cannot be eliminated by reasonable accommodation will not be hired.

Contact the Office of Human Resources with any questions or requests for accommodation.

The Westminster College ADA/Equal Access Policy:

<https://www.wcmo.edu/about/offices/business/human-resources/ada.html>

For the complete Disability and Workplace Accommodation Policy, go to the Westminster College website:

<https://www.wcmo.edu/about/files/disability-and-workplace-accommodation.pdf>

### 03.02.02 THE PROVIDING URGENT MATERNAL PROTECTIONS FOR NURSING MOTHERS ACT (PUMP)

The Fair Labor Standards Act (FLSA) as amended by the PUMP Act, requires most employers to provide covered nursing workers reasonable break time and a private space, other than a bathroom, to pump breast milk for one year after the baby’s birth.

Upon request, the College will provide a space to an employee and designate it as a “Lactation Room” where the employee can pump during work hours. The Lactation Room will be a sanitary place, other than a restroom, shielded from view and free from intrusion (i.e., can be locked from the inside and includes proper signage). The designated room will be in reasonable proximity to the employee’s work area and have at minimum an electrical outlet, a chair, a surface on which to place a breast pump and other personal items, and nearby access to running water. The College will also provide access to a refrigerator suitable for breast milk storage that is in reasonable proximity to the employee’s work area.

When not being utilized as a Lactation Room, the College may utilize the space for other purposes. If the designated Lactation Room is a multi-purpose space, the room will be prioritized as a Lactation Room and may only be used for expressing breast milk during the time(s) when employees need the space. If the multi-purpose room is unavailable for use as a Lactation Room when an employee needs it, the College will provide an alternative space for temporary use as a Lactation Room.

The College provides up to 30 minutes of paid break time for employees who need to express breast milk for a nursing child during the workday. Employees who need additional time beyond 30 minutes may use existing paid break or mealtime each time they have a reasonable need to express breast milk for up to three years following childbirth.

Employees should ensure they communicate with their supervisor about their need for break time.

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### 03.03 RECRUITMENT AND SELECTION

When a position becomes available for any reason the position will not be automatically refilled. This will provide the College the opportunity to re-evaluate its needs in this area and determine if a rehire is appropriate. Once it is determined that a position will be available, the supervisor is responsible for contacting the Office of Human Resources (“HR”) to ensure the hiring process begins as soon as possible. For all position searches, qualified internal and external candidates will be considered. Unless otherwise communicated by HR, all position openings will be posted for a minimum of two weeks. Any internal candidates will follow the same hiring process as external candidates. [Employee Information - Recruiting and Hiring Resources](#)

#### 03.03.01 HIRING APPROVAL

Prior to the posting of and recruitment for any position, the hiring supervisor shall complete or produce an updated job description and submit it to HR. A Hiring Approval Form will be produced by the Office of Human Resources and will be sent, with the job description attached, to the supervisor, the appropriate Cabinet Member, the CFO, Controller, and (if applicable) the College President for approval.

#### 03.03.02 POSITION ANNOUNCEMENT

HR will prepare a position announcement upon completion of the Hiring Approval form. HR will collaborate with the hiring supervisor to prepare the position announcement. The supervisor and/or Cabinet member will approve the final position announcement prior to posting.

#### 03.03.03 ELECTRONIC JOB POSTING

Position Announcements will be posted electronically, which will post to the Westminster College website and several other hiring sources automatically. Through the completed Hiring Approval Form, the Position Announcement will also be posted to any additional sources as needed.

To access all available jobs at Westminster, go to: <https://www.wcmo.edu/about/offices/business/human-resources/jobs.html>

#### 03.03.04 APPLICATION MATERIALS

Applicants will be responsible for submitting an application and related materials as specified in the Position Announcement. Individuals applying for positions with Westminster College must provide application materials that are complete, accurate, and up-to-date. Failure to provide complete and accurate information on an application may result in rejection of the application.

All application materials will be stored electronically and maintained by HR. No application materials will be allowed to leave HR without permission of the Associate VP & Chief HR Officer. Applications will be retained by HR for a minimum of one year for all positions.

The College is committed to a policy of equal employment opportunity for all applicants and employees. It is the College’s policy to employ, retain, promote, terminate and otherwise treat all employees and job applicants on the basis of merit, qualifications, and competence.

**See the Faculty Handbook section 2.3: *Search, Appointment and Orientation* for information about hiring faculty.**

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### 03.04 SEARCH AND SCREENING

As appropriate, a search committee may be established for Cabinet level positions. If a search committee is established, the search committee chairperson will be chosen by the College President. The College President may approve an appointment without a search if it is in the best interest of the College.

- For any searches that require a committee, a complete guide is available through HR.
- For positions that do not require a search committee, the position supervisor will lead the search process with the inclusion of HR. One or more additional supervisors will also take part in the search and screening process as mentioned below.

**See the Faculty Handbook section 2.3: *Search, Appointment and Orientation* for information about hiring faculty.**

#### 03.04.01 INTERVIEWING

A list of standard interview questions should be compiled by the hiring supervisor and submitted to the Associate VP & Chief HR Officer prior to the interview. The interview questions compiled and approved by HR will be used for all candidates of each specific search. Additional follow-up questions may be asked during the interview process of each candidate. Interviewing about past job performance is a preferred method to foresee future performance. Questions should be job-related and not address issues of race, sex, national origin, religion, marital or parental status, sexual orientation, gender identity or gender expression disability, military service or genetic information.

- Initial phone screening – All initial phone interviews will be scheduled and conducted by the hiring supervisor and/or HR.
- Follow up phone screening – A secondary round of phone interviews may be scheduled and conducted by a secondary member of upper level management as selected by the hiring supervisor and/or HR.
- Campus visits – Final candidate(s) may visit the campus to meet members of the department, other members of Management, and the College President.

With the approval of the Chief HR Officer, in conjunction with the CFO, applicants selected for campus visits will be reimbursed for expenses as stated in the Travel Policy, not to exceed the established amount when traveling 100 miles or more for the interview. Allowable expenses will include lodging and transportation (i.e. air travel, rental car, fuel) or as designated by the College.

**Reference Checks** – The hiring supervisor or HR representative shall contact a minimum of two professional references provided by the applicant and verify employment history. The College may contact references other than the references provided by the candidate.

**Recommendation** – Upon conclusion of the interviews and reference checks, the hiring manager will select the candidate(s) for further consideration, make a recommendation to include a wage/salary to their immediate supervisor, and will inform the Associate VP & Chief HR Officer.

**Approval to Hire** – All hiring offers of employment for Director-level positions and higher are contingent upon the President's approval. The offer cannot be made without written approval. Hiring offers for all other positions are to be made by the appropriate administrator with the inclusion of HR. Any changes in the offered wage/salary from the hiring approval form must be pre-approved before an offer is made.

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### 03.05 JOB OFFER

The position supervisor will extend the job offer to the chosen applicant contingent upon a satisfactory background check. Upon acceptance by the candidate, the hiring supervisor will contact HR to confirm the start date and schedule benefits review.

#### 03.05.01 APPOINTMENT LETTER

An appointment letter offering employment contingent on a satisfactory background check will be generated and sent to the candidate along with a copy of the job description by HR. The candidate must return a signed copy of the appointment letter and job description to HR before any onboarding materials are provided.

#### 03.05.02 PRE-EMPLOYMENT BACKGROUND CHECKS

As a condition of employment, all full-time and part-time employees must successfully complete a pre-employment criminal background check. In some cases, a driver's license check may also be required. Any person gaining network access and/or are working directly with students for any reason (i.e. volunteers) must also successfully complete a criminal background check.

#### 03.05.03 INTERIM APPOINTMENTS AND/OR TEMPORARY POSITIONS

The hiring of temporary positions/interim appointments may not require a job posting and/or a search committee. The hiring supervisor will work with HR when hiring for an interim or temporary position. Unless otherwise approved by the College President or required by law, temporary personnel are not eligible for employment benefits.

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### 03.06 PROFESSIONAL ACADEMIC STAFF

Written employment contracts are executed with professional academic staff annually. Employees who do not have a written employment contract are considered at will employees.

Written employment contract terms are used to convey the important terms and conditions of an individual's employment. Terms and conditions will include, but may not be limited to:

- A. The beginning and ending date;
- B. The job title;
- C. The salary to be paid; and
- D. Any special conditions, assignment or terms associated with the position.

The term for employment contracts with full-time professional academic staff employees varies from 9, 10 and 12 months as specified within the contract. Payment for the contract term will generally be from July 1 through June 30 of the following year.

The College will issue contracts to new and reappointed professional academic staff upon approval. New and reappointed professional academic staff not returning a signed contract to the designated College official by the designated date will be considered to have declined the College's offer of employment and/or voluntarily vacated the position. The individual will need to reapply for the position. Any alterations made to the contract by the professional academic staff will void the contract.

**See the Faculty Handbook section 2.1.6: *Professional Academic Staff* for more information.**

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### 03.07 PROMOTIONS AND TRANSFERS

Decisions regarding the transfer of personnel will be made in the best interest of the College. The College retains complete discretion in handling employee transfers based on organizational needs. Acceptable reasons for transfer may include, but are not necessarily limited to, fluctuations in workloads, better utilization of personnel or increased career opportunities, and health considerations.

An employee must be in his or her current position at least a year and be in good standing before he or she is eligible to apply for a transfer. However, this waiting period may be waived if the employee's current position is being negatively affected due to reduction in the work force or job elimination, or if there is important changes in the terms and conditions of employment (e.g. work schedule, hours, salary, status, etc.). In all cases, the employee's work record, including but not limited to performance, attendance, skill level, and related behavior, will be considered in determining suitability for another position.

If an employee feels that he or she has the necessary qualifications for a posted position, he or she may apply by submitting a cover letter and resume to the Office of Human Resources. Employees who are seeking to transfer to another position should also provide documentation that supports their performance history, such as the last performance evaluation or letters of reference. Internal candidates who are interviewed are encouraged to inform their supervisor of the interview. For all positions, consideration will be given to the employee's proven interpersonal skills, among other job-related factors, before making a final decision. Deficiencies in such skills or job related elements may eliminate an individual from further consideration.

If chosen for an open position, the employee should contact his or her current supervisor of the transfer. A date of transfer will be agreed upon by the managers of the departments and the employee. Sufficient notice of transfer must be given to avoid the risk of disrupting the workflow in the employee's current department. For information regarding pay for transferred employees, contact the Office of Human Resources.

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### 03.08 EMPLOYMENT OF RELATIVES

A relative is defined by blood, marriage, or legal custody and shall include, but not be limited to, spouse, child, foster child, step-child, parent, foster parent, current parent in-law, grandparent, current grandparent-in-law, grandchild, daughter-in-law, son-in-law, step-parent, brother, sister, brother-in-law, sister-in-law, niece, nephew, aunt, uncle, cousin and similar relatives of the employee's spouse and any individual living in an employee's household.

An employee of the College shall not initiate, participate in or influence College decisions involving a direct benefit to family relatives including, but not limited to, matters of initial employment, promotion, compensation, leave of absence, performance evaluation, discipline and termination.

An employee of the College shall not supervise, be supervised by, coordinate the work of or have work coordinated by a relative who is also employed by the College. Relatives may not be supervised by the same direct supervisor.

The employment of relatives in the same department is strongly discouraged as it leads to the impression of favoritism, difficulties in being objective, and lower employee morale. At the same time, Westminster College and Fulton are smaller communities and often find highly qualified candidates among the family members of its current employees. Therefore, it is important to create a balance between these sometimes competing issues. In cases where employment of relatives in the same department is being considered, a request for approval should be submitted in writing to the appropriate Vice President and then forwarded to the Office of Human Resources. Employees cannot, however, be in a position of supervising, directing, or making or influencing final decisions regarding the terms and conditions of employment and/or compensation of their relatives.

In all cases, employees are expected to conduct themselves in a professional business-like manner, regardless of any close personal relationship that may exist or develop during the course of their employment. In other cases, where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, either of the parties may be separated by reassignment or either or both may be terminated from employment. This policy also applies to relationships that may develop after employment begins.

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### 03.09 EMPLOYMENT OF MINORS

Under Missouri law, children under the age of 14 may not be employed by or otherwise permitted to work for the College. Children under age 16 may not work at Westminster College during the regular school term, unless and until the Office of Human Resources receives a work permit for that individual.

Children under 16 may not be permitted to work (a) more than three hours on any school day, (b) more than eight hours on any non-school day, or (c) more than six days or forty hours in any one week. They may not work before 7 a.m. or after 7 p.m. (9 p.m. during summer vacation).

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### 03.10 EMPLOYMENT OF RETIREES

In some cases, the College may re-employ retirees as an alternative to using temporary help from agencies, contractors, or other sources. Re-employment allows the retiree to share his or her knowledge with coworkers and fosters goodwill and pride among employees and the community. Retirees are responsible for researching and understanding the effects of reemployment on his/her individual retiree benefits and taxes.

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### 03.11 REHIRE TO SERVICE

Employees whose employment with the College ends, but who are then re-employed or rehired by the College are considered rehires. If an employee is re-employed or rehired within 30 days from separation, his or her personnel file will reflect the original date of hire. An employee's past work record and performance history, along with the reason for separation, will be considered when determining eligibility for rehire. Decisions to re-hire will be made by the hiring supervisor, HR, and the President. An employee who has been involuntarily terminated due to misconduct or unsatisfactory job performance is generally not eligible for rehire.

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### 03.12 NEW HIRE ORIENTATION

All newly hired employees will be sent onboarding paperwork electronically from the Office of Human Resources. All onboarding paperwork must be completed before the first day of employment. Items included in the onboarding paperwork are:

- W-4 forms both State and Federal
- I-9 form
- Emergency Contact(s)
- Direct Deposit for payroll
- Handbook Acknowledgment
- Specified Policies
- COBRA and FMLA notices
- Acceptable Use Agreement
- Employment Confidentiality Agreement

On the employees' first day, they will visit the Office of Human Resources to complete or review benefits paperwork as needed, MyWC and other applicable training, and be given credentials for their Westminster email/network account.

Supervisors will be responsible for completing the New Employee Orientation Checklist with the new hire and return the completed form to the Office of Human Resources no later than 2 weeks after the start date. The Orientation Checklist will be used as a tool for consistency and record-keeping purposes.

All new hires will be required to complete training in the following areas within their first two weeks of employment:

- Safety
- Title IX
- Email/Phishing
- Family Educational Rights and Privacy Act (FERPA)

All employees will have required annual trainings as determined by the Office of Human Resources.

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### 03.13 JOB DESCRIPTION

Job descriptions are maintained by the Office of Human Resources and are available to employees through their supervisors. Job descriptions aid in staffing, wage and salary administration, and training. They also help employees and supervisors communicate job responsibilities. Job descriptions, however, are not fixed. They are only guidelines and are expected to change over time. From time to time, employees may be expected to perform duties and handle responsibilities that are not a part of their normal jobs. If, over the months, the new duties and responsibilities remain a significant part of the assignment, the job description may be changed.

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### 03.14 PERSONNEL RECORDS

Certain events in each employee's history with the College are recorded and kept in the employee's electronic file consisting of personnel, confidential and benefits records.

1. Personnel - General employee information; applications, resumes, transcripts, job descriptions, job offers/contracts, promotions, W-4's, performance reviews, etc.
2. Confidential - payroll deduction agreements, direct deposit forms, time and attendance records, reimbursements, garnishments, raise/bonus/recognition information, payroll authorizations, etc.
3. Benefits - medical information, benefits records, etc.

Employees are responsible for notifying HR of changes in address, telephone number, and family status (births, marriage, death, divorce, legal separation, etc.), as income tax status and benefits may be affected by these changes. In addition, number and names of dependents, individuals to be contacted in the event of an emergency, and other such status reports should be accurate and current at all times.

Employees can update their address and/or emergency contacts through the Paylocity portal. Changes will automatically be sent to and approved by HR. Contact HR for log in credentials or password resets if needed. To log into Paylocity, click on this link:-<https://access.paylocity.com/>  
The company ID for faculty and staff is 137971, the company ID for student workers is 137973.

Access to personnel records is restricted to certain individuals within the College who need information contained in them in the normal course of business. Supervisors may have access to the general employee personnel files only. There is no provision in the State of Missouri that requires employers to grant current or prior employees access to their personnel files. However, a current employee may access their own personnel file maintained by the HR during normal business hours by calling 592-5226 to make an appointment.

***For more specifics on personnel records for faculty, see the Faculty Handbook section 2.4 Personnel Records.***

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### 03.15 PROFESSIONAL DEVELOPMENT OF STAFF

Westminster College is strongly committed to professional development and encourages professional and support staff to take advantage of opportunities for education, peer networking, learning and growth.

Employees may participate in development activities or workshops intended to improve specific skills (i.e. technical skills), conferences designed for professional enhancement and/or related activities. Professional development activities may include, but are not limited to, workshops, seminars, and conferences held off-campus that relate to the employee's job.

All full-time staff should submit requests to participate in conferences, training or workshops to their supervisor for approval. Requests for professional development must relate to the job.

Financial assistance may be provided for those professional development opportunities that will enhance the employee's knowledge, ability and skills. The provision of professional development assistance shall be based on the availability of funding and/or based upon College or department priorities. Assistance may be denied if the supervisor determines that the proposed professional development opportunity is not of sufficient benefit to the College or to the employee. Financial assistance for professional development opportunities may be granted for registration and travel costs only.

Expenses associated with travel shall be reimbursed in accordance with the College's Purchasing and Travel and Non-Travel Reimbursement Policy. Upon successful completion of the approved development opportunity, employees must submit appropriate documentation and request for reimbursement for eligible expenses to their supervisor for approval. Reimbursement amounts will be computed as outlined in the above mentioned policy.

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### 03.16 PERFORMANCE MANAGEMENT

Westminster College recognizes all employees as essential to the overall success of the College. This success is achieved by fostering a work environment in which employees are inspired to perform to the best of their abilities. The performance management cycle and processes serve as the architecture that allows supervisors and employees to set expectations for the year and to discuss each employee's potential contributions toward the achievement of departmental goals and objectives, and the College's Strategic Vision. To facilitate such an environment, Westminster College is committed to its core values of Integrity, Fairness, Respect, and Responsibility, and a performance management program for all full-time and part-time employees that:

- Creates a positive and supportive work environment and culture that attracts and retains the highest caliber staff.
- Recognizes the accomplishments of staff in job performance that rewards employees based on their actual performance and commitment to the College.
- Affords all employees the opportunity for professional growth through skill development.
- Recognizes planning and performance is a two-way process that encourages consistent and transparent performance communication between supervisors and employees.
- Promotes accountability in performance reviews through objective, job related criteria developed and understood in advance by both supervisor and employee.

The Performance Management Process is a shared responsibility between each employee and their manager/supervisor. An integral part of every supervisor's responsibility is continuing communication concerning performance with each employee. Functional Vice Presidents and Human Resources are involved to ensure consistency in application of the process.

#### Process -

##### **1. Set Goals and Expectations: Performance & Development Planning**

In setting goals and expectations, supervisors and employees identify the performance goals and results expected during the academic year. The foundation of establishing performance expectations is a completed job description that is reviewed by both the supervisor and employee on an annual basis.

##### **2. Review Milestones: Periodic Updates**

To review milestones, both the supervisor and employee are expected to track achievements relative to the established performance goals and expectations. Together, the supervisor and employee identify the methods to track progress throughout the year and agree upon a frequency to discuss and review



milestones. The supervisor also manages performance throughout the year through feedback and coaching.

### 3. Evaluate Performance: Performance Reviews

The supervisor is accountable for evaluating performance on an annual basis through a completed performance review. Employee performance is both rated and qualitatively reviewed. Feedback is expected to be provided in a face-to-face meeting with the employee.

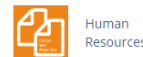
All full and part time employees (Including Professional Academic Staff) will receive a performance evaluation annually. All new and rehired employees work on an introductory status for the first six months of their employment with the College. They should receive an informal performance evaluation after the first 90 days. At the end of six months, the employee will receive a written evaluation, the original of which will be placed in the employee's personnel file. A full Performance Management Planning and Review Guide is available on the Office of Human Resources [Employee Information SharePoint page](#).

Performance reviews for faculty members will be conducted in accordance with the procedures provided in the Faculty Handbook.

## 04.00 EMPLOYEE BENEFITS

Westminster College provides a comprehensive and competitive benefits package for full-time employees, defined as employees who provide on average 30 hours of service or more per week. Interim or temporary positions are not eligible for benefits. The College provides some benefits at no cost to these employees. Other benefit offerings provide important protection to employees at a reasonable cost and assistance with financial security during retirement.

Complete and official details of all benefit plans are provided to full-time employees at new employee orientation and are also located in the Office of Human Resources [Employee Information SharePoint page](#) linked through MyWC.



All employees currently enrolled in benefits with the College can log onto BSwift Benefits in Paylocity to review or print current benefit elections. BSwift Benefits can be found at the bottom of the left toolbar in the Paylocity self-service portal. <https://access.paylocity.com/>

The descriptions in this handbook are only brief summaries for general information. Contact HR for more details. The existence of these employee benefits and plans, in and of themselves, does not signify that an employee will be employed for the requisite time necessary to qualify for these benefits and plans.

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### 04.01 BENEFIT EFFECTIVE DATE

The initial effective date for our benefit plans, which include health, dental, vision, supplemental coverages, life insurance/AD&D, and long-term disability, is the first of the month following the initial hire date of the employee.

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### 04.02 ANNUAL OPEN ENROLLMENT

Employees have an opportunity to make changes in their health, dental, and vision insurance during annual open enrollment each March. At this time, employees may change plans, cancel coverage, and add or delete dependents. The changes made during open enrollment are effective April 1 of the current calendar year.

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### 04.03 HEALTH, DENTAL AND VISION INSURANCE

The College has three health insurance plans, two dental plans, and a vision plan so that employees may select coverage that best meets their individual needs. College health insurance plans include medical and prescription

coverage. The College provides a Preferred Provider Organization (PPO) and two Health Savings Allowance (HSA) medical plans. The College provides a high and low dental plan and a vision plan.

Full-time employees are eligible to participate in these benefit plans. Eligible dependent coverage is also available at an additional cost for the employee. A full-time employee's eligible spouse and dependent may enroll in coverage for health, dental, and vision insurance at the cost of the employee, but must enroll within the first 30 days of employment, within 30 days of a family status change or other qualifying event, or during open enrollment in March. If any of these benefits are not needed through the College, an employee may choose to waive any or all of these insurance benefits during eligibility of benefits.

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#### 04.04 WELLNESS PROGRAM

This is a voluntary program of formal and informal activities designed to improve the health and well-being of all employees and reduce or eliminate health issues affecting employee health and work productivity. The program seeks to increase awareness of positive health behaviors, to motivate employees to voluntarily adopt healthier behaviors, and to provide opportunities and a supportive environment to foster positive lifestyle changes. Full-time employees that are enrolled in one of the medical health benefit plans have the opportunity for discounted health benefit rates by participating in the Wellness Program. All benefits eligible new hires are automatically enrolled into the Wellness rates for health care. Any benefits eligible employee that is hired on or after October 1<sup>st</sup> in a calendar year will automatically be eligible for the Wellness rates at the next open enrollment period. All other benefit eligible employees have the opportunity to be enrolled (or re-enrolled) into the Wellness health benefit rates during open enrollment by completing the Wellness requirements. Completing an annual physical with blood draw with a primary care physician is a prerequisite to participate in the Wellness Program. The wellness point sheet and other information can be found on the [Employee Information SharePoint page](#).

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#### 04.05 FLEXIBLE SPENDING PLAN (FSA)

The flexible spending plan allows full-time employees to pay for health, dental, vision, and child care expenses on a before tax basis. In other words, no federal, state, city, or social security taxes are paid on amounts set aside within the spending plan account(s).

The plan year for Flexible Spending Accounts is the tax year (January – December). To participate in the FSA health, dental, vision, and child care spending plan, an employee must enroll within the first 31 days of hire, within the first 31 days of a qualifying event, or annually in November prior to the start of the next FSA plan year. Please see the Office of Human Resources [Employee Information SharePoint page](#) for more information on qualifying expenses and how the plan works.

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#### 04.06 HEALTH SAVINGS ACCOUNT (HSA)

The College offers full-time employees the opportunity to enroll in an HSA medical savings account plan upon initial hire or at any time throughout the year. Employees must be enrolled in the HSA medical plan in order to open an HSA account. For more information about the health savings account plan, please see the Office of Human Resources [Employee Information SharePoint page](#).

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#### 04.07 BASIC LIFE AND AD&D

The College provides group life insurance/AD&D to full-time employees in an amount of \$50,000. This benefit is provided at no cost to the employee.

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#### 04.08 VOLUNTARY LIFE AND AD&D

Full-time employees may elect to purchase optional life insurance/AD&D coverage up to five times their annual salary in \$10,000 increments. Dependent coverage is available in \$5,000 increments up to \$50,000 for spouses

and \$10,000 maximum for dependents up to age 19 or age 26 if a full-time student. Please see the Office of Human Resources for more information on basic life/AD&D and rate tables.

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#### 04.09 LONG TERM DISABILITY (LTD)

Westminster College provides full-time employees with Long-Term Disability income benefits at no cost to the employee. In the event an employee becomes disabled from a non-work-related injury or sickness, disability income benefits are provided as a source of income. You are not eligible to receive disability benefits if you are receiving workers' compensation benefits.

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#### 04.10 BEHAVIORAL HEALTH RESOURCES

All full-time employees have access to various behavioral health resources through an Employee Assistance Program, and our life insurance provider for support, advice and resource information 24/7. Some resource options include assistance with emotional, legal and financial guidance and identity theft recovery services.

For a list of resources or options available to you, please contact the Office of Human Resources.

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#### 04.11 TUITION BENEFITS

##### 04.11.01 TUITION REMISSION

The College provides tuition assistance towards a baccalaureate degree to full-time employees who have completed one year of continuous service and their spouses and dependents. These tuition benefits may begin the semester after the one-year waiting period is met. Please see the Office of Human Resources for all tuition remission academic and eligibility requirements.

##### 04.11.02 TUITION EXCHANGE

College is a member of "The Tuition Exchange." The Tuition Exchange is a reciprocal scholarship award program for dependent children and spouses of faculty and staff employed by a variety of participating institutions. The Tuition Exchange, Inc. is a non-profit association which serves higher education. For a list of Tuition Exchange member institutions, refer to [www.tuitionexchange.org](http://www.tuitionexchange.org) Please contact the Financial Aid Office at 592-5260 for more information.

##### 04.11.03 CIC TUITION EXCHANGE

Westminster College is also a member of the "CIC Tuition Exchange." Membership in the Council of Independent Colleges provides the opportunity for employees, and dependent children, spouses and faculty of full-time employees who have not completed an undergraduate or graduate degree to attend other member institutions with little or no charge for tuition. For a list of CIC Tuition Exchange member institutions, refer to [www.cic.edu](http://www.cic.edu) Please contact Financial Aid for more information.

##### 04.11.04 TAXATION OF TUITION BENEFITS

[Section 117 \(d\)](#) of the Internal Revenue Code allows nonprofit colleges and universities to give their employees, spouses, or dependents tuition reductions that are excluded from taxable income. Under Section 117 (d), neither the institution as an employer nor the employee pays federal income tax on the amount paid by the institution for tuition expenses. This lowers the federal tax liability of the employee and, potentially, the employer. The tax exclusion applies to tuition paid for education below the graduate level (including K-12), unless the recipient is a graduate student engaged in teaching or research.

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#### 04.12 RETIREMENT SAVINGS (403B)

The College offers its full-time employees and part-time employees who work over 1000 hours per year with a defined contribution retirement savings plan that combines employee contributions, College matching

contributions when available, and investment earnings to build financial security for retirement. Eligible employees may contribute to their retirement fund upon hire. The College's retirement contribution, when available, will only start after the eligible employee completes their first year of service. The College qualifies under section 403(b) of the Internal Revenue Code, and therefore offers its eligible employees the options of either (a) deferring taxes on contributions and/or earnings until the retirement years when benefits are withdrawn or (b) paying taxes on contributions (Roth) in order to avoid paying taxes on contributions and earnings during the retirement years when benefits are withdrawn. Ownership of the employee contributions is fully vested with the participant. Ownership of the College contributions is vested at 20% for each full year of employment and is fully vested after five full years of employment.

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#### 04.13 CONTINUATION OF HEALTH COVERAGE AND FLEX SPENDING (COBRA)

The College is required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) to offer continuation of group health, dental, or vision insurance coverage, at the employee's expense, to certain employees and their dependents who experience a qualifying event. Separated employees may also continue to submit claims for health care and child care expenses covered under applicable flex spending plans as long as the expenses were incurred before the end of the month in which employment is terminated. In the case of termination or reduction of hours, qualified individuals may elect to continue coverage at their own expense for up to 18 months. In the case of disability occurring during the first 18 months of continuation, coverage may be extended for an additional 11 months.

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#### 04.14 DOMESTIC PARTNERS AND BENEFITS

Westminster College offers a number of benefits to Domestic Partners of eligible faculty and staff members. The benefits extend to Domestic Partners who meet the enrollment qualifications summarized below and within each employee benefit Plan document. In order to receive college benefits for a Domestic Partner, the employee must complete an Affidavit of Domestic Partnership.

For forms and more information on this policy, see the Office of Human Resources.

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### 05.00 EMPLOYEE SERVICES/COLLEGE FACILITIES

Westminster College encourages all employees to attend Westminster College functions whenever possible. This promotes community spirit and allows employees to engage students and colleagues outside of normal working hours.

Students, faculty, staff, and their spouses and children 14 years of age or older may use College facilities, as individuals, at designated hours. Children under 14 years of age must be accompanied by a parent when using any College facility.

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#### 05.01 ATHLETIC EVENTS AND FACILITIES

All Westminster employees and their spouses and children are admitted to Westminster athletic events free of charge. Tournament and post-season games may have an admission charge. Schedules for events can be found under Athletics on our website.

Employees, spouses, and children are allowed to use the campus recreation facilities (with ID) free of charge during hours that the facilities are regularly open.

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#### 05.02 BOOKSTORE

Employees or family members that are taking classes at the College may purchase or rent textbooks for Westminster courses. Office supplies, Westminster clothing, gifts, and other items are also available at the College

bookstore located on the south end, lower level, of the Mueller Dining and Leadership Hall. Show your College ID to receive a 10% discount on bookstore merchandise.

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### 05.03 FOOD SERVICE (FRESH IDEAS)

On behalf of the Fresh Ideas Food Management Services, we welcome you to our Westminster Dining Facilities at both Mueller Leadership Hall in the Backer Dining Room and at Hunter Activity Center (HAC) in the Johnson College Inn (JCI) Snack Bar.

**Backer Dining Room** - The Backer Dining Room in Mueller Leadership Hall is open to employees and guests for meals at any time the college is in session. Breakfast, lunch, and dinner are served each weekday in Backer, and brunch and dinner are served on the weekends. In addition to a main entrée line and a salad bar, cook-to-order lines offer food fresh off the grill.

**Johnson College Inn (JCI) Snack Bar** - The JCI snack bar is located in the Hunter Activity Center (HAC). All our food is made fresh to order and is available for dine in or carry out.

2024-2025 academic year meal pricing and hours:

|                      |          |                           |
|----------------------|----------|---------------------------|
| Breakfast:           | \$5.41   | 7:00 a.m. – 9:00 a.m. CT  |
| Lunch:               | \$7.04   | 11:00 a.m. – 1:00 p.m. CT |
| Dinner:              | \$9.09   | 5:00 p.m. – 7:00 p.m. CT  |
| Steak Night/Special: | \$10.25  |                           |
| 10 Meal Lunch Block: | \$62.53  |                           |
| 50 Meal Block:       | \$312.67 |                           |

Meal plan tickets can be used at the Backer Dining Room or JCI. To purchase meal plan tickets please contact Jade Bradford at [jbradford@freshideasfood.com](mailto:jbradford@freshideasfood.com).

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### 05.04 IDENTIFICATION CARDS

All employees should obtain a college identification card to keep on their person during regular business hours. Identification cards may also be obtained for employee spouses and dependents. This card is used for identification and printing purposes, but may also be used to access the College's campus recreation facilities, and obtain other special services. Employees may also use College IDs to access facilities before or after normal business hours when appropriate. Email [hr@wcmo.edu](mailto:hr@wcmo.edu) to request a college ID.

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### 05.05 NETWORK ACCOUNT AND E-MAIL

Employees will have a College email address, network account and space on the server/cloud for work related documents and files.

See the Electronics Communication section of this handbook for more information and guidelines.

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### 05.06 LIBRARY

Employees, family members of employees and the general public may use Reeves Library. A Westminster College I.D. card, or a WC library card, will be required when borrowing library materials. Stop by the circulation desk to set up your library account. Individuals without a campus network account, such as spouses, children, and the general public may use the public access terminals in the reference area for Internet searching and reference needs. (Computer lab access is reserved for Westminster students and employees.) Library staff are always available to provide assistance. The main number for the library is extension 5247.

Additional information about library resources, services, and hours of operation can be found:

<https://www.wcmo.edu/academics/resources/library/index.html>

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### 05.07 NOTARY PUBLIC

Employees needing the services of a Notary Public may contact the Presidents Office for assistance. There is no charge for this service.

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### 05.08 WELLNESS CENTER

Westminster College is committed to the promotion of healthy lifestyles and a wellness model that includes six dimensions: social, emotional, physical, vocational, mental, and spiritual. The Wellness Center provides services and activities to the Westminster College community that promote the development of healthy lifestyles and the acquisition of problem-solving and decision-making skills. The Wellness Center is staffed by health care professionals who provide individual consultations for personal, academic, social, family, and health concerns. The Wellness Center includes three different programmatic areas: Counseling Services, the Student Health Clinic, and the Wellness Programs.

Faculty and staff can now be seen for limited services at the Wellness Center, located in the lower level of Westminster Hall. Healthcare services are provided by a Nurse Practitioner. There is a \$20 copay per visit (this is not run through insurance and will not reduce your deductible) and in-office diagnostic tests will incur an additional fee. Out-of-office diagnostic tests may be processed through insurance. Please contact the Wellness Center if you have questions about the type of services available. Appointments can be made during clinic hours (M-F, 8:30am-4:30pm) by calling 573-592-5361.

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### 05.09 AMERICA'S NATIONAL CHURCHILL MUSEUM

Admission to the museum is free of charge to employees and their immediate family members (spouses, parents, and children). Show your College ID to receive a 5% discount on items in the gift shop.

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### 05.10 PARKING

Parking on campus and vehicle registration is free for all employees. Employees must register their vehicles and obtain a parking permit at the Office of Human Resources. Each vehicle must be registered separately and will be given their own parking permit. Contact the Office of Human Resources if there is a change in vehicle or license plates so the registration records can be edited accordingly.

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### 05.11 COURTESY FUNCTIONS

The purpose of this policy is to recognize Westminster College employees who have had significant family occurrences. For the purpose of this policy, a significant family occurrence is defined by death, inpatient hospitalization, and inpatient or outpatient surgery. The policy applies to the employee, employee's spouse or significant other, their children, and the employee's parents. In any significant family occurrence, a plant or flowers (typically valued at no more than \$80) will be sent, unless unusual circumstances apply.

Notification of such occurrences should be directed to the President's Office where the appropriate item will be ordered and expenditures will be tracked. A separate budget line will be established to pay for these costs and will be accessible by the President's Office for this purpose.

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### 05.12 DIRECT DEPOSIT

Direct Deposit is required for all employees, except in limited situations as determined by the Office of Human Resources ("HR"). Checks may be deposited in different banks and/or accounts. Employees may update bank information through the HRIS self-service portal ([Paylocity](#)), or by visiting the Human Resources Office.

## 06.00 TIME OFF

### 06.01 VACATION

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time, staff members are eligible to earn vacation time as described in this policy. Full-time staff members who work less than 12 months will earn vacation days on a prorated basis. Faculty members are not eligible to earn vacation time. The amount of paid vacation time that non-exempt employees receive increases with the length of their continuous employment with the College, as shown in the following schedule:

VACATION EARNINGS SCHEDULE

| CATEGORY            | YEARS OF CONSECUTIVE SERVICE | VACATION HOURS ACCRUED PER MONTH | VACATION DAYS PER YEAR |
|---------------------|------------------------------|----------------------------------|------------------------|
| Non-Exempt          | 0-4                          | 8                                | 12                     |
|                     | 5-9                          | 10                               | 15                     |
|                     | 10-14                        | 12                               | 18                     |
|                     | 15 and more                  | 14                               | 21                     |
| Exempt – 12 month   | Any                          | 14                               | 21                     |
| Exempt – 10 over 12 | Any                          | 11.68                            | 17.50                  |
| Exempt – 9 over 12  | Any                          | 10.50                            | 15.75                  |

"Years of Service" is defined as the employee's number of years of full-time service as of their date of hire as a full-time employee. Vacation does not accrue for periods of leave without pay or for any month an employee receives pay for less than half the total work hours in the month. Accruals will begin 30 days after their first date of employment.

Paid vacation time can be used in minimum increments of one hour per day. To take vacation, employees should request advance through the HRIS self-service portal ([Paylocity](#)) for approval from their supervisors. Partial days of vacation may be granted at the discretion of the supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Regular full-time employees are eligible to accrue vacation days. The maximum accrual is 252 hours for exempt and non-exempt, full-time employees. Any accrued hours of vacation over 252 hours will be lost if not used during the year in which they are earned. Vacation does not accrue during unpaid time off. Accrued vacation time is available for usage after the end of the pay period.

If an employee resigns his or her employment, the employee must have had one year or more of continuous employment and must give at least two-week written notice of resignation in order to receive payment for any accrued vacation. Employees must actually work the last two weeks of their scheduled employment following notice of their resignation in order to be paid for unused vacation. However, the College may, in its sole discretion, excuse this requirement.

Upon termination of employment, employees will be paid for unused vacation time up to the maximum accrual amount of 252 hours for exempt and non-exempt, full-time employees. However, if Westminster, in its sole discretion, terminates employment for cause, any unused vacation time will be forfeited. All other benefit programs such as health insurance, retirement, etc., will continue to the last day of the month of termination.

### 06.02 HOLIDAYS

The official holidays for which time off with pay is granted are as follows:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day (Friday before)
- Thursday and Friday of Spring Break
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Wednesday – Friday of Thanksgiving
- Christmas Eve and Christmas Day
- New Year's Eve

Additional holidays may be scheduled because of the peculiarity of the calendar in any one year. Official, emergency Westminster College closings, such as snow days, will be treated as paid holidays and not count against vacation time or sick leave.

Non-exempt benefits-eligible employees who are scheduled to work on a day the College observes as a holiday will be compensated their regular pay rate for that day, up to a maximum of eight (8) hours pay, in addition to their holiday pay. If the regular paid holiday occurs during paid vacation, the holiday is not counted as a vacation day. An employee on an unpaid leave of absence is not eligible for paid holidays.

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### 06.03 SICK LEAVE

Westminster provides paid sick leave benefits to all regular full-time employees and faculty, for periods of temporary absence due to illnesses or injuries. Eligible employees will accrue sick leave benefits at the rate of one day for every full month of service up to 12 days per year. Accruals are set to begin 30 days after the employees first day of employment. Sick time does not accrue during unpaid time off. A maximum of 90 days of sick time may be accumulated but no pay for unused sick time will be granted to an employee whose service is terminating. An employee shall be allowed up to ten (10) additional sick days in the first year of employment in case of emergency or continued illness. The additional days are non-cumulative and must be paid back by the employee through further accrual with continued employment. A doctor's excuse will be necessary in order to receive this benefit.

Paid sick leave can be used in minimum increments of one hour at a time. Full-time employees may use sick leave benefits for an absence due to their own illness or injury, or for that of a family member (employee's spouse, children, parents, parents-in-law, brothers, sisters, other family member dependent on the employee who resides in the employee's household, or significant other).

If an employee is absent for more than three consecutive days due to their own illness or injury, or an immediate family member's illness or injury, a physician's statement may be requested to verify the need for leave as well as the beginning and expected end dates of the illness or injury. The employee may also be designated as being on family and medical leave for a serious health condition that renders an employee unable to perform his or her job (See section 06.04.01 Family and Medical Leave).

Before returning to work from sick leave of 30 calendar days or more, an employee must provide a physician's verification that he or she is physically capable and may safely return to work.

#### 06.03.01 SICK LEAVE POOLING

The purpose of the sick leave pool is to create a way of allowing employees to share their accumulated sick leave with others in need of additional sick leave. 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. Employees who have a serious health condition, or are caring for a close relative with a serious health condition, are eligible for withdrawal from the pool.



Westminster College offers qualifying employees the opportunity to use donated sick leave from the sick leave pool for themselves or immediate family members, which includes spouses, parents, and children, if the qualifying employee has used all of his or her own vacation and sick leave and would continue on sick leave in unpaid status without assistance from sick leave pooling. Contact the Office of Human Resources for more information.

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## 06.04 LEAVES OF ABSENCE

### 06.04.01 FAMILY AND MEDICAL LEAVE (FMLA) AND VICTIM'S ECONOMIC SECURITY AND SAFETY ACT (VESSA)

#### **FMLA:**

The College recognizes that employees occasionally need to take time away from work to care for personal and/or family medical needs. The Office of Human Resources must be notified immediately of all requests for FMLA Leave to ensure legal compliance. FMLA allows eligible employees to take up to 12 work weeks of unpaid, job protected leave in a rolling 12-month period (measured backward from the date that the leave is requested) for the following reasons:

1. Employee Medical Leave – defined as time off due to a “serious health condition” of the employee (including the birth of a child), as certified by a health care provider.
2. Family Leave – defined as time off to care for a spouse, child, or parent, with a “serious health condition”, as certified by a health care provider.
3. New Child Leave – defined as time off following the birth of a child or placement of a child through adoption or foster care.
4. Military Exigency Leave – defined as time off because of a “qualifying exigency” arising out of the fact that the spouse, child, or parent of an employee is on active duty (or has been notified of an impending call or order to active duty) in the National Guard or Reserves or is a retired member of the Armed Forces or Reserves who has been notified of an impending call or order to active duty in support of a contingency operation.

The FMLA also allows eligible employees to take up to 26 work weeks of unpaid job protected leave in a single 12-month period to care for a spouse, child, parent, or “next of kin” who is a member of the Armed Forces (including a member of the National Guard or Reserves) and who suffers certain serious injuries or illnesses in the line of active duty (Military Caregiver Leave).

Employees are required to use accrued time off (sick and/or vacation) while on FMLA leave. Once sick time and vacation are exhausted, a request to utilize the College sick leave pool may be made. Otherwise, any remaining time on FMLA leave will be without compensation. Employees on unpaid FMLA leave are not eligible to receive payment for paid holidays.

The above information is a brief summary of the types of leave available to eligible employees pursuant to the College's FMLA policy and should in no way be construed to explain the full scope of the College's FMLA policy. For complete details, please see the Office of Human Resources [Employee Information SharePoint page](#).

#### **VESSA:**

The Victims' Economic Security and Safety Act (VESSA) allows employees who are victims of domestic violence, sexual violence, gender violence, or any other crime of violence or who have family or household members who are victims of such violence to take up to twelve (12) weeks of unpaid leave (depending on employer size) per any twelve (12) month period to seek medical help, legal assistance, counseling, safety planning, and other assistance. VESSA allows employees to take up to two weeks of unpaid, job-protected leave from work to attend a funeral, arrange a funeral, or grieve, if a family or household member is killed in a crime of violence. The Act also prohibits

employers from discriminating against employees who are victims of domestic violence, sexual violence, gender violence, or any other crime of violence or who have family or household members who are victims of violence. For complete details, please see the Office of Human Resources.

#### 06.04.02 MILITARY LEAVE

Faculty and staff members of Westminster College who are also members of the United States military or employees of the National Disaster Medical System will receive a leave of absence to fulfill their military obligations. The College abides by federal and state law by protecting employees from any form of discrimination on the basis of an individual's participation in the military. No person will be denied employment, reemployment, promotion, or other benefit of employment due to military service.

#### 06.04.03 BEREAVEMENT LEAVE

In the event of the death of a member of an employee's family, as specified further herein, the employee is allowed a leave of absence without loss of pay. Employees who wish to take time off due to the death of a family member should notify their supervisors immediately.

Bereavement leave of up to five work days may be taken because of the death of the employee's spouse, children, parents, brothers, sisters, a family member dependent on the employee and living in the employee's household, or significant other.

Bereavement leave of up to three work days may be taken because of the death of the employee's grandparents, grandchildren, children's spouses, as well as the employee's spouse's parents, brothers, sisters, grandparents, grandchildren, and children not living in the employee's household.

#### 06.04.04 JURY DUTY

Full-time employees who are called for jury duty will be excused from work without loss of pay during the time spent as a juror. Employees may also keep any compensation received from the Court while on jury duty. Time spent serving as a juror is not considered time worked when computing overtime. An employee should notify the supervisor immediately upon receipt of a summons for jury duty.

#### 06.04.05 VOTING TIME

Under Missouri law, and subject to the following conditions, full- and part-time employees will be permitted to take time off to vote. To qualify, an employee must give his or her supervisor notice one working day in advance of the Election Day. The time off will only be granted at the beginning or end of the normal work schedule, at the discretion of the supervisor.

#### 06.04.06 UNPAID LEAVE

Westminster College recognizes that employees may occasionally require time off in addition to other types of leave provided. Accordingly, the College may consider granting an employee an unpaid personal leave of absence for up to a maximum of 30 days. However, an employee must first deplete his/her vacation and sick time before he/she can request an unpaid leave of absence.

A request for an unpaid leave of absence or extension of such leave must be submitted to the employee's supervisor and HR in writing 60 days prior to the requested leave period. Upon receipt of the request, the immediate supervisor will:

1. Make the employee aware that all requests for personal unpaid leaves are not granted and are based on departmental needs;
2. Review the request, taking workload, scheduling, and departmental requirements as well as the employee's job performance and absenteeism into consideration;

3. Make a recommendation to and obtain a decision from the appropriate Vice President/Cabinet member;
4. Submit the decision to HR for final approval; and
5. Notify the employee of the decision.

If the request is approved, the supervisor will submit a change of status form to HR. Payroll is responsible for ensuring that any employee on an approved personal leave of absence is not paid so it is critical that the change of status form be submitted to HR.

An employee is required to return from the unpaid personal leave on the scheduled return date noted on the change of status form submitted by the supervisor. If the employee is unable to return, he or she must request an extension of the leave in writing. If the College declines to extend the leave, the employee must return to work on the scheduled return date. If an employee fails to return to work, then the employee will be considered to have voluntarily resigned from his or her employment. Extensions of leave will be considered on a case-by-case basis.

The employee may remain in the college's group insurance programs by paying the full cost of their premium to the college by a date specified by the college.

Once the employee returns, the supervisor should complete a Change of Status form returning the employee to active status and submit it to HR.

## 07.00 WAGE AND SALARY INFORMATION

Westminster College provides compensation commensurate with the College's skill and experience needs.

The College's wage and salary plan classifies each position based on:

- Required qualifications;
- Variety and scope of responsibilities; and
- Organizational impact.

Established salary ranges are reviewed once a year and adjusted as necessary.

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### 07.01 SALARY INCREASES

Salary rates will be reviewed once a year. However, frequency of reviews may vary based on circumstances. Questions regarding paychecks and compensation data may be directed to Payroll and/or HR.

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### 07.02 DEFINITIONS OF EMPLOYMENT STATUS

- Exempt and non-exempt employees – Exemption status is determined by the salary basis and duties test in accordance with federal and state laws.
- Full-time - Employees who provide on average 30 hours of service or more per week.
- Part-time - Employees who provide on average less than 30 hours of service per week.
- Temporary - Employees who are hired for a pre-established period of time not to exceed six months, usually during peak workloads or for vacation relief. Temporary employees may work a full-time or part-time schedule and are ineligible for College benefits.

### 07.02.01 NON-EXEMPT EMPLOYEES (HOURLY)

Non-exempt employees are paid hourly and are entitled to overtime pay that is time and one half their regular rate of pay for each hour worked over the applicable threshold and the applicable work period (work week). Hourly (non-exempt) employees will record all worked time online via the automated time and attendance system in accordance to their assigned schedule. Hours worked are associated with the day worked for purposes of overtime eligibility. Employees are eligible for overtime pay once they exceed 40 worked hours in a work week. Paid time off for holidays, vacation, sick time, funeral leave, jury duty, etc. will not be considered “worked time” for determining overtime pay.

The Federal Wage and Hour Law prohibits hourly (non-exempt) employees from working extra hours in one week to be retained for compensatory time in a subsequent week.

Maintaining accurate time records is essential. Time records must reflect the exact time worked and the exact time off. The designated time supervisor must approve employee time records at the end of each pay period.

### 07.02.02 EXEMPT EMPLOYEES

Exempt job classifications are determined by the salary basis and duties test in accordance with federal and state laws. Exempt employees are paid a salary and are not eligible for overtime. In accordance with the law, salaried (exempt) employees may not have their pay reduced for variations in the quantity or quality of work and must receive their full salary for any period in which they work with the exception of their first and last week of employment in a salaried role unless:

- 1) They are absent from work for whole day increments for personal reasons other than sickness or disability or if absent due to sickness or disability, the deduction is made in accordance with the College’s sick leave policies and practices;
- 2) They are on an approved unpaid leave under the Family and Medical Leave Act (“FMLA”)
- 3) They are on unpaid disciplinary suspension for one or more full days;
- 4) The deduction is for penalties imposed in good faith for infractions of safety roles of major significance; or
- 5) The deduction is to offset amounts received by the employee for jury or witness fees or for military pay.

All salaried (exempt) employees should submit requests for any vacation, personal and sick time in increments through the automated time and attendance system ([Paylocity](#)) for approval by their supervisor in advance of the time off, where possible, or record the time off in a timely manner based on the published schedule on the HRIS self-service portal for incorporation with each pay period processing. Should an exempt employee be on approved FMLA leave, they should request benefit time in four hour increments consistent with their standard budgeted schedule for all periods of absence.

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### 07.03 WORKWEEK

The College workweek begins at Sunday at 12 a.m. through Saturday 11:59 p.m. The regular hours of work are 8:00 a.m. to 5:00 p.m., Monday through Friday. From time to time, a supervisor may need to change an employee’s work schedule to meet certain needs. Notice will be given as far in advance as possible.

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### 07.04 OVERTIME GUIDELINES (FLSA)

The Fair Labor Standards Act, referred to as the Federal Wage and Hour Law, applies to Westminster College in the United States. This law governs minimum wages, overtime payments, hours worked and job classifications. All overtime work for hourly (non-exempt) employees must be assigned and approved in advance by the supervisor. Nonexempt employees who fail to get approval prior to working hours that continue beyond their normal 40-hour workweek will be subject to disciplinary action. Supervisors will authorize nonexempt employees to work overtime and will send notification to the payroll department. Supervisors who continually rely on the use

of overtime hours to complete a week's work without it being deemed as extenuating circumstances by management will be subject to disciplinary action.

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## 07.05 TIME REPORTING

It is the policy of Westminster College to pay employees for time worked in an accurate and timely manner, in accordance with applicable laws, and to maintain the required supporting documents and records. Employees must abide by the College's guidelines with respect to time and attendance. Supervisors must be familiar with those procedures and the requirements of the Fair Labor Standards Act (FLSA) on time reporting and record keeping. This policy applies to both exempt and nonexempt employees under the FLSA.

### 07.05.01 PROCEDURES

Westminster College uses an automated time reporting system, [Paylocity](#), to record time worked for the purpose of:

- 1) Collecting the data necessary to pay employees accurately and timely;
- 2) Tracking compliance with applicable governmental regulations;
- 3) Maintaining the required supporting documentation of time worked by College employees.

The HRIS system also provides the basis to distribute an employee's pay to multiple jobs (i.e., labor distribution).

**Nonexempt:** All employees who are considered nonexempt under the FLSA must use the HRIS time and labor system to record the time of their arrival and departure from work each scheduled workday as well as any leaves of absence. Leaves of absence may include: sick, vacation, jury duty, personal days, FMLA and bereavement leave. Overtime work must always be approved by their supervisor prior to working overtime.

It is the nonexempt employees' responsibility to enter their time into time and labor ([Paylocity](#)) by clocking in and out upon arrival and departure. Their immediate supervisor or an authorized designee reviews and approves time records before submission to payroll for payment processing. If corrections or modifications are made to the time record, both the employee and their immediate supervisor should verify the accuracy of the changes.

**Meal breaks** – Meal breaks will be near the middle of the work shift and will be one hour unless the supervisor changes the time based on departmental needs. Supervisors are responsible for balancing workloads and scheduling meal breaks. A supervisor has the discretion to change the time of breaks based on departmental needs.

Employees will not be compensated for their meal breaks unless they are required to remain at their workstations while eating. Prior supervisory approval is required. Generally, the employee must adjust his/her work schedule for the week so that no overtime is required unless approved by the supervisor. Employees are expected to return to their work promptly at the end of each break and will be subject to disciplinary actions for tardiness.

**Exempt:** Exempt employees are not required to use the time recording system to record the time of their arrival and departure from work. However, exempt employee must use time and labor to record leaves of absence. Leaves of absence include: sick, vacation, jury duty, personal days, FMLA and bereavement leave. Altering, falsifying, or interfering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

### 07.05.02 MANAGER AND SUPERVISOR RESPONSIBILITIES

- Notify all employees of the importance of following College policies and departmental procedures relating to time and attendance.
- Review, approve and report any paid leave for both exempt and nonexempt employees.

- Review nonexempt employee pay reports on a regular basis and correct any mistakes.
- Review and approve time worked, leave time and overtime for nonexempt employees before the approval deadline.
- Maintain work and leave records for all full-time and part-time employees assigned to your department.

#### 07.05.03 EMPLOYEE RESPONSIBILITIES

- For nonexempt employees only, report the time arrival and departure by using time and labor on a phone or computer designated by the employee's supervisor each workday.
- Provide the employee's supervisor with a time off request for all paid and unpaid leave.
- Follow the College's policy and rules relating to time and attendance.
- Report immediately any discrepancies between hours worked and pay received to the supervisor or HR.
- Report immediately any discrepancies between hours worked and hours clocked in to their supervisor.

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#### 07.06 TRAVEL TIME AND PAY

Employees will be compensated for travel associated with work related duties and approved training. Travel that keeps an employee away from home overnight is designated as "travel away from home" by the Wage and hour Division regulations (29 CFR Sec. 785.39). For the purposes of this policy, we will consider this any travel away from the work site for training, workshops, etc. that can also be accomplished in one day, not just overnight. The following applies to time worked on any day of the week:

A non-exempt employee will be paid for travel and work for eight (8) hours and no more than eight (8) hours per day, unless the employee actually works more than eight hours. In other words, when an employee travels to another worksite for the purpose of working or attending a workshop, seminar, etc., the employee will be paid eight (8) hours, with supervisor approval, inclusive of any work and/or travel time, but no more than eight (8) hours, unless the employee actually works more than eight (8) hours. Then, the employee will be compensated for all hours worked in excess of eight (8) hours. Travel does not count as actual work.

Travel time will be treated as regular hours for the purposes of pay, not overtime, as in holiday and vacation pay. In other words, travel pay does not count toward the forty (40) hours that an employee has to accrue during the regular workweek in order to be compensated at time and one-half pay for each hour in excess of forty (40) hours. Overtime pay is based on actual hours worked in excess of forty (40) hours in a workweek. Travel time is not considered actual work time.

If an employee returns to the Fulton area within two hours of the end of the regular business day, it is expected that the employee would return to work to complete the regular workday.

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#### 07.07 PAYDAYS

Unless otherwise required by law, wages or salaries earned by all regular and temporary employees are paid on the 15th and the last day of the month. Payment of wages is subject to withholding requirements of local, state, and federal governments, and programs for which the College has authorized a payroll deduction. Each paycheck will include a statement of gross pay, deductions, and net pay.

If the pay date falls on a Saturday or Sunday, then the checks will be issued the Friday before. If a payday falls on a holiday, employees will be paid on the last working day prior to the regular payday. The pay periods run the 21st – 5th, paid on the 15th, and the 6th – 20th, paid on the last day of the month.

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### 07.08 PAYROLL DEDUCTIONS

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and benefits. Deductions will be made for the following:

- Federal and state income tax withholding;
- Social Security (FICA);
- Employee benefits; and
- Other items designated by the employee.

At the end of the calendar year, each employee will be supplied with a Wage and Tax Statement (W-2) form. This statement summarizes income and deductions for the year. If questions arise regarding these deductions, please contact the Office of Human Resources.

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### 07.09 WAGE ASSIGNMENTS/GARNISHMENTS

In compliance with federal and state legislation, Westminster College must accept liens, assignments, garnishments, and/or attachments against wages of employees. The Office of Human Resources will inform an employee if a wage levy has been issued and the Payroll Department will automatically deduct the appropriate funds from the employee's paycheck.

### 08.00 EMPLOYEE COMMUNICATIONS AND RELATIONS

Westminster College encourages employees to suggest methods to improve quality and efficiency in the College as a whole or in the department in which they work. Suggestions should be submitted in writing to the appropriate supervisor. Suggestions should be detailed so that the system or procedure can be adequately evaluated.

The College's policies and procedures emphasize open-door practices that encourage each employee to deal directly with his or her supervisor, the Office of Human Resources, and other members of management regarding complaints.

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### 08.01 PROBLEM RESOLUTION

Under normal conditions, if an employee has a job-related problem, question, or complaint, he or she should discuss it with his or her supervisor. The simplest, quickest, and most satisfactory solution will often be reached at this level. If discussion with the employee's supervisor does not answer the question or resolve the matter satisfactorily, the complaint may be presented, orally or in writing, to the next level of management. If the matter still is not resolved satisfactorily, the employee may present the complaint to the Associate VP & Chief HR Officer. A final decision on the matter will then be made after appropriate investigation. When the issue personally involves the supervisor or manager with whom the employee would ordinarily discuss a problem, the employee may bypass that individual and proceed to the next person in authority without fear of reprisal. At any time, an employee may seek the advice and guidance of the Office of Human Resources. Difficulties in using this complaint procedure should be brought to the attention of the Office of Human Resources.

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### 08.02 MARKETING AND COMMUNICATIONS (INTERNAL AND EXTERNAL)

Effective communication is critical to Westminster College's ability to carry out its mission and promote continued public support for the College. Effective internal and external communications best serve the College by:

- Supporting the College's brand and communicating its value for all stakeholders including prospective students and donors'

- Promoting the College's achievements, activities, and events of significance;
- Expanding visibility of the College and informing the public what we can do for them;
- Ensuring that accurate information is conveyed to the public regarding incidents and issues of a controversial and/or sensitive nature.

The Office of Marketing and Strategic Communications ('MSC') is Westminster's designated office for providing these services and serves as the contact for the news media and source of official information about the College. Some of the internal and external communications include but are not limited to:

### **Internal**

**My WC Portal:** The College current intranet portal serves as the central employee and student 'go to location' for receiving messages and pushing out community messages. WC's intranet portal is a product of the College's data system, Jenzabar, and interfaces with key student and employee information tools.

**Campus Calendar:** The calendar is a main feature of the portal to inform users daily of activities around campus. This centralized tool is the appropriate place to post most Westminster College-affiliated events. Events not affiliated with Westminster should not be posted. The calendar feature will feed event information to other arms of the system (mobile app, website home page and Westminster Today). Authorization to post events to the calendar should come through employee or student cabinet representative or faculty chair.

**Mobile App:** Allows for distribution of portal information on personal devices and will include categories for information on registrar announcements, athletic events, daily happenings on campus, upcoming signature events and more. Staff, faculty, and students should download the app if possible.

**Westminster Today:** An internal email sent on a regular basis to Westminster staff, faculty and students to share internal news of importance to the majority of the internal audience. This is the appropriate communication channel to tell the good news of Westminster that might not be picked up in mainstream media. Submit articles to [WestminsterToday@westminster-mo.edu](mailto:WestminsterToday@westminster-mo.edu)

**Email:** The use of email distribution lists as a mass communication tool is limited to MSC, faculty chairs and cabinet members. To maintain email effectiveness and reduce the volume of messages that are sent by internal audiences to user email accounts, staff/faculty/students should send messages through the portal, portal calendar, mobile app, and Westminster Today. The ability for employees to distribute messaging to customized class lists will be maintained as it pertains to academic endeavors.

### **External**

**News Media Protocol:** If a member of the news media contacts you, please let MSC know, so we may help you with media relations. Faculty and staff are free to discuss topics related to their areas of academic or professional expertise, such as teaching, research, scholarship, awards, promotions and professional expertise. If you have a Westminster-related story you think the media should cover, such as a great student project or an exceptional and potentially newsworthy alumni story, MSC can help you pitch the story to the media or find the appropriate communication channel. You may also submit your idea directly to Westminster Today at [WestminsterToday@westminster-mo.edu](mailto:WestminsterToday@westminster-mo.edu).

If something negative occurs that the media might pick up on, please notify MSC as soon as possible so we may stay proactive in getting the answers while being as transparent as possible.

MSC is the only Westminster office permitted to send out news releases or call a press conference on behalf of the College and its administrative and academic units. Having a single distribution point ensures the College is



able to maintain a professional, journalistic communication style in news releases and ensures a review policy that allows for a consistent, appropriate public image.

**Photography and Logo Usage:** Still or video images of campus features may not be used for commercial or promotional purposes without approval from the MSC. The Westminster name, seal, and other marks and logos are trademark protected and may not be used without permission of the College through MSC. Permission is also required for the use of College logo on clothing and other promotional items such as pennants.

MSC coordinates requests from outside media, production firms, photographers, filmmakers, videographers, and others who seek to use College property for other purposes. Contact MSC for any photography or logo usage requests.

**Emergency or Crisis Communications:** The Executive Director of Marketing and Strategic Communications is the department's first contact in the event of a crisis or emergency. During a crisis or incident that disrupts normal College operations, the College has procedures to communicate with faculty, staff, students, members of the media, and the public as needed.

The Westminster College All Hazards Emergency Plan outlines MSC's delegated responsibilities in the event of a crisis or emergency event related to the Westminster Campus. Please contact the Safety and Health Compliance Coordinator at 573.592.5911 for a copy of the plan.

For information about Campus closings due to weather, see section 09.05 Inclement Weather.

**Social Media:** MSC is responsible for Westminster's institution-level social media presence on popular social media platforms, including Snap Chat, LinkedIn, Instagram, Facebook, Twitter, and YouTube. Westminster's pages or profiles on these social media sites are considered official College communications. Keeping Westminster's social media presence centralized helps connect and engage users. Westminster heavily promotes its official pages, helping them gain visibility and reach.

For more information or to discuss issues, address questions, or share ideas, contact the MSC office.

## 09.00 EMPLOYEE HEALTH AND SAFETY

Westminster College is committed to providing a healthy and safe environment for all employees. The College's employees are a key part of any successful safety and health program. A successful safety and health program involves the active commitment of everyone in every area of the College to prevent fire, accidents, injury, and property damage. An employee should be alert and promptly report any hazardous conditions to his/her supervisor or department administrator. Hazardous conditions include, but are not limited to, frayed electrical cords, trip hazards, broken or defective equipment, loose handrails, and slippery walking surfaces.

Employees are obligated to follow all department safety rules, requirements, and training, and are expected to perform their job assignments in the safest possible manner. Any job-related injury or illness should be immediately reported to an employee's supervisor.

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### 09.01 EMERGENCY RESPONSE

In the event of a fire, tornado, lockdown situation or any other emergency on campus, refer to the Westminster College [Emergency Response Plan](#).

**To report a fire, life-threatening power outage, or emergency, call Campus Security from a safe phone at 573-592-5555.**

### 09.01.01 TEXTCASTER

[TextCaster](#) is a service that provides employees and students the opportunity to 'opt-in' to receiving [emergency alerts](#) from campus officials to your cellular phone via text message. In the event of an emergency, Westminster College will send a message through the Text Caster system and the message will appear on your phone. Westminster will use this service only for situations deemed serious or critical and that pose an immediate significant threat to the campus community. This is a free service. However, charges for text messages may be applied to your phone bill by your cellular phone carrier.

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### 09.02 ACCIDENT, INJURY OR MEDICAL EMERGENCY

Employees are obligated to follow all department safety rules, requirements, and training, and are expected to perform their job assignments in the safest possible manner. Any job-related injury or illness should be immediately reported to an employee's supervisor. Refer to the Workers Compensation section below for more specific details on incident reporting.

**To report a medical emergency requiring emergency response or first aid, call Campus Security at 573-592-5555 or call 911 if needed.**

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### 09.03 WORKERS' COMPENSATION

Workers' Compensation insurance is provided for employees in accordance with Missouri Workers' Compensation laws in which the employee is involved in an accidental injury or occupational disease arising out of and/or in the course of employment. Occupational accidents, diseases, and injuries that occur at work and are directly linked to the performance of normal, job-related duties are covered under Missouri Worker's Compensation laws. Work related injuries can require medical care and rehabilitation, as ordered by an authorized treating physician. All accidents, including those that do not require treatment by a doctor and/or hospital, must be reported to the department director, chair, or supervisor. The department director, chair, or supervisor is required to complete a Westminster College Injury Report Form, setting forth the details of the accident/injury. This report must be provided to the Office of Human Resources within 24 hours. The Office of Human Resources will prepare and process the information as required by the Workers' Compensation laws within the applicable State. Timely reporting is critical, because claims can be denied if accidents and/or injuries are not reported within the timeframe required by the Workers' Compensation laws within the applicable State.

There are three types of injuries, all of which require reporting:

1. **Minor:** a minor injury is one that does not require immediate medical attention, but should still be reported in case the condition worsens and treatment is needed at a later time.
2. **Moderate:** a moderate injury is one that does require medical attention at the time of injury, but does not necessitate emergency treatment or a call to 911.
3. **Serious:** a serious injury is one that does require immediate medical attention, either by requesting an ambulance or immediate transportation to an emergency room.

Minor injuries should not require medical assistance, other than first aid, either self-administered, or assistance provided by a co-worker or by the College nurse, but should still be monitored and reported. Should the injury appear more serious at a later time, the employee should notify the Office of Human Resources and access treatment from an authorized treatment facility.

For treatment of moderate injuries, employees are also required to access treatment from an authorized treatment facility. An emergency room visit should occur only as a last resort if no other treatment facility is

available. Employees must have approval from the Office of Human Resources before seeking treatment that they expect to be paid for by the Workers' Compensation laws within the State where the injury occurred.

For emergency treatment of serious injuries, the employee should go to the nearest medical facility. However, the Office of Human Resources must be notified as soon as practical, but no later than 12 hours after the injury. Westminster College is not required to pay for non-emergency treatment that employees seek or select on their own. Under applicable state law, benefits may be reduced and/or forfeited for various reasons, including, but not limited to, violation of the College's drug policy and/or safety rules, drug and/or alcohol use in conjunction with a workplace accident, and failure to follow physician's requirements and/or restrictions.

Employees returning to work full time following an absence due to work-related accidental injury or disease will be provided unpaid time off for therapy or medical treatment. The time away from work can be made up within the same workweek or taken as vacation or sick time.

Westminster College reserves the right to require a drug and/or alcohol test when work-related accidents occur and there is reasonable possibility that the injury could be related to drug and/or alcohol use. Employees may be required to provide body substance samples (such as urine and/or blood) to comply with standards and guidelines set forth by the College's Workers' Compensation insurer.

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#### 09.04 CAMPUS SECURITY AND SECURITY OFFICER ESCORT

Campus security officers are charged with the enforcement of College policies and regulations and maintain a close working relationship with all local law enforcement agencies. Campus security is service-oriented, as a cooperative effort with involvement from the campus community helps create a successful safety/security program. A security officer escort is available every evening from 6:00 p.m. to 6:00 a.m. for on-campus locations ONLY. Call campus security at 573-592-5555 and an officer will be dispatched to your location and accompany you safely to your destination.

For more information on Campus Safety and Security go to: <https://www.wcmo.edu/student-life/security/index.html>

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#### 09.05 INCLEMENT WEATHER

When inclement weather is in the immediate forecast (e.g., the next day), the College will try to make a decision and communicate the decision as early as possible. Once a decision to close has been made, all school closures will be announced via Text Caster and/or email and will be posted on the Westminster website. Regional media will also be notified and school cancellation information will be posted on the home page of their web sites. Official emergency Westminster College closings, such as snow days, will be treated as paid holidays and will not count against vacation time or sick leave.

More information about Text Caster can be found in the Employee Health and Safety Section.

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#### 09.06 PERSONAL ELECTRICAL EQUIPMENT

Personal electrical equipment and appliances can pose a potential threat to the facility and its occupants or consume excessive amounts of electricity, and may not be used in Westminster College offices and cubicles. Restrictions on the use of various personal electrical appliances in offices and cubicles are listed below and will be monitored by managers and Plant Operations personnel. Such devices may only be used in a properly equipped and approved break area or designated kitchenette.

- Hot Plates
- Toaster ovens
- Toasters
- Grills

- Refrigerators
- Microwaves
- Coffeemakers

For more information, contact the Plant Operations Department.

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## 09.07 CHEMICAL HYGIENE, HAZARD COMMUNICATION, AND BLOOD-BORNE PATHOGENS

Westminster College will maintain a chemical hygiene plan for all laboratories on campus, a hazard communication plan for all departments and units on campus where employees are exposed to hazardous chemicals, and a blood-borne pathogens plan for all departments and units on campus where employees have occupational exposure to blood and other potentially infectious materials. These plans will be readily available from the Lab Manager.

## 10.00 EMPLOYEE CONDUCT

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### 10.01 CODE OF CONDUCT

Westminster College is committed to the highest ethical and professional standards of conduct as an integral part of its mission, the promotion of learning. To achieve this goal, the College relies on each community member's ethical behavior, honesty, integrity, and good judgment. Each community member should demonstrate respect for the rights of others and be accountable for his/her actions. The College and each community member must transact College business in compliance with all laws, regulations, and College policies related to their positions and areas of responsibility. Managers and supervisors are responsible for teaching and monitoring compliance in their areas.

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### 10.02 STANDARDS OF CONDUCT

Standards of conduct for Westminster College employees are necessary for the productive and effective operation of the College, for securing a professional image for the College, as well as protect the rights and safety of all employees. Failure to abide by these standards may be subject to disciplinary action. These standards of conduct are listed for the employees' information and protection. Ignorance of work standards is not an acceptable excuse for violation. Each employee is responsible to know the standards and follow them. These standards of conduct are not all-inclusive.

An employee may be subject to disciplinary action ranging from a verbal warning up to, and including, termination for violation of any of the following standards of conduct:

1. Falsifying employment applications, time records, or personnel or other College documents or records;
2. Unauthorized use of College material, time, equipment, or property;
3. Unauthorized possession of College or employee property;
4. Damaging or destroying College property;
5. Disclosure of confidential or proprietary information;
6. Engaging in acts of dishonesty, fraud, theft, or sabotage;
7. Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees;
8. Insubordination or refusal to comply with instructions or failure to perform duties assigned;
9. Neglect of duty;
10. Fighting, throwing things, horseplay, practical jokes, or other disorderly conduct that may endanger the well-being of others on College premises;
11. Illegal gambling on College premises;

12. Possession, storage, or use of weapons, ammunition, or explosives (concealed or otherwise) on College property or in vehicles located in College parking facilities; (See 'workplace violence' for more information)
13. Negligence in complying with fire prevention and other safety rules;
14. Violation of federal or state laws, or a conviction of a felony.
15. Other circumstances where the College feels that corrective action is warranted.

When an employee violates a standard of conduct (listed above) off-duty, and not on College property, the College may still discipline the employee, up to and including termination, whenever the conduct causes adverse publicity to the College or diminishes the credibility of the employee to carry out the employee's job duties.

#### 10.02.01 DISCIPLINARY PROCEDURE:

An employee may be subject to disciplinary action up to and including termination for a violation of a standard of conduct. Progressive disciplinary action is utilized in the following manner:

**Verbal warning** - Verbal warning is given to bring attention to a performance, conduct or attendance issue. A supervisor verbally counsels an employee about an issue of concern. The supervisor uses the verbal warning form for documentation purposes and sends to the Office of Human Resources to be placed in the employee's personnel file.

**Written warning** – Usually issued when a verbal warning has not corrected the behavior or no improvement has been made after a verbal warning was issued. In some instances, a written warning is issued in place of the verbal warning because of the seriousness of the issue.

**Suspension** - May be used if the incident or behavior is considered so serious in nature that the best solution is the temporary removal of the employee from the workplace. Employees will generally be suspended without pay, in accordance with federal and state wage and hour laws.

**Termination** – final step in the progress disciplinary process. This step may also be used for incidents of a very serious nature, such as theft, drug and alcohol use, insubordination, etc. The College reserves the right to execute discipline at the step suitable for the incident or behavior of concern. In some instances, the concern or issue may warrant skipping through steps 1-3 and immediately require a termination. Each situation will be handled on an individual basis. Any discipline of faculty members will be instituted in accordance with the procedures provided in the Faculty Handbook.

The College reserves the right to execute discipline at the step suitable for the incident or behavior of concern. In some instances, the concern or issue may warrant skipping through steps 1-3 and immediately require a termination. Each situation will be handled on an individual basis. Any discipline of faculty members will be instituted in accordance with the procedures provided in the Faculty Handbook.

Supervisors must meet with their Cabinet member and the Associate VP & Chief HR Officer before issuing a suspension or termination.

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#### 10.03 DRESS AND PERSONAL APPEARANCE

Employees are expected to maintain an appropriate appearance that is businesslike, neat, and clean, as determined by the requirements of the work area. Specialized personal protective clothing or equipment is to be worn or used by employees whenever appropriate for protection against hazards.

Every Friday is designated as 'Spirit Day' and employees may choose to wear Westminster apparel unless otherwise determined by the department Supervisor. The same expectation of appropriate appearance is required.

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#### 10.04 PETS

Pets are not permitted in any of our college owned or managed facilities. Pets are not allowed to 'visit' employees or stay indoors for a period of time. Animals of any kind are not permitted in college buildings out of respect for others' potential allergies, aversion to animals, and the continued good condition of college facilities. Licensed service animals are allowed. 'Therapy pets' not trained to meet any specific needs or accommodate a disability defined by law are not classified as service animals.

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#### 10.05 TOBACCO FREE CAMPUS

The College strictly prohibits all smoking and other uses of tobacco products within all College buildings and on College property, at all times. This policy applies to all, including students, faculty, staff, contractors, and visitors.

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#### 10.06 DRUG AND ALCOHOL-FREE ENVIRONMENT

##### **Federal Law Compliance**

It is the College's intent and obligation to comply with the Drug-Free Work Place Act of 1988, Public Law 100-690, the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and related regulations to provide a drug-free, healthy, and safe work environment.

##### **Explanation and Consequences of Prohibitive Behavior**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, narcotics, or alcoholic beverages on College premises, including College vehicles and any private vehicles parked on College premises, or off Campus at College-sponsored functions is absolutely prohibited. The use of alcohol is permitted at formal employee gatherings and at department events and gatherings. With the approval of the President of the College alcohol may be also be permitted at other events on campus.

Violations of this policy include, but are not limited to: reporting to work under the influence of alcohol or illegal drugs; having a detectable level of alcohol or an illegal drug present in one's system while on the job, operating College vehicles or on any College premises; possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; using those substances while working; or dispensing, distributing, or illegally manufacturing or selling them on College premises. Violations of this policy will result in disciplinary action, up to termination of employment, and may have legal consequences. Violations of this policy could result in the involvement of law enforcement. All employees and applicants are required to comply with this policy as a condition of employment. Employees subject to the Drug-Free Workplace Act who are convicted of any criminal drug violation occurring in the workplace must report the conviction in writing to the Chief Human Resource Officer within five days, and the Chief HR Officer will take appropriate actions as required by law.

Violations of the standards of conduct will be dealt with on a case-by-case basis following the policies and procedures applicable, as appropriate, to faculty, staff, or students. Sanctions may include, among other things, reprimand, warning, suspension, probation, expulsion, or termination. Referral to an appropriate assistance or rehabilitation program also may be appropriate. Referral for prosecution may occur for serious violations. Disciplinary procedures for Faculty can be found in section 2.8.5 of the Faculty Handbook. For all other employees, disciplinary procedures in the Employee Conduct section of the Handbook will be followed.

## **Employer and Employee Responsibilities**

A. Supervisors should immediately report any action by an employee in violation of this policy, especially actions that might pose a danger to the employee or others, to the appropriate department Vice President and Director of Human Resources. The Chief HR Officer, the department Vice President and the College President or his/her designee will determine whether the employee should be examined by a physician or clinic. Employees believed to be under the influence of drugs, narcotics, or alcohol will be required to leave the premises, and to the extent allowed by law, may be suspended without pay. Alternate transportation must be arranged by the employee. If the employee is unable to secure transportation, alternate transportation will be provided at the employee's expense. At no time will a current employee be allowed to transport the employee who is under the influence. Employees are to report to the department Vice President or Chief HR Officer any suspicious behavior of a co-worker, employee, student or campus visitor that may be alcohol or drug related without fear of retaliation. To the extent possible, the report will be handled in a confidential manner.

B. Employees who are experiencing work-related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek help through the Employee Assistance Program. Authorization to return to work will be required. Employees who participate in a treatment program will be expected to meet existing job performance standards and established work rules and policies.

C. Supervisors have the responsibility and the right to take disciplinary measures in the case of poor performance or work misconduct.

D. This policy has no bearing whatsoever on what employees do on their own personal time when not working for the College, unless it reflects on their job performance.

### **Alcohol and Drug –Free Awareness Program**

The College will inform employees about:

A. The dangers of alcohol and drug abuse in the workplace.

B. The College's policy and procedures for maintaining an alcohol and drug-free workplace.

C. Any available drug counseling, rehabilitation and employee assistance programs.

D. The penalties that may be enforced upon employees for alcohol and drug abuse violation occurring in the workplace.

### **Treatment**

Employees who suspect that they may have an alcohol or drug dependency problem are encouraged to seek help and follow through with the treatment that is prescribed by qualified professionals in order to address the problem. Employees having these problems may receive treatment that is offered under the College's health benefit plans and are encouraged to seek additional and/or alternate treatment that may be available at the employee's own expense.

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## **10.07 DISCRIMINATION AND HARASSMENT**

Westminster College is dedicated to maintaining an environment where all people feel respected and included and is committed to maintaining a diverse and inclusive work and learning environment free from discrimination and harassment. Harassment and/or discrimination subvert the mission of the College and threaten the careers, educational experiences and well-being of its students, staff, administrators and faculty. Thus, in accordance with federal and state law, Title IX and College policy, the College prohibits harassment or discrimination on its

campus, at any College sponsored activities, and on any College sponsored trips, on the basis of an individual's/individuals' race, color, age, religion, sex, gender, sexual orientation, gender identity or expression, national or ethnic origin, citizenship, veteran status, marital status, disability or genetic information in its programs, activities and employment. It is the policy of Westminster College to promote equal employment opportunity without discrimination or harassment. The College also prohibits aiding, abetting, inciting, compelling or coercing discrimination or harassment prohibited by this policy. In addition, the College prohibits retaliation against any member of the College community for making a complain under this policy or participating in any investigation or proceeding provided in this policy.

Each member of the Westminster community has the right to work, study and/or socialize in an environment that is free from harassment and discrimination. Each member of the Westminster community, therefore, has the corresponding responsibility and obligation to conduct himself or herself so as to create an environment that is free of harassment and discrimination. This includes the acts of supervisors, managers, faculty, employee subordinates and peers, fellow students, guests, visitors, vendors, consultants, and customers. In addition to being responsible for their own conduct, supervisors and managers must ensure that their employees contribute to a work environment that is free of harassment and discrimination. Behavior prohibited by this policy is unacceptable in the workplace and in any work-related environment outside the workplace, such as during business trips, business meetings, athletic events on campus and business-related social events.

Individuals who believe they have been victims of discrimination or harassment or who wish to report a violation of this policy may contact the College's Compliance Officers/Title IX Coordinators. Contact information for each of the Compliance Officers can be found in the section on "Reporting Incidents of Discrimination and Harassment." In accordance with the procedures provided herein, incidents of harassment and discrimination will warrant appropriate disciplinary action, up to and including termination or expulsion from the College.

**Please note that complaints of Sexual Harassment may be governed by the College's Title IX Sexual Harassment Policy, found in the Employee Handbook, Student Handbook, and the Title IX page on the College website: [www.wcmo.edu/titleix/index.html](http://www.wcmo.edu/titleix/index.html)**

**A direct link to the policy: [www.wcmo.edu/titleix/reporting-policies](http://www.wcmo.edu/titleix/reporting-policies)**

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## 10.08 TITLE IX COORDINATOR

Title IX of the Education Amendments of 1972 ("Title IX") is a federal law that prohibits sex discrimination in federally funded education programs and activities within the United States. Title IX also prohibits retaliation against any individual who files a complaint pursuant to Title IX, or who participates in a Title IX complaint investigation.

Any inquiries regarding Title IX or this Policy should be directed to the Associate VP & Chief HR Officer who serves as the College's Title IX Coordinator. The College's Title IX Coordinator is responsible for implementing and monitoring Title IX Compliance on behalf of the College; coordinating training, education, and communications; administering the grievance procedures for handling complaints of violations of this Policy.

Associate VP & Chief HR Officer  
573-592-5226  
Washington West, 2<sup>nd</sup> Level, Office 1

For more information regarding Title IX, visit the website: [Title IX \(wcmo.edu\)](http://Title IX (wcmo.edu))



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## 10.09 WORKPLACE VIOLENCE

Westminster College expects all members of its community to treat each other with respect and dignity. Westminster College seeks to create and maintain an academic, social, and work environment in which all members of the community – students, staff, administrators, and faculty – are free from intimidation, threats, and acts of violence.

No employee shall threaten or use force or violence to restrain, coerce, or intimidate any coworker, student, visitor or member of the public. An employee engaged in such conduct will be subject to disciplinary action, up to and including termination.

Employees who feel they are being provoked or harassed by co-workers should discuss the problem with their supervisor, the Associate VP & Chief HR Officer, or the Director of Campus Security. Any employee who receives a threat of violence by co-workers or another person, and any employee who hears, observes, reads, or otherwise becomes aware of a threat by any employee against him/herself or a co-worker, whether such threat is direct or implied, should immediately report the fact of such threat to his or her manager, the Associate VP & Chief HR Officer, or the Director of Campus Security.

Firearms, knives (blades of more than four inches in length), ammunition, explosive materials and any other dangerous weapons or materials (concealed or otherwise) are prohibited on all College premises (including College parking facilities) and at all functions sponsored by the College.

### 10.09.01 FIREARMS

It is the policy of Westminster College that all firearms are prohibited on the campus, buildings and parking areas of the college. This prohibition includes firearms carried on a person as well as firearms stored in a vehicle. A person(s) found to be in possession of a firearm can be denied access to these college premises and/or required to be removed from college premises. Refusal to leave will result in a citation that can affect the Carry a Concealed Weapon license for that person(s). Excluded from this prohibition are College Security personnel and any other personnel expressly authorized to carry a firearm by the Board of Trustees of the College.

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## 10.10 INSPECTIONS

The College retains the right to inspect lockers, desks, offices, files, and electronic data under appropriate circumstances. In unusual circumstances, the College may also need to inspect items brought onto campus, such as packages, bags, briefcases, or coats. An employee may not remove College property including, but not limited to, discarded or excess items, from the premises without written authorization from management. Individuals refusing inspections may be detained until the matter is clarified. Illegal or dangerous items are not allowed on the campus. The possession, storage, or use of firearms, knives, ammunition, or other dangerous weapons is prohibited on all College property.

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## 10.11 ATTENDANCE AND PUNCTUALITY STANDARDS

To maintain a safe and productive work environment, Westminster expects employees to be reliable and to be punctual in reporting for scheduled work. Attendance and punctuality are essential elements of efficient and effective job performance. Unscheduled absences disrupt work schedules, impose added work on others, and negatively affect employee morale.

An employee whose attendance record shows an unacceptable pattern of absences or tardiness will be notified of the problem. The employee will then be obligated to be available for work based on standards established by the supervisor. Further disciplinary action, up to and including termination, will result if the attendance standards are not met. The fact that the employee may have accumulated paid time off will not serve to diminish the severity of the problem nor the remedial actions taken by management. Unacceptable attendance may negatively affect an employee's salary, requests for promotion, and continued employment.

To operate effectively, the College requires employees to keep their department informed of their status when they are off work because of illness or accident from any cause. An employee who has three or more unexcused no show/no calls in a rolling 12-month period is subject to termination from employment. The rolling 12-month period begins with the first unexcused no show/no call. An employee must maintain reasonable contact with his or her supervisor, as determined by the supervisor, while off work due to short-term illness or accident. If an employee must leave work for any reason before the end of the day, he or she must discuss the situation with the supervisor.

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## 10.12 CHILDREN IN THE WORKPLACE

Westminster College is an equal opportunity employer, and is dedicated to equal access to employment conditions regardless of an employee's status with respect to other family members or dependent care. The College is committed to creating an environment that is supportive of the needs of employees and strives to create "family friendly" work place that assists employees trying to balance the demands of work and family duties. However, Westminster College also has a commitment to its students, employees and visitors to manage its operations and sustain its facilities in a manner consistent with its mission in higher education. This policy is meant to provide a friendly and safe campus while maintaining a learning environment for students and a disruption free workplace for our employees.

As an employer, the College cannot permit employees or students to provide child care in work offices, labs or classrooms, as these work spaces are not arranged with the safety of children in mind. Employees and supervisors must consider safety, confidentiality, interruption of services, disruption to other employees and students, appropriateness, and the liability posed by children in the workplace. ('child' is defined as an individual below the age of 16 years old) There are safety hazards and potential liability risks in the event of accident or injury. While the children of employees are allowed in the work place for short visits, it is not appropriate to bring children to work, or class, in place of making arrangements for child care while at work or in class.

The College recognizes that there may be emergencies where family responsibility conflicts with work commitments and where all reasonable attempts to make other child care arrangements have been unsuccessful. In those situations, the following guidelines should be followed:

- Consider all the options first. The College provides different types of leave to cover a variety of situations. Supervisors should, after carefully considering the needs of the Department, be as accommodating as possible in granting or advancing leave to the employee.
- Employees should contact their immediate supervisor (preferably in advance or as soon as possible) to discuss their situation and to seek permission to have the child accompany the employee to the workplace.
- In all cases, a child may only visit College offices and facilities that are not hazardous. The child may not visit laboratories and areas that are hazardous.
- Children may not be brought into classrooms.
- Employees must make sure that other users of College facilities are not inconvenienced by the child's presence.
- Children of employees brought to the College must be under the direct supervision of the employee at all times they are on campus. Employees (and students) are not to take responsibility for another employee's child in the workplace.

- The ultimate responsibility for the behavior and safety of their children rests with the employee.
- If at any time, an employee and his/her child are directed to leave the campus by the employee's supervisor or a member of Security, for any reason, the employee and child must do so immediately.
- While each employee and child are responsible for following workplace rules, regulations, policies, and guidelines, supervisors are responsible for oversight and compliance.

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### 10.13 CONFLICT OF INTEREST

Employees of the College recognize a shared responsibility to ensure that they conduct themselves in an unbiased manner and serve the goals of the College. It is the responsibility of the College and its employees to guard against conflict of interest that might compromise the integrity and objectivity of the College community. Conflict of interest exists if an employee's position or authority may be used to influence or make decisions that lead to any form of financial or personal gain for that employee or his or her family.

Contact your supervisor of the Office of Human Resources if questions arise regarding outside work or a possible conflict of interest.

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### 10.14 CONFLICT OF COMMITMENT

Employees may not engage in external activities that interfere with the performance of their College duties, disrupt College operations, or create an actual or apparent conflict of interest with their College responsibilities. College staff employees, including senior administrators, may from time to time be involved in paid or unpaid activities unrelated to Westminster College. Examples of such activities include consulting engagements, volunteer and community service activities, or other jobs.

The College realizes that many external activities benefit the community at large. However, employees should, in general, perform external activities outside of their College work hours; i.e., outside of their normal work week, depending on the area of the College in which they work. When that is not possible, employees must obtain prior approval to participate in external activities that occur during their normal College work hours, as follows. In situations where an employee will be paid by an external entity, advance written approval by the employee's Cabinet member to participate in that activity must be obtained. For external activities that involve no payments to the employee by the external entity, advance written approval by the employee's supervisor must be obtained. Supervisor-approved vacation time may be required to perform the external activities.

Use of Westminster College Affiliation in External Consulting Activities—

College staff members, including senior administrators, and the organizations for which they consult must not state or imply any connection between Westminster College and such consulting activities as reports, recommendations, analyses, and the like. They must not say or imply that the College endorses the conclusions of those activities. Staff members are responsible for notifying organizations for which they consult of this prohibition and must include the following disclaimer in all reports, recommendations, analyses, and the like prepared in connection with their consulting activities: "The information provided herein is solely the work of (name) in my personal capacity and is not related to Westminster College or my employment there."

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### 10.15 SOLICITATION AND DISTRIBUTION

To avoid disruption of operations, the following rules apply to solicitations and the distribution of literature on the property of Westminster College. Persons not employed or otherwise authorized by the College are prohibited from soliciting funds or signatures, distributing literature or gifts, offering to sell merchandise or services or engaging in any other solicitations or similar activity on College property. With the exception of College-

sanctioned activities, employees may not solicit during work time, may not distribute literature during work time or in work areas, and may not use the College's e-mail system for non-job related solicitations or distributions.

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## 10.16 CONFIDENTIALITY

Westminster College is committed to protecting its proprietary and confidential information, including information relating to its business, customers, vendors, employees, and students. The purpose of this policy is to protect and safeguard individual and College information used throughout the College.

All Westminster College employees are responsible for maintaining and protecting the confidentiality of the sensitive data with which they work. For the purposes of this policy, "confidential information" includes, but is not limited to:

- Student educational information, medical records and discipline records.
- Data such as home addresses and phone numbers, payroll information, medical and health information, social security numbers, financial information, disability status or special needs, insurance information, etc.
- College financial information, budget, bidding, legal information and other information which has not been publicly released with College authorization.
- College research data, information and findings that are protected by law, contract or policy.
- Information designated as confidential under any other College policy, rule or directive.

Confidential data that pertains to a specific employee will not be released to others without the written permission of the employee unless authorized or required by law. Additionally, matters between supervisors and their staffs, between faculty and students, or any other members of the campus community that are of an official personal nature must be kept confidential. It is the prerogative of any member of the Westminster community to share personal information about themselves as desired. It is also the prerogative of someone other than the person involved to divulge information about the person. Everyone in the college community has the right to privacy and it must be respected.

College employees may not remove confidential information from a College department or office, or make copies of confidential information, unless authorized in writing by the appropriate administrator. The policy does not prohibit the internal use and copying of confidential information for valid academic, administrative, and operational purposes and needs of the College as approved by the College. Faculty may also refer to the Faculty Handbook section '2.4.8 Faculty Confidentiality'.

Questions regarding the authorized use or disclosure under this policy should be directed to the employee's supervisor. College employees who violate this policy may be subject to the College's disciplinary process.

### 10.16.01 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The faculty and staff at Westminster College are expected to abide by the regulations set forth in this act.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Westminster College Institutional Policy on the Family Educational Rights and Privacy Act of 1974 can be found in Appendix K of the Faculty Handbook (page 199-202). Compliance with the Family Educational Rights and Privacy Act can also be found in the Faculty Handbook (page 203-204).

## 11.00 EMPLOYEE USE OF COLLEGE EQUIPMENT AND RESOURCES

### 11.01 KEY ACCESS AND CONTROL

Key access and control exist to achieve appropriate safeguarding of campus facilities while maintaining reasonable usability by our campus community. A hierarchy, control, and tracking system have been put into place for accountability and safety reasons.

Control of Locking Devices – Campus Safety and Security shall control all locking devices. The Director of Campus Safety and Security shall be responsible for the issuance, installation, repair and recovery of all locking devices.

Duplication of College keys – Duplication of College keys by an individual other than the Campus locksmiths is prohibited unless authorized by the Director of Campus Safety and Security.

Borrowing or loaning keys- Loaning, transferring or giving possession of an individual's issued key to another person is prohibited.

Lost or stolen keys – Lost or stolen keys must be reported to Campus Security immediately. All keys are the property of Westminster College. Fees will be assessed to individuals who lose a key. A replacement key may not be issued to employees until a lost key has been reported to Campus Safety and Security.

Returning of keys – All issued keys shall be returned to the Office of Human Resources when an individual's need for a key no longer exists. This could be due to termination of employment or other reasons. **It is prohibited for any department to reassign any key from one individual to another.** If keys are not properly turned in and come up missing, the respective department may be assessed a charge for key replacement or rekeying of area(s). Failure to establish and maintain proper key control procedures will lead to disciplinary action following College procedure.

For more information on Key Access and Control and how key requests are made, contact the Director of Campus Safety and Security.

#### 11.01.01 PIN CODES

Coded locks are provided on several building exteriors and restricted rooms/spaces on campus. Codes may be individually assigned or assigned per class (such as after-hour access to science labs). Individually assigned codes are not to be shared with anyone. Class assigned codes should not be shared and students gaining access via class code must also be on the approved after-hour faculty list provided to Campus Safety & Security. If an employee unlocks a building beyond the normal unlock/locking schedule by Campus Security (i.e. weekend), it should be the employee's responsibility to ensure the building is secured upon departure. Employee codes will be deleted from coded locks upon termination from the College.

### 11.02 PURCHASING CARDS

Westminster College provides a Purchasing Card (P-card) to certain designated employees and departments to allow them to have a more cost effective method of purchasing and paying for small-dollar transactions within pre-established limits. There are various levels of responsibility for controls, procedures and stewardship of the P-card.

Each department is responsible for making sure that each cardholder is accountable for use of the P-card. Use of the P-card represents the P-card holder as responsible and an individual who will safeguard the College's assets through use of the P-card.

Westminster College is exempt from paying Missouri state sales tax. Our sales tax number is printed on the back of the P-card. If a merchant charges sales tax, the cardholder should seek reimbursement of the sales tax as soon as possible

Abuse or misuse of the use of the card can subject the cardholder to disciplinary action, up to and including dismissal from the College.

Contact the business office for more information about responsibilities, procedures and prohibited purchases as they relate to purchasing cards.

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### 11.03 ELECTRONIC COMMUNICATIONS

Westminster College provides and maintains the following forms of electronic communication, messaging agents and electronic facilities: internal and external electronic mail (e-mail), telephone voice mail, Internet access, and computer hardware and software. As a condition of providing this technology, Westminster College enforces certain restrictions on its workplace use and restricts such use to College-related business.

The College's communication systems, as well as the equipment and data stored therein, are and remain at all times the property of Westminster College. All messages and files created, sent, received or stored within these systems should be related to College business and are and will remain the property of the College. System or College-wide distribution of e-mail or other electronic messages (announcements, bulletins, etc.) requires approval of your supervisor or direct Cabinet member.

Giving anyone your personal network account password, including your supervisor, is never authorized. Contact I.T. if access is needed with or without consent.

#### 11.03.01 PROHIBITED USE OF ELECTRONIC COMMUNICATIONS

E-mail, voice mail and other electronic communications transmitted on Westminster College equipment, systems or networks may not contain any content that would reasonably be considered offensive, harassing or disruptive to another individual. Offensive content would include sexual comments or images, racial slurs, gender-specific comments, or any comments that might be construed as offensive by a reasonable person on the basis of race, color, age, religion, sex, gender, sexual orientation, gender identity or expression, national or ethnic origin, citizenship, veteran status, marital status, disability, or genetic information.

Personal calls and access to personal email and social media may be handled during breaks and/or lunchtime. The College acknowledges that circumstances do exist where employees need to be contacted on personal matters at times other than breaks and lunch. These times should be kept to a minimum and short in duration. Employees must reimburse the College for personal long-distance telephone calls. The use of Westminster Paid Postage for personal correspondence is not permitted. It is important to remember that the use of these services is to support College activities and functions. The use of any of these services for personal business or for profit is prohibited. Regarding Internet and e-mail access and use, employees should be advised that the College expressly prohibits use of the Internet and e-mail provided by the College for the following activities:

- Dissemination or printing of copyrighted materials, including articles and software, in violation of copyright laws.

- Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information of Westminster College or its counterparts in violation of College policy or proprietary agreements.
- Using offensive or harassing statements or language, including disparagement of others based on their race, color, age, religion, sex, gender, sexual orientation, gender identity or expression, national or ethnic origin, citizenship, veteran status, marital status, disability, or genetic information. This may include the circulation of jokes, comics, or nonjob-related computer graphics.
- Sending or soliciting sexually oriented messages or images.
- Operating a business, usurping business opportunities, soliciting money for personal gain or searching for jobs outside of the College.
- Sending chain letters or e-mails.
- Gambling or engaging in any other activity in violation of local, state or federal law.
- Knowingly transmitting a message containing a computer virus.

#### 11.03.02 CONSEQUENCES FOR VIOLATIONS OF ELECTRONIC COMMUNICATIONS POLICY

Disciplinary action for violation of the policy may include termination, suspension or transfer of the offending employee. In cases involving less serious violations, disciplinary action may consist of a warning or reprimand. Remedial action may also include counseling, changes in work assignments or other measures designed to prevent future misconduct. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on Westminster College and fellow employees.

Nothing in this policy should be construed to prohibit conduct that is expressly permitted or protected under applicable federal, state or local laws.

Refer to Faculty Handbook section '2.9.1.2 Academic Freedom and Electronic Communication' for information specific to Faculty.

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#### 11.04 GUIDELINES FOR APPROPRIATE USE OF E-MAIL

When using Westminster College e-mail and other forms of electronic communication, appropriate workplace etiquette must be observed. The guidelines for appropriate and effective e-mail and other forms of electronic communication include:

- Communicating urgent matters for immediate response, communicating with several people quickly or communicating regarding other time-sensitive matters.
- Keeping all messages as brief as possible to minimize reading time, thereby keeping communication efficient.
- Using the simple rules of who, what, when, where and why to answer any anticipated questions.
- Avoiding sensitive subject matters that should be addressed in person, if possible.
- Checking message content for accuracy and good business writing style (i.e., using correct grammar, spelling and punctuation).
- Following up when a response is expected or requested and has not been received in a timely manner.

- Reading all messages and responding when requested or expected.
  - Avoiding the use of all capital letters.
  - Avoiding the “reply all” function (i.e., system-wide distribution) when not necessary or intended.
  - Saving, printing or deleting messages after reading to avoid using the e-mail server as permanent storage.
- 

#### 11.05 GUIDELINES FOR APPROPRIATE USE OF INTERNET

Though Westminster College encourages employee use of the Internet, its use is restricted to the following:

- Communicating with employees, vendors or clients regarding matters within an employee’s assigned duties.
- Acquiring information related to, or designed to facilitate, the performance of regularly assigned duties.
- Facilitating performance of any task or project in a manner approved by an employee’s supervisor.

Employees will be required to participate in all email security training provided by the I.T. Security team, including remedial training. (See New Hire Orientation)

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#### 11.06 COLLEGE OWNED AND/OR OPERATED MOBILE DEVICES

Westminster College issues or pays for individual mobile devices (‘cell phones’) for College employees who are required to be in close contact with the College at all times. Employees who are issued cell phones by the College or who receive payment from the College for a cell phone must follow the guidelines listed below for their own and others safety.

All employees are required to be professional and conscientious at all times when using cell phones issued or paid for by the College.

Usage - Employees of the College who are issued cell phones by the College or who receive payment from the College for a cell phone may request to have a \$25 per month payroll deduction applied that allows that employee to use the cell phone for personal calls and tasks. If this request is not made, the cell phone may only be used for College-related business. Cell phone bills are reviewed when they arrive, and any employee who exceeds the contracted allowed minutes is subject to additional usage review.

Driving - Westminster College employees who are issued cell phones by the College or who receive payment from the College for a cell phone are prohibited from using their cell phone while driving without the use of a hands-free kit (i.e. wired or wireless headset and microphone). Westminster employees must familiarize themselves with applicable cell phone/driving laws when traveling and adhere to those laws. Westminster College will not be liable in the event that an employee is ticketed for not obeying distracted driving laws. Those using personal mobile devices may not conduct College business while driving without the use of a hands-free kit.

Lost, Damaged or Stolen Equipment - Lost, damaged or stolen equipment must be reported to the I.T. department.

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#### 11.07 COLLEGE ACCESS

Westminster College reserves the right to retrieve and review any message or file composed, sent or received through the College’s communication systems. Although a message or file has been deleted or erased, it may still be possible for the College to retrieve or recreate the message or file. Therefore, employees should have no



expectation of privacy with regard to these messages and files. Although e-mail and voice mail may require the use of passwords for security, confidentiality cannot be guaranteed. I.T. has the right to access employee network data, emails and deleted files, even in the absence of an employee, for purposes of network and data security.

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## 11.08 VEHICLES

Use of College vehicles (when available) should be College related, such as recruitment of students, staff and professional workshops or seminars, or for College functions. Use of College vehicles or any vehicle on College business requires the approval of the immediate supervisor.

### 11.08.01 DRIVER ELIGIBILITY

Missouri State Law requires a Class E license if you receive pay for driving a motor vehicle that transports 14 or fewer passengers, or if you transport items as part of your job. Otherwise, a basic Class F license is required. Drivers must sign a consent form in Human Resources to have driver's record checked bi-annually. The costs incurred for conducting driver's checks will be the responsibility of the respective departments. To be eligible to drive for business-related activities, the driver's record history must reflect an approval point total below six (6) points.

### 11.08.02 PRIVATE TRANSPORTATION

At times, it becomes necessary to use personal vehicles to transport students to and from Westminster College activities. Westminster College requires that all students sign a Private Transportation Release Consent Form and the Westminster College Business Office must have this signed form in their possession prior to the date of the specified activity.

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## 11.09 STAFF HOUSING

Westminster College has limited on-campus housing which it makes available to specified staff members that are required to be on-call as a part of their job descriptions.

Any other on-campus housing arrangements must be approved by the President and may be made for the following reasons:

- Individuals who are serving the College on a full-time interim basis for a period of time expected to be approximately six months or less.
- Individuals who have taken full-time positions at the College who are relocating to the area and need short-term housing for three months or less while they secure off-campus housing.
- Individuals who are asked by the College to extend their time as full-time employees or interim employees for a short time after they have given up their off-campus housing.
- Other individuals identified by the President/President's Cabinet as being appropriate for temporary on-campus housing.

Individuals living in temporary on-campus housing will be subject to a fringe benefit tax.

## 12.00 SEPARATION OF EMPLOYMENT

### 12.01 LEAVING SERVICE

Employees are expected to give notice of their intention to terminate employment. All employees should give a minimum of two (2) weeks of notice. A Separation Notice will be completed by the Associate VP & Chief HR Officer. In addition, employees leaving the service of the College must return identification cards, keys, uniforms,

parking permits, credit cards, laptops, I-pads, cell phones, and any other College property to the Office of Human Resources. Unreturned items may be subject to wage garnishment on final pay checks.

Any benefits eligible person who resigns from his or her employment with the College for any reason will receive payment for any accrued, unused vacation up to the maximum accrual allowed (252 hours for exempt and non-exempt, full-time employees), as long as the employee has had one year or more of continuous employment and works the two weeks following notice of resignation or if the College excuses this requirement. Employees who resign should contact the Office of Human Resources for advice on the transfer of insurance coverages, confirm a date and time for an exit interview, and to answer any final questions.

**Resignation** -- Employees who leave the employment of the College by their own choice are considered to have voluntarily resigned. Employees are expected to provide their supervisor with written notice of their resignation and to give a minimum of two weeks' notice of their intention to resign. This notice period consists of work time. Vacation time may not be used during this period. Employees who fail to return to work after an approved leave of absence are also considered to have voluntarily resigned their employment. Verbal expression of an intention to discontinue employment should normally be considered a resignation.

**Staff Reduction** -- Staff reductions may occur as a result of a decreased need for certain services, department reorganization, or redefinition or restructuring of jobs. An employee affected by a staff reduction will be given advance notice whenever possible. However, it should be recognized that conditions leading to staff reductions may occur without advance notice.

**Termination/Discharge** -- Although discharge ordinarily will not occur until after a warning has been given to an employee, terminations may occur without prior corrective or disciplinary measures if warranted by the circumstances. Reasons for discharge include, but are not limited to, unsatisfactory job performance or behavior, misconduct, neglect of job duties, frequent or excessive tardiness or absenteeism, or violation of policy.

**Retirement** – Employees who meet the “Rule of 65” at termination are eligible for retirement. Under the eligibility “Rule of 65”, an employee must meet any combination of age and years of current consecutive benefits-eligible service that equals 65 or more, with two minimum requirements:

- 1) age 55 and
- 2) five (5) years of benefits-eligible service. An employee who anticipates retirement should contact the Office of Human Resources as early as possible prior to the expected retirement date to enable timely completion of necessary forms.

Advance notice of at least three (3) months is recommended.

**Eligibility for Rehire** - Prior employment history with the College will be considered in all employment decisions. An employee who has been involuntarily terminated due to misconduct or unsatisfactory job performance is generally not eligible for rehire

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## 12.02 EXIT INTERVIEWS

The Exit Interview process is intended to help identify the reasons behind the employee's decision to depart and what could be improved regarding the College's basic operations, workload, benefits, management, etc.

The goal is to develop recruitment and retention strategies, to increase employees' job satisfaction, improve benefits, etc. Employees are asked to participate in the Exit Interview process on a voluntary basis. The information received through the Exit Interview process will be confidential.

The Associate VP & Chief HR Officer should receive notice of an employee's resignation or termination from either the exiting employee or his/her supervisor. Once the Office of Human Resources (HR) has received notification of

a resignation or termination, the Exit Interview process will begin. Within the first week of receiving this notice, and before the employee's last day, HR will contact the employee and set up the Exit Interview, which may take place via phone or in person, or a hard copy of a questionnaire may be sent to the employee.

The Exit Interview will generally be conducted by HR before the employee leaves the College. At the Exit Interview, the employee will return identification cards, keys, uniforms, parking permits, and any other College property. The Separation Notice form will also be completed and signed by the Associate VP & Chief HR Officer. The completed Exit Interview questionnaire is sent to the immediate supervisor and a copy is placed in the employee's personnel file along with the Separation Notice.

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### 12.03 BENEFITS AT SEPARATION OF EMPLOYMENT

The College is required by Consolidated Omnibus Budget Reconciliation Act (COBRA) to offer continuation of group health, dental, or vision insurance coverage, at the employee's expense, to certain employees and their dependents who experience a qualifying event. In the case of termination or reduction of hours, qualified individuals may elect to continue coverage at their own expense, which includes the total premium and any administrative fees, for up to 18 months. In the case of disability occurring during the first 18 months of continuation, coverage may be extended for an additional 11 months. COBRA notifications/enrollment forms are mailed to the home addresses of all eligible separated employees.

Separated employees and their families have 60 days to elect continuation of coverage after the later of:

- (1) the termination of coverage or
- (2) the date that the College's notice regarding enrollment in COBRA is received.

In addition to health insurance, the following benefits may be continued at the expense of the separated employee.

**Retirement** - Benefit continues through the last pay period. Separated employees may withdraw their total account balance as permitted by the funding vehicle or may have to roll over their account into an individual retirement account or another group retirement account. Funds withdrawn from retirement accounts may be subject to state and federal income taxes. The Internal Revenue Service also imposes a 10% surtax penalty on lump-sum distributions before age 59 ½.

Distribution may be made as soon as reasonably practicable following the date your employment terminates. You may postpone your distribution until April 1 of the calendar year following the calendar year in which you reach 73. If you have terminated employment, but have not yet reached April 1 of the calendar year following the calendar year in which you reach age 73, you may elect to receive a partial distribution of any portion of your Account.

*Application for Distribution* - Distribution of your Account will not be made until April 1 of the year following the calendar year in which you reach 70 ½ or retire, whichever is later, unless you have filed an earlier application for distribution with the Administrator.

*Required Distribution* - Internal Revenue Code rules require that distribution of your Plan account begin no later than the April 1 following the close of the calendar year in which you reach age 73 or retire, whichever is later.

**Health Savings Account (HSA)** - Benefit continues through the last pay period. Separated employees with a balance in their HSA account may use that amount to pay for qualified out of pocket health, dental, vision, and

prescription drug expenses and will not be taxed. Any money that remains in an employee's HSA account after termination belongs to the employee to use for medical expenses.

**Outstanding Expenses** - Employees must submit an expense report prior to their termination date to allow for reimbursement.