STAFF HANDBOOK

Effective Date – July 1, 2009

WESTMINSTER
SALT LAKE CITY • UTAH
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1.1 About Westminster College: Mission, Core Values, Vision and Educational Goals

Like many institutions with long histories, Westminster College has refocused its mission a number of times since its founding more than 130 years ago. Beginning as a residential academy for students in the primary and secondary grades, Westminster evolved into a combination secondary school and junior college and, in the 1940’s, into a small liberal arts college. In the 1970’s, we changed once again by developing a variety of professional and career-oriented programs, including graduate programs, and by enrolling a significant number of non-traditional and commuting students.

Today, Westminster has evolved into a new type of institution. We are neither a liberal arts college nor a comprehensive university, although we exhibit trademark features of both. We maintain a residential campus environment, offer small classes, and provide personalized attention to students – all of which are characteristic of the liberal arts college. At the same time, because we offer a variety of professional and career-oriented programs at the undergraduate and graduate levels, emphasize practical experience as well as theoretical knowledge, attract non-traditional-age and commuting students, and are responsive to the needs of the local region, we function in ways similar to the comprehensive university. In fact, our educational model combines the best elements of the liberal arts college and the comprehensive university in a learning-centered environment designed to be both challenging and supportive.

Mission
Westminster College is a private, independent college dedicated to student learning. We offer professional and liberal arts courses of study for undergraduate, as well as selected graduate programs. We are a community of learners with a long and honored tradition of caring deeply about students and their education. Students are challenged to experiment with ideas, raise questions, critically examine alternatives, and make informed decisions. We encourage students to accept responsibility for their own learning, to discover and pursue their passions, and to act with responsibility.

Our purposes are to prepare students to lead lives of learning, accomplishment, and service and to help them develop skills and attributes critical for success in a rapidly changing world. We do this by offering distinctive academic programs that emphasize theory and practice and encourage active, experiential, collaborative, and cross-disciplinary learning. We work to pursue excellence while promoting inclusiveness and respect for differences.

Core Values
As member of the Westminster College community, we are committed to the following values:

- Impassioned teaching and active learning
- Respect for diverse people and perspectives
- Collaboration and teamwork
- Personal and social responsibility
- College-wide excellence
- High ethical standards

Vision
We will be nationally recognized as an exemplary community of learners, distinguished by our distinctive educational programs, our record of preparing graduates for success in a rapidly changing world, and our commitment to continuous improvement, effectiveness and value.
**Educational Goals**

To distinguish the college by preparing “Graduates of Westminster College” – graduates who have developed skills and attributes crucial for success.

“Graduates of Westminster College” will achieve the following college-wide learning goals:

- Critical, analytical and integrative thinking
- Creative and reflective capacities
- Leadership, collaboration and teamwork
- Writing and other communication skills
- Global consciousness, social responsibility and ethical awareness
1.2 Staff Handbook Introduction
Effective Date: 07/01/2009

This Handbook is designed to acquaint you with Westminster College and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as a member of the staff and outlines the programs developed by Westminster College to benefit its support personnel. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No Handbook can anticipate every circumstance or question about policy. As the need may arise, Westminster College reserves the right, with sole and absolute discretion, to revise, supplement, or rescind any policies or portions of the Handbook from time to time as it is deemed appropriate. Staff members will be notified of such changes to the Handbook as they occur. Westminster College’s “at-will” employment policy shall, however, remain constant; specifically, the employment relationship may be ended at any time by either the employee or the college. Termination by the college may be done so for any reason not prohibited by law or for no reason, and with or without notice.
The Handbook describes important information about Westminster College, and I understand that I should consult the Human Resources Department regarding any questions not answered in the Handbook.

I have entered into my employment relationship with Westminster College voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Westminster College can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that the information and existing policies and benefits described in the Handbook may be subject to change, with exception to Westminster College’s policy of employment-at-will. I acknowledge that only the President of Westminster College or his/her designee may adopt any policy revisions and that any such changes will be communicated through official notification.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

STAFF MEMBER’S NAME (printed): ________________________________________________

STAFF MEMBER’S SIGNATURE: _________________________________________________

DATE: ________________________________
Our students are Westminster College’s most valuable asset. Each and every staff member represents Westminster College in the eyes of our students and the community. The way we do our jobs presents an image of our entire organization. Students judge us by how they are treated in each personal contact. Our first priority, therefore, is to our current students as well as to those prospective students who may be considering Westminster as their higher education choice. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention given to students.

Our contacts with students and the community – in person, by phone or written communication – are not only a reflection of ourselves, but also of the professionalism, integrity, and caring found at Westminster College. Positive interactions serve to enhance Westminster College’s public image, promote increased enrollment and, ultimately, pave the way toward greater student satisfaction and loyalty.
1.5 **Staff Relations**  
Effective Date: 07/01/2009

Westminster College believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Westminster College amply demonstrates its commitment to employees by responding effectively to employee concerns.
2.1 Nature of Employment
Effective Date: 07/01/2009

Employment with Westminster College is voluntarily entered into, and a staff member is free to resign at will at any time, with or without cause. Similarly, Westminster College may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Westminster College and any of its staff. The provisions of the Handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Westminster College's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the approval of the President of Westminster College.
2.2 Equal Employment Opportunity
Effective Date: 07/01/2009

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Westminster College will be based on merit, qualifications, and abilities. Westminster College does not discriminate in employment opportunities or practices on the basis of race, color, ethnicity, religion, gender, national origin, age, disability, veteran status, gender identification, sexual orientation or any other characteristic protected by law.

Westminster College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Individuals found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.
2.3  Employment of Relatives
Effective Date: 07/01/2009

Westminster College permits the employment of relatives, except in circumstances where an appointment would place related people in supervisor and subordinate roles within the same office or department or in a situation where influence could be exerted, directly or indirectly, on future decisions concerning the status of employment, promotion, or compensation. For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the staff member is similar to that of persons who are related by blood or marriage without regard to gender or sexual orientation of the individuals involved.

Contact the Human Resources Department for more information about the Employment of Relatives.
2.4 Immigration Law Compliance  
Effective Date: 07/01/2009

Westminster College is committed to employing only United States citizens and aliens authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete a new form prior to beginning employment.

Staff members with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.
2.5 Accommodation of Persons with Disabilities

Effective Date: 07/01/2009

Westminster College is committed to full compliance with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees where the disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. All categories of leaves of absence will be available to all employees on an equal basis.

Westminster College is also committed to not discriminating against any qualified employee or applicant because he or she is related to or associated with a person with a disability. Westminster College will follow any state or local laws that provide individuals with disabilities greater protection than the Americans with Disabilities Act.

This policy is neither exhaustive nor exclusive. Westminster College is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Contact the Human Resources Department for more information about Accommodation of Persons with Disabilities.
2.6 Employment Categories
Effective Date: 07/01/2009

It is the intent of Westminster College to clarify the definitions of employment classifications so that staff members understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the staff member and Westminster College.

Each staff member is designated as either NONEXEMPT or EXEMPT according to federal and state wage and hour laws. NONEXEMPT staff are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT staff are excluded from specific provisions of federal and state wage and hour laws. A staff member's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Westminster College management.

In addition to the above categories, each staff member will belong to one additional employment category:

REGULAR FULL-TIME staff are those who are not in a temporary status and who are regularly scheduled to work Westminster College's full-time schedule. To meet this classification, staff members must work at least three-quarter time, i.e. 30 or more hours per week and at least 1560 hours per year. Generally, they are eligible for Westminster College's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME staff are those who are not assigned to a temporary status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Westminster College's other benefit programs.

TEMPORARY staff are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary staff members retain that status unless and until notified of a change. While temporary staff receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Westminster College's other benefit programs. A change to or from this category can be accomplished only with the written consent of Westminster College.

Contact the Human Resources Department for more information regarding Employment Categories.
2.7 Job Posting and Employee Referrals
Effective Date: 07/01/2009

Westminster College recognizes the benefits of providing job-advancement opportunities to existing staff as well as the value of employee referrals to identify potential candidates for employment. The college strives to provide a work environment that is conducive to both personal and professional growth.

In general, notices of all regular, full-time job openings are posted on the online job board on the Westminster College website (https://jobs.westminstercollege.edu). Westminster College does, however, reserve its discretionary right to not advertise a particular opening.

Staff members who have a written warning on file, or are on probation or suspension, are not eligible to apply for posted jobs. Eligible staff may only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, staff members must follow the application instructions listed with the job posting.

Westminster College recognizes the benefit of developmental experiences and encourages staff members to talk with their supervisors about their career plans. Supervisors are encouraged to support a staff member’s efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

Westminster College also encourages members of staff to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Staff should obtain permission from the individual before making a referral, share their knowledge of the organization, and not make commitments or oral promises of employment. Staff members should direct the individual to the job posting for a detailed posting and application instructions.
2.8  Employment Applications
Effective Date:  07/01/2009

Westminster College relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Contact the Human Resources Department for more information regarding Employment Applications.
2.9 Employment Reference and Background Checks

Effective Date: 07/01/2009

References Provided
The Human Resources Department will respond in writing to only those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Westminster College encourages its staff to refer individuals and/or organizations seeking reference information to the Human Resources Department.

Background Checks
Westminster College believes that hiring qualified individuals to fill positions contributes to the overall strategic success of Westminster College. Background checks serve as an important part of the selection process at Westminster College. This type of information is collected as a means of promoting a safe work environment for current and future Westminster College employees. Background checks also help Westminster College obtain additional information to help determine the applicant’s overall employability, ensuring the protection of current students and employees, property, and information of the organization.

Reference and background checks are conducted on all new Westminster College staff members either before or near their start date. All offers of employment are contingent upon successful completion of a background investigation and reference check. The scope of the background check will depend on the position being offered. A more thorough background check will be conducted for positions involving security, senior management, and financial responsibilities. Westminster College will use a third party agency to conduct the background checks. The type of information that can be collected by this agency includes, but is not limited to, that pertaining to an individual’s past employment, education, character, finances, reputation, etc. This process is conducted to verify the accuracy of the information provided by the applicant/new staff member.

Westminster College will ensure that all background checks comply with all federal and state statutes, such as the Fair Credit Reporting Act. The Americans with Disabilities Act, for example, prohibits organizations from collecting non-job-related information from previous employers or other sources; therefore, only information that pertains to the quality and quantity of work performed by the applicant/new staff member, the attendance record, education, and other issues that impact the workplace can be collected.

Westminster College can, however, make inquiries regarding criminal records as part of Title VII of the Civil Rights Act of 1964. This information cannot be used as a basis for denying employment, unless it is determined to be due to job-related issues or business necessity.

Westminster College can collect credit information consistent with the guidelines set forth by the Fair Credit Reporting Act (FCRA). The Fair Credit Reporting Act requires organizations to obtain a written authorization before obtaining a credit report. In order to do this, the organization must:

- Certify to the consumer reporting agency that the employer is in compliance with the FCRA and will not misuse the information it receives.

- Disclose to the applicant/new staff member, on a separate form, its plans to obtain a consumer or
investigative consumer report and that the information received will be used solely for employment purposes.

- Obtain written authorization from the applicant/new staff member.

- Inform the individual of his or her right to obtain additional information on the nature of the report and the means through which such information may be obtained.

- Inform the applicant/new staff member that the report will include information about the individual’s character, general reputation, personal characteristics, etc.

- Provide the individual with a summary of his or her rights under the FCRA.

If the credit report reveals unfavorable information, the organization must inform the applicant/new staff member that it plans to take adverse action. The organization must then:

- Provide the applicant/new staff member a Statement of Consumer Rights from the Federal Trade Commission before adverse action.

- Provide the applicant/new staff member the opportunity to review a copy of his or her credit report.

- Advise the applicant/new staff member of his or her rights to dispute inaccurate information.

An applicant/new staff member will be granted reasonable time to contest the information (approximately 3-5 days).

Westminster College guarantees that all information obtained from the reference and background check process will only be used as part of the employment process and kept strictly confidential. Only authorized Human Resources personnel at Westminster College will have access to this information.
Westminster College makes every effort to create and maintain accurate job descriptions for all positions within the organization.

Westminster College maintains job descriptions to aid in orienting new staff members to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Human Resources Department and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure they are up to date. Job descriptions may also be rewritten periodically to reflect changes in the position's duties and responsibilities. Staff members are expected to assist in the revision of their own job description, as changes occur, to ensure that actual job responsibilities are accurately portrayed.

Staff shall acknowledge that job descriptions may not necessarily describe every task or duty to be performed, and that additional responsibilities may be assigned as necessary. Staff members will be expected to follow the directions and instructions provided by their supervisor even if it goes beyond the scope of their job description. Staff members job descriptions may be changed as needed to meet the demands of the work.

Contact the Human Resources Department for more information about Job Descriptions.
2.11 Access to Personnel Files  
Effective Date: 07/01/2009

Westminster College maintains a personnel file for each member of staff. The personnel file includes such information as the staff member’s job application, résumé, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Westminster College, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Westminster College who have a legitimate reason to review information in a file are allowed to do so.

Staff members who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, staff may review their own personnel files in Westminster College's offices and in the presence of an individual appointed by Westminster College to maintain the files. Staff members may also request copies of documents in their personnel files.
2.12 Promotions and Transfers
Effective Date: 07/01/2009

Westminster College provides its staff members the opportunity to indicate interest in open job positions and advance within the organization according to their skills and experience.

Staff members who have a current written warning on file or are on probation or suspension are not eligible for promotions and/or transfers. Eligible staff members will only be considered for promotion or transfer to those positions for which they possess the required skills, competencies, and qualifications.

Westminster College recognizes the benefit of developmental experiences and encourages staff members to talk with their immediate supervisor about career plans. Supervisors are encouraged to support a staff member’s efforts to gain experience and advance within the organization.

An applicant’s current supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

In cases of promotions or transfers within Westminster College, a staff member who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time with no guarantee of continued employment at the college.
2.13 Employment Termination and Rehire

Effective Date: 07/01/2009

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. The examples below outline some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee.
- Discharge – involuntary employment termination initiated by the college.

Westminster College schedules exit interviews to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts, or the return of college-owned property.

Since employment with Westminster College is based on mutual consent, both the staff member and Westminster College have the right to terminate employment at will, with or without cause, at any time. Staff will receive their final pay, in accordance with applicable state law, at termination.

Employee benefits will be affected by employment termination. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the staff member's expense if the he or she so chooses. The staff member will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Former employees whose employment with Westminster College has ended either voluntarily or because of job elimination or reduction in force due to business conditions may be considered for rehire provided that they left in good standing.

An employee who is rehired after an official break in service will be required to meet the eligibility requirements for all benefit plans before becoming eligible for those benefits. If the employee is rehired within six months from their official last day they may return to their previous accrual rate for vacation time. If the employee is rehired after six months from their official last day their vacation accrual will be the same as it would for any other new employee.

Contact the Human Resources Department for more information about Employment Termination.
2.14 Resignation
Effective Date: 07/01/2009

Resignation is a voluntary act initiated by the staff member to terminate employment with Westminster College. Although advance notice is not required, Westminster College requests at least two (2) weeks' written resignation notice from all staff members.

Prior to a staff member's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.
2.15 Return of Property
Effective Date: 07/01/2009

Employees are responsible for all Westminster College property, materials, or written information issued to them or in their possession or control, including, but not limited to, keys, software, electronic files, credit cards, cell phones and computer equipment.

All Westminster College property must be returned by employees on or before their last day of work or immediately upon request.
3.1 Work Schedules  
Effective Date: 07/01/2009

The standard work schedule for all staff is eight (8) hours a day, five (5) days a week, i.e. a 40-hour workweek. Standard working hours are from 8:00 a.m. to 5:00 p.m., excluding one (1) hour for lunch. Staffing needs and operational demands may, however, necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Lunch schedules and shifts will be coordinated within each department to ensure appropriate office coverage. Supervisors will advise each staff member of his or her working hours.

All supervisors who expect their non-exempt staff members to work on holidays must have prior approval from the appropriate vice president.

Non-exempt staff cannot choose to work on holidays. Only when supervisors absolutely need to have coverage will non-exempt staff be required to work on holidays.

Contact the Human Resources Department for more information about Work Schedules.
3.2 Overtime
Effective Date: 07/01/2009

All overtime worked will be paid in compliance with the applicable State and Federal laws. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Overtime for non-exempt staff is discouraged. Any overtime must be approved by the supervisor before it is worked. Any overtime worked will be paid, but working unapproved overtime may lead to disciplinary action.

Staff members should consult with their supervisor for more information about Overtime.
3.3 Attendance and Punctuality
Effective Date: 07/01/2009

To maintain a safe and productive work environment, Westminster College expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other co-workers and associated departments of the college. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Failure to report for work without notifying your Manager for a period of three consecutive days, will be considered job abandonment and your position will be terminated as a voluntary resignation.
Westminster College provides paid sick leave benefits to all eligible staff for periods of temporary absence due to illnesses or injuries. Staff who have regular full-time employment classification are eligible for sick leave benefits.

Eligible staff members will accrue sick leave benefits at the rate of 12 days per year (one [1] day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the staff member starts to earn sick leave benefits.

An eligible staff member may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the staff member.

Staff members who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If the sick leave extends beyond 5 business days the employee will be required to provide a doctor's note describing the nature of the illness and the duration of the leave. If sick leave extends beyond 10 business days the employee should consult with the human resources office about establishing a short term disability leave.

Salaried/exempt staff members can use paid sick leave time in minimum increments of one (1) day. Hourly/non-exempt staff members can use paid sick leave time in minimum increments of one (1) hour. Sick leave benefits will be calculated based on the staff member's base pay rate at the time of absence.

Unused sick leave benefits will be allowed to accumulate until the staff member has accrued a total of 42 calendar days of sick leave benefits. If the staff member's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the staff member has reduced the balance below the limit. See Sick Leave Conversion Options below.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to staff members while they are employed or upon termination of employment.

Sick Leave Conversion Options
Each year staff members will have the opportunity to convert up to four (4) sick days to vacation days. This conversion must be requested by the staff member and meet the requirements specified as follows:

Minimum number of days in sick bank to be eligible = 18  
Conversion Ratio in Days = 1 to 1

<table>
<thead>
<tr>
<th>Sick Days Used this Fiscal Year</th>
<th>Days Available for Conversion to Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>4</td>
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<tr>
<td>1</td>
<td>3</td>
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<td>2</td>
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<td>3</td>
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</tr>
<tr>
<td>4</td>
<td>0</td>
</tr>
</tbody>
</table>

Conversion forms must be filled out and submitted to the Human Resources Department after July 1 and before July 31 of each year. Late requests will not be accepted.
4.2 Vacation  
Effective Date: 07/01/2009

Vacation time off with pay is available to eligible staff to provide opportunities for rest, relaxation, and personal pursuits. Staff members in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time staff members
- Staff members regularly scheduled to work 30 or more hours but less than 40 hours per week earn vacation on a prorated basis. Please contact the Payroll Department for further details.

The amount of paid vacation time staff members receive each year increases with the length of their employment as shown in the following schedule:

- Upon initial eligibility, the staff member is entitled to ten (10) vacation days each year, accrued monthly at the hourly rate of 6.67 hours/month.
- After five (5) years of eligible service, the staff member is entitled to 15 vacation days each year, accrued monthly at the hourly rate of 10 hours/month.
- After ten (10) years of eligible service, the staff member is entitled to 20 vacation days each year, accrued monthly at the hourly rate of 13.33 hours/month.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the staff member starts to earn vacation time. A staff member’s benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once staff members enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. Vacation time may be requested after it has been accrued.

Salaried/Exempt staff members may use paid vacation time in minimum increments of one (1) day. Hourly/Non-exempt staff members may use paid vacation time in minimum increments of one (1) hour. To take vacation, staff members should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Vacation time off is paid at the staff member's base pay rate at the time of vacation.

In the event that available vacation is not used by the end of the benefit year, staff members may carry unused time forward to the next benefit year. If the total amount of unused vacation time reaches a "cap" equal to twice the annual vacation amount, further vacation accrual will stop. When the staff member uses paid vacation time and reduces the available amount below the cap, vacation accrual begins again.

Staff members may also be eligible to convert up to four (4) sick days to vacation days if specific criteria are met. Refer to Policy 4.1 Sick Leave to review the “Sick Leave Conversion Options” available.

Upon termination of employment, staff members will be paid for unused vacation time that has been earned through the last day of work.
4.3 **Holidays**  
**Effective Date:** 07/01/2009

Westminster College will grant holiday time off to all staff members. Specific holidays will be listed on the Westminster web page (www.westminstercollege.edu/human_resources) providing the exact dates of holiday time off each year.

Westminster College will grant paid holiday time off to all eligible staff members immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the staff member's straight-time pay rate (as of the date of the holiday) multiplied by the number of hours the staff member would otherwise have worked on that day. Eligible employee classification(s):

- Regular full-time staff
- Regular hourly part-time staff who are scheduled to work 20 or more hours each week

Hourly part-time staff who are not on a regular schedule of required minimum hours and are hired on an “as-needed” basis (seasonal staff, i.e. assistant coaches, part-time flight instructors) are not eligible for holiday pay.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible staff member's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible non-exempt staff members work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times (+1.5 X) their straight-time rate for the hours worked on the holiday. Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

Contact the Human Resources Department for more information about Holidays.
4.4 **Bereavement**  
*Effective Date: 07/01/2009*

Staff members who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to three (3) days of paid bereavement leave per year will be provided to eligible regular full-time staff members.

Bereavement pay is calculated based on the base pay rate at the time of absence and is not deducted from sick or vacation leave banks.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Staff members may, with their supervisor’s approval, use any available accrued vacation time for additional time off as necessary.

Westminster College defines "immediate family" as the staff member’s spouse, parent, child, sibling, child’s spouse, grandparents or grandchildren of either the staff member or his/her spouse.

Contact the Human Resources Department for more information about Bereavement.
4.5 Time Off to Vote
Effective Date: 07/01/2009

Westminster College encourages employees to fulfill their civic responsibilities by participating in elections. Generally, staff members are able to find time to vote either before or after their regular work schedule. If a staff member is unable to vote in an election during their nonworking hours, Westminster College will grant up to two (2) hours of paid time off to vote.

Staff members should request time off to vote from their supervisor at least two (2) working days prior to Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.
4.6 **Jury Duty**  
Effective Date: 07/01/2009

Westminster College encourages staff members to fulfill their civic responsibilities by serving jury duty when required. Staff who have regular full-time employment classification are eligible for paid jury duty leave.

Jury duty pay will be calculated on the staff member's base pay rate multiplied by the number of hours the staff member would otherwise have worked on the day of absence.

Staff members must present the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Staff members are expected to report for work whenever the court schedule permits.

Either Westminster College or the staff member may request an excuse from jury duty if, in Westminster College's judgment, the staff member's absence would create serious operational difficulties.

Westminster College will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

Contact the Human Resources Department for more information about Jury Duty.
4.7 Family and Medical Leave (FMLA)
Effective Date: 07/01/2009

Basic Leave Entitlement
FMLA requires Covered Employers to provide up to 12 weeks per year of unpaid, job-protected leave to Eligible Employees for the 4 following reasons:

1. For incapacity due to pregnancy, prenatal medical care or child birth;
2. To care for the employee’s child after birth, or placement for adoption or foster care;
3. To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
4. For a serious health condition that makes the employee unable to perform the employee’s job.

Westminster College is a Covered Employer and provides FMLA leave for these purposes. Westminster College calculates the 12 month period in which leave for the above purposes may be taken on a “rolling” basis, meaning that the 12 month period is measured backward from the date an employee uses any FMLA leave.

Spouses who are both Eligible Employees and both work for Westminster College may be limited to a combined total of 12 weeks of leave in a 12 month period if the leave is taken for reasons 2 or 3 above.

Military Family Leave Entitlements
Eligible Employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain Qualifying Exigencies. Qualifying Exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits Eligible Employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period (“Covered Servicemember FMLA Leave”). A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the member's military duties, for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. The 12-month period for Covered Servicemember FMLA Leave begins on the first day of leave, and ends 12 months later.

Spouses who are both Eligible Employees and both work for Westminster College may also be limited to a combined total of 26 weeks of Covered Servicemember FMLA Leave.
Benefits and Protections
During FMLA leave, Westminster College must maintain your health coverage under any “group health plan” on the same terms as if you had continued to work. While you are on FMLA leave, Westminster College will continue to pay its portion of group health and dental insurance premiums and you must continue to pay your portion monthly. If your FMLA leave is unpaid due to the exhaustion of your accrued paid leave benefits, please contact the Human Resources Department in advance of your FMLA leave, or as promptly thereafter as possible, to make appropriate insurance payment arrangements. Failure to follow the payment arrangement will result in a lapse in coverage until you return to work.

Your use of FMLA leave cannot result in the loss of any employment benefit that you accrued prior to the start of your leave. However, paid leave benefits do not accrue while you are on FMLA leave nor do you receive holiday pay.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. (See Return to Work section below.)

Eligibility Requirements
Employees are Eligible Employees and may take FMLA leave if (1) they have worked for Westminster College for at least one year as of the time leave is to commence, (2) they have worked at least 1250 hours over the 12 months immediately prior to the start of the FMLA leave, and (3) at least 50 employees are employed by Westminster College within 75 miles of the employee’s worksite.

Definition of Serious Health Condition
A Serious Health Condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents your qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a health care provider or 1 visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
You do not need to use the FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. While on FMLA leave, you must periodically contact your manager about your status, including your intent to return to work. A call-in schedule will be arranged after you notify us of your need for FMLA leave.

You must make reasonable efforts and work with your manager to schedule leave for planned medical treatment so as not to unduly disrupt Westminster College’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. To better accommodate your
foreseeable intermittent or reduced schedule leave, Westminster College may temporarily transfer you to another job with equivalent pay and benefits.

**Substitution of Paid Leave for Unpaid Leave**
Under the law, employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer’s normal paid leave policies.

Westminster College has chosen to require employees to substitute accrued paid leave for unpaid FMLA leave including vacation, and sick as defined by the vacation and sick leave policies, the remainder of any FMLA leave will be unpaid. Please note that sick leave as defined by our sick leave policy does not cover all types of leaves that are covered by FMLA. The combination of paid and unpaid leave used for an FMLA purpose will not exceed 12 workweeks in any 12-month period. In other words, when you have an FMLA qualifying condition your leave will be counted against your 12 weeks of FMLA leave, or, if applicable, your 26 weeks of Covered Servicemember FMLA Leave, and will simultaneously be counted against your accrued paid leave. You will be paid as if you are on paid leave until your accrued paid leave is exhausted, at which point your remaining FMLA leave will be unpaid. An exception to this is in the event of leave due to a work related injury or illness, in which case other paid leave will not be used for any day for which Worker’s Compensation benefits are paid.

**Employee Responsibilities**
You must provide at least 30 days advance notice of the need to take FMLA leave when your need for leave is foreseeable. In the case of a Qualifying Exigency, you must provide as much notice as is practicable. When 30 days notice is not possible, you must provide notice as soon as practicable and generally must comply with Westminster College’s normal procedures. Please see the Attendance and Punctuality policy. In any situation in which you give less than 30 days notice when 30 days notice is required, Westminster College may require you to explain the reasons why giving 30 days notice was not practicable.

Notices of your need for FMLA leave should be given to your manager and/or the Human Resources department. As with other leaves at Westminster College, the leave request should be in writing, if at all possible. Please contact the Human Resources office to obtain a request for leave form. If you are unable to give Westminster College notice yourself, have a responsible person or family member contact your manager and/or the Human Resources department on your behalf within the required as soon as practicable.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. It is not enough simply to tell your manager and/or the Human Resources department that you or a family member is “sick.” Sufficient information may include that you are unable to perform job functions, your family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform your manager and/or the Human Resources department if the requested leave is for a reason for which FMLA leave was previously taken or certified. Westminster College may make reasonable inquiries of you regarding your leave
request such that Westminster College is able to determine whether the leave is FMLA qualifying, and if it does, you must respond to those requests.

You also may be required to provide a certification and periodic recertification support the need for leave (see Certifications, 2nd and 3rd Opinions, and Recertifications section below).

Once you have given notice of your need for FMLA leave, you must advise your manager and/or the Human Resources department as soon as practicable if the dates for your scheduled FMLA leave change, or your leave period is extended, or if the timing and duration was initially unknown and then become known.

Consequences of Insufficient Notice by Employee
If you fail to give notice that is adequate to inform Westminster College that your leave is qualified FMLA leave, or you fail to respond to Westminster College’s reasonable inquiries regarding your leave request such that Westminster College is unable to determine whether the leave is FMLA qualifying, your leave request may be denied.

If your need for leave is foreseeable at least 30 days in advance and you fail to give 30 days notice, Westminster College may delay your FMLA leave until 30 days after the first date you gave notice. If your need for leave is foreseeable fewer than 30 days in advance and you fail to give notice as soon as practicable, Westminster College may delay FMLA coverage by the additional days of notice that should have been given.

In the case of unforeseeable leave, if you fail to comply with Westminster College’s usual and customary notice requirements without unusual circumstances that justify your failure to comply, Westminster College may delay or deny your FMLA leave.

Certifications, 2nd and 3rd Opinions, and Recertifications
Certifications. Upon Westminster College’s request, you must timely provide (1) a certification from a certified health care provider sufficient to support your FMLA leave request for your own Serious Health Condition, (2) a certification from a certified health care provider sufficient to support your FMLA leave request for your care of your family member with a Serious Health Condition, (3) a certification from you sufficient to support your FMLA leave request for a Qualifying Exigency, (4) a certification from you sufficient to confirm your covered family relationship to a seriously ill or injured servicemember that you are seeking FMLA leave to be with subject to an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA), or (5) a certification from a military health care provider sufficient to support your FMLA leave request for leave to care for the serious injury or illness of a covered servicemember. Westminster College will provide you with the appropriate certification forms.

In the case of foreseeable leave, you must return any required certification form before your leave begins. If that is not possible, or in cases of unforeseeable leave, any required certification form must be returned within 15 days after Westminster College has requested certification.
Returned certification forms must be completely and sufficiently filled out. A certification form is incomplete if one or more applicable entries is blank. A certification form is insufficient if the entries are filled out but are vague, ambiguous or nonresponsive.

You have the option to provide a complete and sufficient certification form to Westminster College yourself, or to provide whatever authorization is needed for your health care provider to release a complete and sufficient certification form to Westminster College to support the FMLA request. In all events, however, Westminster College must receive the required certification form from you or your health care provider within the timeframes mentioned above.

2nd and 3rd Opinions. In some circumstances involving your own Serious Health Condition or the Serious Health Condition of your family member, Westminster College may ask you to obtain, at Company expense, a medical certification from a second or third health care provider. To facilitate this, you are obligated to authorize your health care provider to release all requested and relevant medical information to the designated second or third opinion provider. Any such additional certification must be returned within 15 days after Westminster College has requested it.

Recertifications. In some circumstances, Westminster College may ask you to recertify, at your own expense, a Serious Health Condition. Any such certification must be returned within 15 days after Westminster College has requested it.

Consequences of Failure to Comply with Certification Requirements
If you fail to timely provide a certification, your FMLA leave may be delayed until the certification is provided. Your complete failure to provide a certification may result in your FMLA leave being denied.

All certifications must be complete and sufficient. If your certification is incomplete or insufficient, Westminster College will notify you of that, and of what additional information is needed. You will have 7 days to cure the problem. If after 7 days you have not supplied a complete and sufficient certification form, Westminster College may deny your FMLA leave.

If you are asked to provide a 2nd or 3rd opinion and you do not authorize your health care provider to release all requested and relevant medical information to the designated opinion provider, your FMLA leave may be denied.

Return to Work
You are expected to return to work on the workday following the date designated as the end of your FMLA leave. If you do not return to work or contact Westminster College within three business days of that return date, Westminster College will assume you have voluntarily resigned. See Attendance and Punctuality policy.

Upon your return from FMLA leave, you will be returned to the same position that you held when leave commenced, or to an equivalent position with equivalent pay, benefits, and working conditions. An exception to this may occur in the event that you are a “key employee” whose job restoration would cause Westminster College substantial and grievous economic harm. If
you are a key employee, Westminster College will notify you of that in connection with your FMLA leave. Please note, however, that you have no greater right to a job when you return from leave than if you had been continuously employed during the FMLA leave period. When you return from FMLA leave, you will have the same level of benefits you had when you began leave, minus any benefits used during the FMLA leave.

Fitness for Duty. If your FMLA leave was for your own Serious Health Condition, you may be required, at your own expense, to provide a fitness for duty certification before you can return to work.

The fitness for duty certification will only concern the particular health condition for which you took FMLA leave, and may require information about your ability to perform the essential functions of your job. If Westminster College is going to require a fitness for duty certification from you, Westminster College will tell you that, and will provide more information to you about your fitness for duty certification obligations in the notice you receive from Westminster College when Westminster College designates your leave as FMLA leave (see Employer Responsibilities section below).

If you do not submit a required fitness for duty certification to Westminster College on or before your designated return date, Westminster College may delay your job restoration until such time as you do supply the fitness for duty certificate. Except in the case of intermittent or reduced schedule leave, if you do not provide either a fitness for duty certificate or a new medical certification for a Serious Health Condition by the time your designated FMLA leave ends, your employment may be terminated.

Employer Responsibilities
Under the law, covered employers also must inform employees if leave will be designated as FMLA protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA protected, the employer must notify the employee. Westminster College will provide you with appropriate Designation Notices that meet these requirements.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.
Westminster College fully intends to comply with its requirements under the FMLA. Westminster College specifically prohibits the unlawful behavior stated above. Therefore, if you believe you have been subjected to such behavior, you must promptly report the situation to Westminster College Human Resources Department, which will investigate the situation and take appropriate corrective action.

**Enforcement**

Under the law, an employee believing that he or she has been subjected to an act made unlawful by the FMLA may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal of State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.
4.8 Personal Leave
Effective Date: 07/01/2009

Westminster College provides personal leaves of absence, without pay, to all staff members who wish to take time off from work duties to fulfill personal obligations.

A staff member must submit a request for personal leave to his or her immediate supervisor. Supervisors have the authority to grant personal leaves up to five (5) business days in duration within a 12-month period. Requests for personal leave will be considered based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. Requests for additional personal leave days must be submitted to and approved by the President.

Subject to the terms, conditions, and limitations of the applicable plans, Westminster College will continue to provide health insurance benefits for the full period of the approved personal leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the staff member to the same position, if it is available, or to a similar available position for which the individual is qualified. Westminster College cannot, however, guarantee reinstatement in all cases.

If a staff member fails to report to work promptly at the expiration of the approved leave period, Westminster College will assume the individual has resigned.
4.9 Military Leave
Effective Date: 07/01/2009

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994, a military leave of absence will be granted to employees who must be absent from work to fulfill obligations to the U.S. uniformed services. Employees shall provide advance notice of military service to the college, unless military necessity prevents such notice or it is otherwise impossible or unreasonable to do so.

As required by USERRA, continuation of health insurance benefits is available based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work at the beginning of the next regularly scheduled work period following the end of service, allowing reasonable travel and rest time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed, or a comparable one, depending on the length of military service. For purposes of determining benefits based on length of service, employees will be treated as though they were continuously employed by the college while on military leave.

Contact the Human Resources Department for more information about Military Leave.
5.1 **Employee Benefits Statement**  
*Effective Date: 07/01/2009*

Eligible staff members at Westminster College are provided a wide range of benefits. A number of programs (such as Social Security, workers' compensation, and unemployment insurance) cover all staff in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including staff member classification. The Human Resources Department can provide you with summary plan documents and other information outlining coverage’s and eligibility criteria.

Some benefit programs require contributions from the employee and others may be paid by Westminster College.

Some of the benefits provided by Westminster College include the following:

- Medical
- Dental
- Life and AD&D
- Retirement
- Short & Long Term Disability
- Flexible Spending Accounts
- Tuition Remission
- Membership at the Dolores Dore Eccles Health, Wellness, and Athletic Center

Specific information about the benefits offered can be found on the Human Resources web page or at the Human Resources office. Most of our benefits are negotiated each year with the corresponding vendor who provides the benefits and therefore are subject to change.
Westminster College provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be promptly reported. This will enable an eligible employee to qualify for coverage as quickly as possible.

Employees who need to see a health care provider for treatment should notify the Human Resources Department to complete the forms required and to receive the names of approved Workers’ Compensation Fund providers. If the injury is life threatening, the employee should seek immediate emergency medical attention; in this instance, the Human Resources Department must be informed within two (2) days of the incident.

The employee must notify the health care provider that the injury or illness is work related; the provider is required to complete and submit forms to send to the Utah State Industrial Commission. The Industrial Commission has strict time guidelines. Delayed action on seeking medical treatment for a work-related injury or illness may jeopardize coverage.

Managers and supervisors should contact the Human Resources Department immediately regarding any work-related injuries or illnesses.

Neither Westminster College nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Westminster College.

More details about workers’ compensation insurance can be obtained from the Human Resources Department.
The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Westminster College's health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of a staff member, a reduction in a staff member's hours or a leave of absence, a staff member's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the staff member or beneficiary pays the full cost of coverage at Westminster College's group rates plus an administration fee. Westminster College provides each eligible staff member with a written notice describing rights granted under COBRA when the staff member becomes eligible for coverage under Westminster College's health insurance plan. The notice contains important information about the staff member's rights and obligations.

Contact the Human Resources Department for more information about COBRA.
5.4 Employee I.D. Card
Effective Date: 07/01/2009

Westminster College issues a personal identification card to each member of the workplace community. Photo ID cards can be obtained at the Dolores Dore Eccles Health, Wellness, and Athletic Center, main reception desk.

Photo ID cards can be used for a variety of purposes including:

- Westminster ID
- Westminster Library Card
- UTA bus pass (requires enrollment & fee)
- Dolores Dore Eccles Health, Wellness, and Athletic Center membership pass (requires enrollment & fee payment)
- Sodexho Food Service account access (requires enrollment and fee)

If the card is lost, a replacement may be obtained for a fee of $10. Contact the Dolores Dore Eccles Health, Wellness, and Athletic Center for more information about Photo ID cards.
6.1 Employee Assistance Program
Effective Date: 07/01/2009

Westminster College cares about the health and wellbeing of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees are able to solve these problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), Westminster College provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees and their immediate family members by offering problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard the employee’s privacy and rights. Information given to the EAP counselor may be released only if requested by the employee in writing. All counselors are guided by a Professional Code of Ethics.

There is no cost for employees to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Details of the Employee Assistance Program are described in the Summary Plan Description (SPD) provided to eligible employees.

Contact the Human Resources Department for more information about the Employee Assistance Program.
6.2 Emergency Loans
Effective Date: 07/01/2009

A small emergency loan fund was established in 1991 to help regular employees with bona fide emergencies (e.g., medical emergencies, loss of employment of a spouse, housing eviction, etc.). An employee must have been employed for at least 90 days before being eligible to apply for an emergency loan. Temporary employees are not eligible.

Loan application forms are available in the Human Resources Office. The Director of Human Resources will review and approve/disapprove all loan applications. The following procedures apply to emergency loan participants:

1. Loans are limited to a maximum of $1,000 each.
2. A loan may be taken out for a maximum of 12 months.
3. The first 90 days of any loan will be interest free. Any amount unpaid at the end of 90 days will be charged interest at the rate of 1% per month on the unpaid balance on the last day of the month.
4. Payments will be calculated over a year's time and will be automatically deducted from the paycheck. The participant will be required to sign a payroll deduction authorization form.
5. The loan may be paid off earlier than one year without penalty.
6. The college reserves the right to accelerate the loan and/or have it become due immediately if a loan becomes delinquent.
7. More than one (1) loan in a 12-month period may be granted as long as the total loan amounts do not exceed $1,000 for the 12-month period.
8. If employment at the College should end for any reason before the balance has been completely paid, the employee’s final paycheck will be reduced by the amount owed. If a balance still remains, the employee will be required to sign a promissory note.

An employee may appeal a decision made pursuant to this policy to the College President by filing a written appeal with the Director of Human Resources. The appeal must contain a statement of the decision made, a statement of the action the employee is requesting to be taken, and the reasons why the employee believes he or she is entitled to have his or her request granted. The Director of Human Resources will review the appeal and submit to the President, or the President's designee, a response that addresses the issues raised by the employee in his or her appeal. The President, or the President's designee, will review the appeal and the response, request additional information as needed, and then make the final decision.

Contact the Human Resources Department for more information about Emergency Loans.
7.1 Salary Administration, Pay Periods and Direct Deposit
Effective Date: 07/01/2009

Salary Administration
The salary administration program at Westminster College was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, Westminster College is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. Westminster College periodically reviews its salary administration program and restructures it as necessary.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors who are responsible for the fair administration of departmental pay practices. The Human Resources Department is also available to answer specific questions about the salary administration program.

Pay Periods
Salaried/exempt employees are paid monthly on the last working day of the month.

Hourly/non-exempt staff members are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

If a regularly scheduled payday falls on a non-work day/holiday, employees will receive pay on the last day of work prior to the regularly scheduled payday.

In order for benefits and/or compensation changes to be effective in a given month, they must be submitted to the Human Resources Department at least five (5) business days prior to the payday.

Paychecks will be transferred directly to an employee’s checking or savings account via direct deposit. Refer to the following information regarding the direct deposit option.

Direct Deposit Participation
Westminster College requires all employees to participate in the direct deposit option. Direct deposit is a process that provides for the secure, efficient and timely transfer of salary and wage payments from the college to the financial institutions specified by employees. This benefit is available by submitting a Direct Deposit Authorization form along with a blank, voided personal check. Employees can view an itemized statement of wages online through webadvisor. Authorization will remain in full force and effect until Westminster College has received written notification from the employee of direct deposit change. Notification of change must be submitted at least ten (10) days prior to the next scheduled payday.

For more information regarding direct deposit, contact the Human Resources Department.

Pay Deductions and Offsets
The law requires that Westminster College make certain deductions from every employee’s compensation.
Among these are applicable federal, state, and local income taxes. Westminster College also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Westminster College matches the amount of Social Security taxes paid by each employee.

Westminster College offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Employees with questions regarding payroll deductions should contact the Payroll Department for assistance.

**Pay Corrections**

All reasonable steps are taken to ensure that employees receive the correct amount of pay in each paycheck and are paid promptly on the scheduled payday. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Department so that corrections can be made as quickly as possible.
7.2 Personnel Data Changes
Effective Date: 07/01/2009

It is the responsibility of each employee to promptly notify the Human Resources Department at Westminster College of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, emergency contact information, educational accomplishments, and other such status reports should be accurate and current at all times.
Accurately recording time worked is the responsibility of every nonexempt staff member and supervisor. Federal and state laws require Westminster College to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the total time actually spent on the job performing assigned duties.

Nonexempt staff members should accurately record the time they begin and end their work each day, including the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is each staff member's responsibility to formally submit his or her time record to certify the accuracy of all time recorded. The supervisor will review and then approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the staff member and the supervisor must verify the accuracy of the changes and approve the time record.

Contact the Payroll Department for more information about Timekeeping requirements.
7.4 Business Travel Expenses
Effective Date: 07/01/2009

Westminster College will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the appropriate department head or supervisor.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the college. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor and the Risk Management Department. Vehicles owned, leased, or rented by the college may not be used for personal use without prior approval.

Cash advances to cover reasonable anticipated expenses may be made to employees after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.
8.1 Conflicts of Interest
Effective Date: 07/01/2009

Westminster College conducts its affairs with high standards of integrity and expects its employees to do the same. This policy outlines general direction for staff to seek further clarification, as necessary, on issues related to acceptable standards.

An actual or potential conflict of interest occurs when a staff member is in a position to influence a decision that may result in a personal gain for that staff member or for a relative as a result of Westminster College's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the staff member is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if a staff member were to have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to his or her supervisor or the Director of Human Resources as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a staff member or relative has a significant ownership in a firm with which Westminster College does business, but also when a staff member or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Westminster College.

Staff members are expected to avoid situations that might permit private interests to influence job performance. If a conflict of interest may arguably exist, it is expected that the concerned staff member will discuss the nature of the conflict with his or her supervisor or the Director of Human Resources. A supervisor who observes such a conflict also has the obligation to address the issue with the staff member and/or the Director of Human Resources.

Examples of situations where a conflict of interest might arise include (but are not limited to):

- When a staff member maintains employment outside the college that conflicts with his/her full-time employment (including ability to perform his or her job satisfactorily) with Westminster College.
- When a staff member’s financial interest may be advanced (other than through pay and benefits) by college actions.
- When a staff member becomes intimately involved (e.g., as a roommate or romantic partner) with someone within the college community over whom he or she has power or authority. Examples where power or authority is clearly an issue include a supervisor sexually/intimately involved with a subordinate, or an employee supervising a spouse, child or other household member.

An individual's status as a member of staff takes precedence over his or her status as a student. There may be instances where policies or procedures for students on a particular subject will differ from policies or procedures for staff on that same subject. In those instances, staff members must follow the policy as it applies to staff and may not claim that they are exempt from a staff policy due to their additional status as students.
In order to avoid conflicts of interest, staff may not seek or hold a student office, elected or appointed. Staff may not work on school assignments during work hours, unless the staff member has obtained special permission from the supervisor.

In cases where a staff member has a work-related issue, he or she must utilize the policies and procedures applicable to staff. Issues arising as a result of a staff member's status as a student must be resolved according to policies and procedures applicable to students.

Individuals who are both staff members and students of the college are responsible for their conduct in both arenas, and disciplinary action for a violation of policy in one arena may subject the individual to disciplinary action in the other arena.

Contact the Human Resources Department for more information about Conflicts of Interest.
8.2 Confidentiality
Effective Date: 07/01/2009

Westminster College maintains confidential records for a variety of business needs. Many records must be kept confidential as a matter of law.

Information contained in Westminster College files and records, whether paper or computer records, is to be used for its intended purposes only. All staff must strictly adhere to standards that authorize access to, use and/or disclosure of sensitive and confidential information including, but not limited to:

- Employment and compensation data
- Financial information
- Employee medical information
- Security log-in processes, passwords and electronic signatures

Inappropriate access to, use of, or disclosure of such information by a staff member will subject him or her to disciplinary action up to and including termination of employment.

Westminster College complies with applicable federal and state privacy laws and guidelines. Staff members should consult with their supervisor regarding appropriate use of confidential business information.

The Family Educational Rights and Privacy Act of 1974 (FERPA, sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records which identifies the obligations of educational institutions, primarily in the areas of release of and access to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld. The FERPA policy is intended to ensure students have: the right to inspect and review their education records; the right to amend their education records as appropriate; and the right to control access to their educational records which are maintained by an educational institution.

Westminster College has adopted the following Education Records Policy to protect the privacy of education records maintained by the institution. The Education Records Policy will be published annually in the Student Handbook and may be amended from time to time to conform to any changes in the governing law. The policy will reside on the Westminster College website at www.westminstercollege.edu.
8.3 Ethics and Conduct
Effective Date: 07/01/2009

The successful operation and reputation of Westminster College is built upon the principles of fair dealing and ethical conduct of its employees. The college’s reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Westminster College will comply with all applicable laws and regulations and expects its trustees, officers, and all employees to conduct themselves in accordance with the spirit, letter and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide each staff member with respect to acceptable conduct. When uncertain of appropriate action, staff should consult their immediate supervisor or the Human Resources Department for guidance.

Compliance with this expected standard of ethics and conduct is the responsibility of every member of Westminster College’s staff. Disregarding or failing to comply with this policy may lead to disciplinary action, up to and including possible termination of employment.
8.4 Performance Evaluation
Effective Date: 07/01/2009

The performance of all staff is generally formally evaluated according to an ongoing 12-month cycle, beginning at the fiscal-year end.

Supervisors and staff members are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both supervisors and staff the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.
8.5 Performance Improvement Program  
Effective Date: 07/01/2009

The purpose of this policy is to state Westminster College’s position on dealing with unsatisfactory conduct in the workplace. The best improvement measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Westminster College’s own best interest lies in ensuring fair treatment of all employees and in making certain that improvement actions are prompt, uniform, and impartial. The major purpose of any improvement action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Westminster College is based on mutual consent and both the employee and Westminster College have the right to terminate employment at will, with or without cause or advance notice, Westminster College may use “progressive discipline” at its discretion as a measure to improve performance or deal with unsatisfactory conduct.

Improvement action may call for any of four (4) steps – verbal counseling and warning, written counseling and warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

“Progressive discipline” means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for verbal counseling and warning; a next offense may be followed by written counseling and warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Westminster College recognizes that there are certain types of personnel problems that are serious enough to justify either a suspension, or termination of employment, without going through the usual progressive improvement steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, Policy 8.6 Workplace Conduct includes examples of appropriate behaviors in the workplace. An infringement of these behaviors may trigger the need for progressive discipline measures or may result in immediate suspension or termination of employment.

By using a Performance Improvement Program, Westminster College seeks to correct most employee problems at an early stage, benefiting both the employee and the college.
8.6 Workplace Conduct  
Effective Date: 07/01/2009

Westminster College is committed to full compliance with all applicable laws and ethical standards that govern its operation as an institution of higher education and as an employer. Consistent with that commitment, the college expects each staff member to acknowledge and exemplify the highest standards of professional and ethical conduct.

Each Westminster College staff member should:

- Respect the dignity of all students, faculty, staff and visitors without regard to rank or position, demonstrating professionalism, courtesy, honesty and care in the performance of their duties.
- Be informed concerning his/her rights, benefits, and responsibilities.
- Consult with his or her supervisor, department head, or the Human Resources Department regarding questions concerning job duties, employment status, insurance or retirement benefits, or other matters.
- Know and practice the safety regulations that apply to his or her job to help promote and maintain safety standards. Report any injuries or unsafe conditions to a supervisor immediately.
- Report to work in accordance with the established departmental work hours.
- Discuss expected absences in advance with his or her supervisor as soon as possible.
- Use college time, funds, and property for Westminster College business only.
- Respect the rights and property of others.
- Consult with his or her supervisor and know the standards of performance and conduct that are expected. A staff member may be subject to discipline for inattention to duty, inefficiency, insubordination, absence without permission, intemperance, dishonesty, misuse of college funds or property, or other misconduct which adversely affects Westminster College.
- Attempt to resolve differences concerning work relationships and conditions of employment through informal discussions with his or her supervisor or the Human Resources Department.

As employment with Westminster College is voluntarily entered into, a staff member is free to resign at will at any time, with or without cause. Similarly, Westminster College may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.
Westminster College is committed to providing a safe, healthful workplace that is free from violence or threats of violence. As respect for the individual is one of the college’s core values, Westminster has adopted a policy that does not tolerate any violent or potentially violent behavior in the workplace that affects faculty, staff, students, vendors, or campus visitors.

Any act of intimidation, including menacing and harassing behaviors, threat of violence, and acts of violence committed against any person in the workplace is prohibited. While it is impossible to describe all actions that might constitute threatening or violent actions, the following behaviors are not tolerated in the workplace:

- Assaulting or physically attacking another individual
- Using threatening, intimidating, or abusive language (oral or written) and/or gestures
- Interfering with another individual’s legal rights of movement or expression
- Using or possessing firearms, explosives, knives, or any items that could be used as weapons
- Destroying or damaging college property, computer files, and/or other acts of workplace sabotage
- Stalking or similarly harassing behavior toward employees, students, or campus visitors
- Verbally threatening to harm another person or destroy property
- Possessing or consuming alcoholic beverages or illegal drugs
- Working under the influence of alcohol or illegal drugs.

Any employee who is the subject of, witness to, or has otherwise been made aware of a suspected violation of this policy should report the violation to his or her supervisor, any member of administration, or the Human Resources Department. Employees should also report any action which, in their judgment, has the potential to become threatening or violent without appropriate intervention. In all instances, the college will use such information with as much discretion as possible.

Threats or acts of violence will be taken seriously and will be immediately investigated by the college. Individuals who engage in violent or prohibited conduct may be removed from the premises, and may be subject to dismissal or other disciplinary action, arrest and/or criminal prosecution.

The Human Resources Department must be notified of ALL threats or acts of violence in the workplace and immediately consulted if there is a concern that violence may occur. It is highly recommended that the Human Resources Department be notified of personal situations, such as domestic violence, which have the potential to involve the workplace. Human Resources must be notified if a restraining order lists Westminster’s workplace as a restricted location. Campus Security will, in turn, be notified.

The Human Resources Department will respect the confidentiality of any employee involved, balanced with the need to provide a safe, secure environment for all employees, students and visitors.
8.8 Drug and Alcohol Use
Effective Date: 07/01/2009

It is Westminster College's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition.

While on Westminster College premises and while conducting business-related activities off Westminster College premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with their supervisor or the Human Resources Department to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may participate in a rehabilitation or treatment program through Westminster College's health insurance benefit coverage.

In accordance with the Drug-Free Workplace Act of 1988, all employees must notify their immediate supervisor and the Human Resources Director of their conviction for a criminal drug statute violation occurring in the workplace no later than five (5) days after such conviction.

Employees with questions about this policy or issues related to drug or alcohol use in the workplace should consult with their supervisor or the Human Resources Department without fear of reprisal.
8.9 Sexual and Other Unlawful Harassment
Effective Date: 07/01/2009

Westminster College is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual’s sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated. Westminster College provides sexual harassment training to ensure an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; 2) submission or rejection of the conduct is used as a basis for making employment decisions; or, 3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Employees who experience or witness sexual or other unlawful harassment in the workplace should report it immediately to their supervisor. If the supervisor is unavailable or perceived to be inappropriate to contact, the employee should immediately contact the Human Resources Department or any other member of the administration. Concerns may be raised, or reports made, without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, the confidentiality of the complainant, any witnesses, and the alleged harasser will be protected against unnecessary disclosure. When the investigation has been completed, all parties will be informed of the
Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Department or any member of the administration so it can be investigated in a timely and confidential manner. Any employee engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.
Westminster College’s mission is promoted by professionalism in student-staff relationships and in supervisor-supervisee relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Given the dependence students have on staff for professional services, advice and assistance, and taking note of the respect and trust that should be inherent between a supervisee and a supervisor, staff members recognize that they are presumed to make decisions regarding their relationships with students and supervisees which will not endanger this atmosphere of mutual trust and respect. Staff members should be aware of the possibility that an apparent sexual/romantic consensual relationship with a student or supervisee may be interpreted (either now or at a later date) as nonconsensual and, therefore, sexual harassment.

The power differential inherent in staff/student and supervisor/supervisee relationships may compromise the student’s or supervisee’s ability to decide and thus call into question the bona fide consensual nature of the relationship. The potential exists for the student or supervisee to perceive a coercive element in suggestions regarding activities outside those appropriate to professional relationships. Moreover, staff members, particularly in relationships with students and persons under their supervision, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. They also need to be aware that a relationship may give rise to a perception on the part of others that the fairness, neutrality or evaluative capacity of the staff member has been compromised.

It is a violation of this policy for a staff member to undertake a sexual/romantic relationship or permit one to develop with a student or supervisee who is dependent on that person’s professional assistance or who is subject to that person’s supervision or evaluation, even when both parties appear to have consented to the relationship.

Westminster College does recognize that consensual sexual/romantic relationships may exist prior to the time a student is assigned to a staff member or placed in a situation where the staff member must supervise or evaluate the student. It is also recognized that such a relationship may exist between co-employees prior to the time when one of those employees becomes the supervisor of the other. A consensual sexual/romantic relationship is a recent one if it is ongoing or has been in existence at any time within the six (6) months immediately preceding the assignment of the student or supervisee to the staff member. Persons who are married, or were married, are included within the definition of those persons having, or who have had, a consensual sexual/romantic relationship.

Where the staff member has, or has had a recent consensual sexual/romantic relationship with the student or supervisee, the following procedures shall be followed:

1. The staff member shall advise his or her director or vice president of the present or recent consensual sexual/romantic relationship and the following steps shall be taken:
   a. The staff member will request that the director or vice president assign someone else to assist the student or evaluate the supervisee with whom the staff member has or has had a consensual sexual/romantic relationship.
   b. The staff member will remove himself or herself from the consideration of the student or employee for evaluation, promotion, hiring or determination of salary.
2. A staff member who fails to follow the policy set forth in subparagraph 1 above, and does not withdraw from participation in activities or decisions which may reward or penalize a student or supervisee with whom the staff member has or has had a recent consensual sexual/romantic relationship in accordance with this policy, will be in violation of this policy.

If a staff member, in whole or in part, violates this college policy on consensual sexual/romantic relationships between staff members and students or between staff members who are supervisors and those they supervise, the staff member may be subject to disciplinary action. Such action includes, but is not limited to, a letter of warning, suspension without pay, and/or immediate termination from employment with the college.

Contact the Human Resources Department for more information about Consensual Relationships.
8.11 Personal Appearance
Effective Date: 07/01/2009

Standards for appropriate dress, grooming, and personal cleanliness contribute to the morale of all employees and affect the business image Westminster College presents to students, alumni and visitors. During business hours and when representing Westminster College, a staff member’s neat appearance and dress should be appropriate to his or her position.

Staff members should discuss appropriate attire and appearance with their supervisor. Reasonable accommodation may be made to a person with a disability.
8.12 Personal Use of Telephones
   Effective Date: 07/01/2009

It is Westminster College’s policy that workplace telephones are to be used for business purposes only. Employees are expected to exercise reasonable discretion in using workplace phones for personal use. Excessive incoming or outgoing personal calls during the workday can interfere with employee productivity and be distracting to others. All personal calls, including those by use of a personal cellular phone, should be limited to non-work periods. Employees should inform friends and family members of the college’s policy.

It is understood that personal calls, on occasion, will be made or received during work hours. These should be kept to a minimum in terms of number of calls as well as duration of calls. Flexibility will be provided in circumstances demanding immediate attention so long as the employee discusses it with supervisor staff in advance.

Employees may be required to reimburse Westminster College for any charges resulting from their personal use of a college workplace telephone.
8.13 Smoking
Effective Date: 07/01/2009

The Utah Indoor Clean Air Act, Section 26-38-1, effective January 1, 1995, prohibits smoking in all enclosed places of public access. In keeping with Westminster College's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited.

Smoking is prohibited inside any building, facility, or other enclosed indoor place on campus, including private offices. Smokers are not permitted to smoke within 25 feet of any building entrance or exit, and must refrain from smoking in other areas through which non-smokers must pass.

Smoking is prohibited in any college-owned, leased or operated vehicles.

This policy applies to both employees and non-employee visitors of Westminster College.
For a detailed policy, please refer to the "Information Technology Security Policy: Responsible Use of College Computing and Network Resources." All employees will be responsible for understanding and abiding by this policy. It is available at [www.westminstercollege.edu/support/ResponsibleUse.pdf](http://www.westminstercollege.edu/support/ResponsibleUse.pdf).
8.15 Use of Equipment and Vehicles  
Effective Date: 07/01/2009

Employees are expected to be conscientious in the operation and use of all college-owned property. All equipment and vehicles shall be used and maintained in accordance with appropriate operating instructions, safety standards, and guidelines.

Employees should notify their supervisor when any equipment or vehicle appears to be in need of repair, is damaged or defective. The prompt reporting of existing or potential issues may prevent further deterioration of equipment and avoid possible injury to employees or others. Employees should consult with their supervisor regarding their responsibility for the maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles may result in disciplinary action, up to and including termination of employment.
8.16 Use of College’s Service or Trademarks

Effective Date: 07/01/2009

Westminster College is a non-political, not for profit, corporate institution of higher learning made up of a community of individuals with varying points of view and interests. It is improper and inaccurate for any employee to imply college endorsement of his or her own point of view through the use of college letterhead, through publishing the college’s name in association with his or her own name in a political advertisement, or in any other way linking his or her own identity with that of the college to promote his or her personal preferences or beliefs.

The use of the Westminster College logos and other trademarks is restricted. Any use of college service or trademarks without permission from the college constitutes trademark infringement.

Service and trademarks are intellectual property owned by the college such as logos, seals, building images, and the Westminster nameplate.
8.17 Political Activity
Effective Date: 07/01/2009

Westminster College encourages staff members to express their views on political issues, to participate in political campaigns, to offer themselves as candidates for office, and to hold office.

These activities are personal ones and staff must take proactive steps to clarify that they are exercising their rights as individual citizens and are not speaking on behalf of the college, its officers or trustees.

Staff members who engage in personal political activity must not use college facilities or resources, including email and other communication systems.

Staff members may not use their positions of power to coerce, manipulate, or inappropriately influence others in the college community.

Staff members who disregard this policy not only place themselves at risk for disciplinary action, but also may jeopardize the college’s tax exempt status as a non-profit institution of higher education.
Westminster College reserves the right to monitor and access all of its assets, equipment, offices, buildings, machines, etc., including but not limited to desks, chairs, computers, computer software, telephones, fax machines, copy machines, email, internet access, network accounts, files, file cabinets, etc.

Westminster College also reserves the right to conduct investigations which may include searches of college assets as described above. Employees do not have a privacy interest in college material, equipment or assets.

Because Westminster College is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.
8.19 Problem Resolution and Grievance Procedures
Effective Date: 07/01/2009

Westminster College encourages all employees to attempt to resolve work-related issues through informal means whenever possible. The college believes that employees should also have an avenue to present their work-related complaints and appeal the administration's decisions through a formal grievance procedure. The college will attempt to promptly resolve all grievances that are appropriate for handling under this policy.

Definition
An appropriate grievance is defined as an employee's expressed feeling of dissatisfaction concerning any interpretation or application of a work-related policy by the administration, supervisors, or other employees. Some possible examples are as follows:

- Misapplication or violation of college policies, practices, rules, regulations, and procedures believed to be to the detriment of an employee.
- Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation.
- Alleged discrimination because of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, veteran status, or sexual orientation.
- Improper or unfair administration of employee benefits or conditions of employment such as vacations, fringe benefits, promotions, retirement, holidays, performance review, salary or seniority.

Procedure
Employees must notify the Human Resources Department in writing within five (5) working days of any grievance appropriate for handling under this policy. The grievance procedure is the exclusive formal remedy for employees with any work-related problem or complaint.

Employees will not be penalized for proper use of the grievance procedure. However, it is not considered appropriate if an employee abuses the procedure by raising grievances in bad faith or solely for the purpose of delay or harassment or by repeatedly raising grievances that a reasonable person would deem to have no merit.

Grievances are to be fully processed until the employee is satisfied or does not file an appeal within the time limits outlined below or until the right of appeal is exhausted. A decision becomes binding on all parties whenever an employee does not file an appeal within the time limits as outlined, or when a decision is made in the final step and the right of appeal no longer exists.

Employees who feel they have an appropriate grievance should proceed as outlined below:

**NOTE:** The employee must put the grievance in writing and include the following information: 1) The policy or rule which the employee believes has been violated; 2) the facts surrounding the grievance; and 3) the remedy the employee seeks. Any grievance that does not include this essential information may be rejected OR the employee may be asked to include any missing elements before action can be taken.

A. Formal Procedure
1. **Initiation of Formal Internal Complaint**

   a. Promptly file the grievance with the Human Resources Director within five (5) working days of any grievance appropriate for handling under this policy.

   b. The Human Resources Office will acknowledge receipt of each complaint within 5 working days from the time the complaint is received. The complainant will be called in for an interview within 15 working days.

   c. At the interview the complainant(s) is informed of the steps to be taken to resolve the specific complaint.

   d. An investigation will begin within 20 working days from the initial receipt of the complaint.

2. **Investigation Process**

   a. Investigation may include interview of witnesses, review and comparative analysis of data and documents, and may take up to 45 working days from the time of receipt of the position statement from the respondent.

   b. Written finding(s) of fact is made by the Human Resources Office and is sent within 15 working days of the conclusion of the investigation to the complainant, the respondent; each of whom have an opportunity to submit rebuttals to the finding(s) of fact within 10 working days.

   c. The Human Resources Office may initiate an investigation into any apparent issue identified out of the investigation.
3. **Resolution of Complaints**

   a. The Human Resources Office prepares a written report of the investigation. It includes pertinent information related to the specific complaint, including finding(s) of fact. This report will make a recommendation to the appropriate administrator for settling the complaint.

   The report will be issued within 10 working days of receipt of all material referenced above.

   b. The appropriate administrator will respond to the Human Resources Office's letter of finding(s) within 10 working days and that response will be sent to the Director of the Human Resources Office. The response will accept, reject, or modify the recommendation of the Human Resources Office.

If the employee is still not satisfied with the decision, he or she may appeal the decision to the president of the College five (5) working days from the receipt the written report. The president will take the steps he or she deems necessary to review and investigate the grievance and will then issue a written, final and binding decision.

Final decisions on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as college policy. When appropriate, the decision may be retroactive to the date of the employee's original grievance.

Contact the Human Resources Department for more information about Problem Resolution.
9.1 Safety and Injury Issues
Effective Date: 07/01/2009

Westminster College provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board and website postings, email distributions, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or the Risk Management Department. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Human Resources Department or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.
9.2 Emergency Procedures
Effective Date: 07/01/2009

Westminster College is committed to a strong and active risk management program to provide a safe educational and work environment. It is the college’s belief that a good safety culture is one where everyone has a stake in safety and everyone acts in ways that protect the safety of others.

In the effort to reduce the risks associated with emergency situations, it is each employee’s responsibility to become familiar with the measures outlined in the college’s “Emergency Procedures” desk reference. The guide is made available to all employees in hard copy and online at:

www.westminstercollege.edu/risk_management

In each campus building, employees should be aware of the location of the:

- Fire alarm device and fire extinguisher.
- First Aid supply kit.
- Evacuation route plan.

In the event of an EMERGENCY, in general, it is important that all employees:

- Do not panic.
- Use common sense.
- Follow procedures or directions given until assistance arrives.

Life-threatening emergencies should be reported by dialing 9-911.
On-campus emergencies should be reported by dialing 2525.

In instances where evacuation is ordered, employees should proceed to the Emergency Assembly Point. This area is designated as the grassy area south of the stadium parking lot on the west side of the campus.

Contact the Risk Management Office for more information about campus Emergency Procedures.
At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt college operations. In extreme cases, these circumstances may require the closing of the college. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be contacted to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, staff members who fail to report for work will not be paid for the time off. Staff may request available paid leave time, e.g. unused vacation benefits.

Staff members in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, staff who work will receive regular pay and will be granted equivalent time off at a later date to be scheduled with their supervisor.