

**WESLEYAN UNIVERSITY
HANDBOOK OF POLICIES AND PROCEDURES
FOR ADMINISTRATIVE STAFF**

INTRODUCTION

This Handbook of Policies and Procedures for Administrative Staff ("Handbook") is a source of information on policies and procedures that pertain to Wesleyan University administrative staff members.

The Handbook is the authoritative resource for policies and procedures and replaces any previously published or previously dated policies or procedures.

Policies and procedures may be updated from time to time. As revisions/additions, etc. are made, employees will be notified of changes.

Information regarding medical, dental, and life insurance; and pension and retirement savings accounts is not provided in this handbook. Specific information on these benefits will continue to be provided in the annual benefits update communicated by Human Resources before each year's open enrollment period.

Please contact your supervisor or a member of the Human Resources staff to obtain information not included in this handbook or for advice about an employment related matter.*

This Handbook is subject to change by the University at any time and is not a contract of employment.

Administrative staff are "at will" employees and their employment may be terminated by the University at anytime with or without cause. An employee's at will status cannot be changed except by a written document signed and dated by the Vice President for Finance and Administration.

NOTE: Throughout the information in this Handbook, the total number of appointment hours is referenced. The hours are:

½ time (.50 FTE) = 975 hours

¾ time (.75 FTE) = 1462 hours

Full-time (1.0 FTE) = 1950 hours

*Union members should refer to their union contracts for applicable policies.

STAFF EMPLOYMENT

Through the staff employment policy the University endeavors to:

- Hire excellent employees;
- Promote and achieve broad-based diversity among staff;
- Assist employees in securing positions commensurate with their skills and knowledge, assuring equitable access to promotion and advancement; and
- Provide an avenue for employees to address concerns related to employment decisions.

Wesleyan University is fully committed to a policy of equal opportunity throughout the University, and to this end abides by all applicable federal and state laws pertaining to nondiscrimination and fair employment practices. This policy reflects the strong, continuing commitment of the President and the Board of Trustees, which is the governing board of the University.

Wesleyan University is an equal opportunity and affirmative action employer and welcomes applications from women and members of historically underrepresented minority groups. Wesleyan recognizes the value individual and group differences contribute to the learning environment and to scholarship. Wesleyan University does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, disability, veteran status, marital status, sexual orientation, gender identity, gender expression, age and any other category protected by federal or Connecticut law in its programs and activities.

JOB POSTINGS, VACANCIES, PROMOTIONS, AND TRANSFERS

Generally, all open positions, other than re-assignments as a result of a position elimination will be posted on the Human Resources website. The job descriptions for vacancies are posted through the Human Resources online system located at: <http://careers.wesleyan.edu>. Employees are welcome to apply for posted positions when vacancies occur. Normally, however, an employee will not be considered for another position until he or she has worked one year in his or her current position. Initial inquiries to Human Resources about any vacancy will remain confidential, but, if the decision to follow through by becoming a candidate for a posted position is made, it is necessary for the employee to advise his or her supervisor prior to the interview.

Relatives of current employees may apply for positions at the University that do not directly report to a family member. Cabinet level approval is required for hiring of family members within the same department.

IMMIGRATION EXPENSE POLICY

Wesleyan University policy requires equal consideration of all potential employees, regardless of numerous factors, including national origin. Wesleyan University values diversity.

For candidates offered and accepting employment, Wesleyan will pay those immigration costs and expenses which employers are legally obligated to pay. The employee will be required to pay any and all other immigration costs and expenses.

BRIDGING OF EMPLOYMENT

Employees who have previous service (excluding student employment) at .75 FTE or above with Wesleyan University will receive service credit for prior employment for benefit purposes. Service credit will be given for .75 FTE and above for temporary employment that immediately precedes employment with the University.

SALARY ADMINISTRATION

Wesleyan University's salary administration is designed to accomplish three major objectives:

- Attract and retain highly qualified employees;
- Link compensation to performance; and
- Promote consistency and an internally equitable relationship between salary and responsibilities.

SALARY LEVELS AND GRADES

Staff positions are assigned to one of eight salary grades. The job factors determining the grade for a position are listed below:

- Experience and educational requirements;
- Complexity;
- Impact of decisions;
- Supervisory responsibilities and level of supervision received;
- Financial responsibilities;
- Internal and external contacts; and
- Working conditions.

Each grade in the salary structure includes a wide range of positions (grouped because the levels of responsibilities are comparable) and a wide range of salaries.

ANNUAL MERIT SALARY INCREASES

Except in periods of economic difficulties, Wesleyan University will generally consider employees for a July 1 merit increase. The amount of the individual merit increase, if any, is determined by the following key factors:

- Guidelines for employees determined by the President and the Cabinet;
- Recommendations by supervisor/department head; and
- Amounts of increases will be pro-rated for employees who were hired within the current fiscal year in accordance with the following guidelines:

PRO-RATING SALARY INCREASES FOR NEWLY HIRED EMPLOYEES

- Salary increases for employees hired between July 1st and March 30th will be pro-rated by the portion of the fiscal year worked and based upon the month hired. For example, an employee hired in July will be eligible for 100% of the salary guideline but an employee hired in August will normally be eligible for 11/12 of the salary guideline.
- Employees hired between April 1st and June 30th of the fiscal year will not be eligible for a salary increase in the year they were hired.
- Nothing contained in this handbook including but not limited to the preceding sections should be in any way interpreted to require the University to pay salary increases to any employee and any such promise or representation expressed or implied is hereby expressly disclaimed.

PERFORMANCE ASSESSMENT

Each employee is expected to make an important contribution to the University. A formal performance review is conducted annually to discuss training and professional development needs and interests, to set goals for the coming year that support organizational goals, and to review job performance during the preceding twelve months. Newly hired employees will also receive a performance review within the first 90 days of their employment.

The performance of an employee is reviewed at least annually. To help departments with this process, Human Resources has developed an online performance review and goal setting form.

The electronic performance review form is maintained in the employee's portfolio and may be accessed any time.

The review form is often used as a tool for discussion. Topics for discussion should be both general and specific. Suggested topics include:

- Performance of core position responsibilities;
- Goals for current position;
- Individual strengths;
- Development and training needs;
- Setting and accomplishing departmental priorities; and
- Short and long-term career aspirations.

WORK SCHEDULES

Most administrative offices are open Monday through Friday from 8:30 a.m. to 5:00 p.m. and most employees have one hour off for lunch. Staff positions, however, typically involve uneven demands that, depending on the type of services a department provides or supports, can impose a varying annual, weekly, or daily work schedule.

Salaried positions are exempt from federal overtime regulations. Hourly positions are non-exempt and are eligible for overtime compensation for hours worked in excess of 40 hours per work week. Any payment of overtime must be authorized by the employee's supervisor before the overtime work is performed.

An employee who is unable to report for work as scheduled must notify his or her supervisor or a specified department staff member as soon as possible.

Wesleyan University encourages flexible scheduling during the summer. Departments may authorize employees to start work earlier, take shorter lunches, or make other arrangements to end the workday or workweek earlier.

ALTERNATE WORK SCHEDULES FOR FULL-TIME EMPLOYEES

Guidelines

- Eligibility requires a "meets" or "exceeds" performance evaluation;
- Approval by supervisor and Cabinet member is required;
- Employees will be given 30 days notice if the alternate work schedule arrangement is not successful in order to return to a regular work week schedule;
- If request is denied, it can be revisited;
- Working at home is not included in this program;
- Employees who work the same number of hours each day during their alternate work week schedule **do not** need to revert back to a normal work week schedule (7.5 hours per day) when taking a vacation day;
- Employees whose hours fluctuate during their alternate work week schedule **do** need to revert back to a normal work week schedule (7.5 hours per day) when taking a vacation day;
- Employees **do not** need to change their alternate work week schedules for holiday or sick time absences.

Flexible Hours = five days a week but different hours

- Employees must apply for an alternate work week schedule by completing the Alternate Work Schedule form. Please refer to: http://www.wesleyan.edu/hr/forms/alt_sched_agree.doc;
- Approval is at the discretion of the supervisor, based upon business needs;
- Supervisors must try to be flexible and creative when two or more employees make requests;
- Employees are expected to schedule personal commitments before or after business hours;
- Schedules should be consistent each day of the week; and
- A minimum of 30 minutes for lunch must be incorporated into the flexible schedule.

Alternate Schedule = shortened work week (4 out of 5 days or 9 out of 10 days)

- Employees must apply for an alternate work week schedule by completing the Alternate Work Schedule form. Please refer to: http://www.wesleyan.edu/hr/forms/alt_sched_agree.doc;
- Approval is at the discretion of the supervisor, based upon business needs;
- Supervisors must try to be flexible and creative when two or more employees make requests;
- Approval may be for the year or seasonal;
- Employees are expected to schedule personal commitments before or after business hours or days off;
- Schedules should be consistent each day of the week; and
- A minimum of 30 minutes for lunch must be incorporated into the flexible schedule.
- Employees are not permitted to accept other employment at Wesleyan on their day off.

RECORDING OF PAID TIME OFF

All salaried employees, librarians, academic department researchers and hourly employees should use the Time and Time Off Recording System in their Employee Portfolio to track their time off. The system will track vacation time, floating holidays and sick days. For full-time salaried employees, vacation accrual and time off will be tracked in full and half-day increments. For part-time (less than 1.0 FTE) salaried employees, vacation will be reported in full and half-day increments but balances will be calculated in hours. All hourly employees will report their weekly payroll hours using this system. Vacation and floating holidays will be reported and tracked in hours.

VACATION TIME ELIGIBILITY

Employees who work at least 975 hours per calendar year are eligible to receive paid vacation time. If the employee's appointment is less than full-time, vacation time is pro-rated based on the employee's FTE.

ACCRUING VACATION TIME

Full-time employees accrue vacation days on a monthly basis at the rate of 1/12 of their annual benefit. The annual benefit is based on employee's length of service and FTE. All employees accrue their monthly vacation benefit as of the 15th of each month. If an employee is not actively able to work due to a leave of absence of 6 weeks or more, the employee will not accrue additional vacation time beginning the following month for any time out in excess of 6 weeks. Time off balances will be calculated and displayed in the Time and Time Off Recording System. Employees are required to use the system to report their time off.

Vacation may be used as it accrues or it may be carried forward only if the Time and Time Off Recording System is used to track time off throughout the year. An employee may not use vacation time before it is accrued. An employee may only carry forward a total of one times their annual maximum accrual to the following year. Time in excess of the employee's annual maximum will be forfeited. Accrued, unused vacation time will be paid when an employee terminates employment with the University. There are no circumstances that would allow payment for more than the annual accrual maximum. Vacation payout will be paid on the employee's next available pay date following the last day worked.

Vacation must be taken during the period that an employee is scheduled to work. Vacation schedules must be approved in advance by an employee's supervisor.

VACATION SCHEDULE

FULL-TIME EMPLOYEES

Employees who work year-round and have worked at Wesleyan University for ten years or less earn 20 vacation days each calendar year. After ten calendar years of employment at Wesleyan, one additional vacation day per year is earned, up to 30 days per year in the twentieth year.

Years of Service	Total Number of Days Earned Per Year Based on 37.5 Hour Schedule	Number of Days Accrued Per Month
One – Ten	20	1.66
Eleven	21	1.75
Twelve	22	1.83
Thirteen	23	1.91
Fourteen	24	2.00
Fifteen	25	2.08
Sixteen	26	2.16
Seventeen	27	2.25
Eighteen	28	2.33
Nineteen	29	2.41
Twenty or more	30	2.50

PART-TIME EMPLOYEES (Less than 1.0 FTE)

All vacation accrual for part-time employees will be a percentage of the full-time accrual based on the employee's FTE. The accrual balance is calculated in hours.

HOLIDAY POLICY

Wesleyan's holiday policy includes 13 paid holidays each calendar year. Each year, Human Resources posts a schedule of the designated paid holidays on the Human Resources website. When a holiday falls on a Saturday, the holiday normally will be observed the preceding Friday; when it falls on Sunday, the holiday normally will be observed the following Monday.

The designated holidays are:

- New Year's Day*
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day*

***The days immediately before or immediately after Christmas and New Year's may also be designated.**

The rest of the 13 paid holidays are floating holidays that may be used to observe other religious or civic occasions, as well as for other purposes. Approval must be obtained in advance from an employee's supervisor to schedule a floating holiday. Floating holidays not taken during the calendar year are forfeited.

If a holiday falls on a day when an employee is not scheduled to work, the employee is not paid for the holiday. Example – an employee who is not scheduled to work during the summer months will not receive pay for the July 4th holiday.

Employees Hired Within the Year:

Floating holidays will be pro-rated based upon the employee's date of hire. The number of floating holidays the new hire is eligible for is displayed below:

MONTH OF HIRE	FLOATING HOLIDAYS
January through April	3 days
May through August	2 days
September through December 1 st	1 day

LEAVE POLICIES

SHORT-TERM DISABILITY

Eligible faculty members will continue to be paid their regular salary for occasional absences because of illness or injury. Eligible faculty members who are absent for more than six consecutive working days due to illness or injury will be paid regular salary up to a maximum of six months subject to approval by Wesleyan's Short Term Disability insurance provider.

Employees who work at least 975 hours per year will continue to receive their normal salary for occasional absences because of non-work related illness or injury. Absences for six or more consecutive days due to such an injury or illness will be paid according to the following short-term disability schedule:*

Length of service	100% pay for up to:	Then, at 60% for up to:
Less than two years	One month	Five additional months
Two to three years	Two months	Four additional months
Three to four years	Three months	Three additional months
Four to five years	Four months	Two additional months
Five to six years	Five months	One additional month
Six or more years	Six months	Not applicable

***Eligibility for short-term disability payments are subject to approval by Wesleyan's short-term disability insurance provider.**

For more information, please refer to: http://www.wesleyan.edu/hr/leaves/wes_disability_plan.pdf.

LONG-TERM DISABILITY

For a disability of longer than six months, eligible employees may receive coverage for additional benefits provided under the University's long-term disability insurance program, which is administered by Wesleyan's long-term disability insurance provider in coordination with Social Security. Employees approved for long-term disability will continue to receive long-term disability benefits as long as they are medically approved but their employment will end when their short term disability expires. They will be eligible to participate in the group health insurance plan until age 65.

For more information, please refer to: http://www.wesleyan.edu/hr/leaves/ltd_policy.pdf.

ILLNESS OR INJURY

Employees who do not return to work upon the expiration of short-term disability, will be treated as having voluntarily resigned. In such event, health insurance* and all other employee benefits will end and the employee will have no rights to reemployment. The maximum length of leave the provider will approve is 26 weeks, except that Wesleyan may grant an employee additional leave if required under the Americans With Disabilities Act or under state law as a reasonable accommodation or any other federal or state law.

***Unless the employee is eligible for long-term disability.**

WORKERS' COMPENSATION

Workers' Compensation statutes cover absences resulting from work-related injuries or illnesses. An employee who is absent due to an occupational injury or illness, or his or her supervisor, must file a report with Human Resources within 24 hours of the injury or illness. If emergency medical attention is needed because of a work-related accident, please follow the procedures outlined below.

WHEN	WHO
8:30 a.m. to 5:00 p.m. Monday to Friday	Contact Human Resources (x2100) immediately, to be referred to the appropriate treatment facility OR, if medically necessary, contact Public Safety (x3333), dial 911 or go directly to a clinic or emergency room.
After Hours, Weekends or Holidays	Contact Public Safety (x3333) or dial 911 immediately for assistance and referrals to the appropriate treatment facility OR, if medically necessary, go directly to a clinic or emergency room.

OTHER PAID LEAVES

If the appointment is for at least 1462 hours per year:

PARENTAL LEAVE

After one year of service, employees with non-temporary (more than one year) appointments for 1462 hours or more are eligible for a six-week paid parental leave. This applies to birth and adoption. Parental leave runs concurrently with maternity disability leave. In most cases, the leave should be taken when the child is born or adopted. In some instances, subject to approval, the leave could be delayed, but not usually beyond six months of the child coming into the home. In case of a birth, if both the employee and spouse or domestic partner are administrative staff members and eligible for a Wesleyan University parental leave, the birth mother will use the six-week parental leave because it runs concurrently with maternity disability leave. The spouse or domestic partner is eligible for a four-week paid parental leave. In case of adoption, the primary caregiver is eligible for a six-week paid parental leave and the spouse or partner is eligible for a four-week paid parental leave. If one spouse or domestic partner is a faculty member and the other is an administrative staff member, the staff member is eligible for a four-week paid parental leave and the faculty member would be eligible for the faculty parental leave.

INCIDENTAL FAMILY MEDICAL

Employees who have worked at Wesleyan for at least six months are eligible. If a dependent child, spouse, domestic partner, or parent is ill or injured, an employee may take time off with pay to care for that family member, with supervisor approval. A maximum of 10 paid days is allowed for this purpose in any calendar year.

BEREAVEMENT

So that the employee may attend the funeral and/or fulfill his or her responsibilities to make funeral arrangements or responsibilities as executor of the deceased's estate, an employee will receive the following time off without loss of pay.

- a. In the event of a death in the immediate family*, or in the event of a death of a close relative** residing with the employee or residing with the employee immediately preceding being admitted to a hospice or nursing home:
 - Up to three days at the time of the funeral; or
 - Up to a total of five days if the employee presents evidence satisfactory to Wesleyan that he or she has primary responsibility to make funeral arrangements and/or is the executor of the deceased's estate.
- b. In the event of a death of close relative** who was not residing with the employee:
 - One day to attend the funeral; or
 - Up to a total of three days if the employee presents evidence satisfactory to Wesleyan that he or she has primary responsibility to make funeral arrangements and/or is the executor of the deceased's estate.

*Immediate family is exclusively defined as spouse, domestic partner, parent, brother, sister, child, parent-in-law, brother-in-law, sister-in-law, grandparent, and grandchild.

**Close relative is exclusively defined as aunt, uncle, cousin, nephew, and niece of the employee.

MARRIAGE AND CIVIL UNION

Employees who have worked at Wesleyan at least one year may take one week off with pay (in addition to eligible vacation) at the time of the wedding or civil union ceremony, but only if employment continues after the marriage/civil union.

JURY DUTY

Wesleyan University will pay the difference between jury pay and regular compensation, based on the number of hours an employee would have been scheduled to work.

NATIONAL GUARD OR MILITARY RESERVE SUMMER TRAINING

Members of the National Guard or military reserves who are called for summer camp will be paid for the difference between military pay and regular compensation based on the number of hours the employee is normally scheduled to work for up to ten days.

UNPAID LEAVES

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Wesleyan is covered by the Federal and Connecticut FMLAs and, accordingly, provides to eligible employees up to twelve weeks in a twelve month period or sixteen weeks in a twenty-four month period of unpaid leave for certain family and medical reasons. The twelve and twenty-four month periods are determined by using a rolling period measured backward from an employee's first day of leave. Employees are eligible if they have worked for at least twelve months and for 1,250 hours over the previous twelve months for the federal leave and twelve months and 1,000 hours over the previous twelve months for the Connecticut leave.

Unpaid leave will be granted for any of the following reasons:

- The birth or adoption of a child or the foster care placement of a child;

- To care for the employee's spouse, child, parents, parent-in-laws, or domestic partner who has serious health condition;
- For a serious health condition that makes the employee unable to perform the functions of their job;
- For any qualifying exigency (e.g., short notice deployment, attending military events and related activities, counseling, arranging for childcare or schooling, making financial and legal arrangements, and rest and recuperation) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces, in support of a contingency operation, an employee may take up to 12 weeks of leave during any twelve month period.
- A spouse, son, daughter, parent, or the nearest blood relative of a covered service member may take up to 26 weeks of leave during a twelve month period to care for a service member who is recovering from a serious illness or injury sustained in the line of duty while on active duty.

NOTE: At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

More detailed information regarding the provision of FMLA may be obtained by contacting Human Resources.

FAMILY VIOLENCE LEAVE LAW

Wesleyan employees are covered under the Connecticut Family Violence Leave Law which entitles employees who are victims of family violence to take up to twelve (12) days per calendar year of unpaid leave from work when such leave is reasonably necessary to: (1) seek medical care or counseling for physical or psychological injury or disability; (2) obtain services from a victim services organization; (3) relocate because of family violence or (4) participate in any civil or criminal proceeding related to or resulting from family violence. Employees may also be entitled to take other forms of leave, such as FMLA leave, if they are otherwise eligible under federal and state law.

"Family violence" refers to an incident between family or household members that result in actual or threatened physical harm, bodily injury or assault. Verbal abuse or argument does not constitute family violence unless there is present danger and a likelihood that physical violence will occur. "Family or household member" includes: (1) current and former spouses; (2) parents and children; (3) individuals at least 18 years of age who are related by blood or marriage; (4) individuals at least 16 years of age who currently reside or formerly resided together; (5) individuals who have a child together, regardless of whether they have ever been married or lived together; and (6) individuals who are in, or were recently in, a dating relationship.

Employees who request leave under this law should provide up to seven (7) days notice for foreseeable leaves and will be required to provide a signed statement certifying that the leave is being taken for a purpose authorized by this law. If the need for the leave is not foreseeable than the employee should provide notice of intent to take the leave as soon as practicable. The employee must provide a police or court record, or a signed, written statement from a licensed professional or victim services organization from which the employee sought assistance, certifying that he or she is indeed the victim of family violence.

NOTE: At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

More detailed information regarding the provisions of the Connecticut Family Violence Leave Law may be obtained by contacting Human Resources.

MILITARY SERVICE LEAVE

Employees will be granted military leave as required by The Uniformed Services Employment and Reemployment Rights Act.

PERSONAL LEAVE

An employee who wishes to request an unpaid personal leave must make that request in writing to his or her supervisor. These leaves are rare and are evaluated individually. Consideration is given to:

- The compelling nature of the circumstances;
- Length of service; and
- Departmental staffing needs.

Personal leaves are subject to approval by Human Resources.

BENEFITS COVERAGE DURING UNPAID LEAVES

During unpaid leaves, Wesleyan University does not make pension contributions, and vacation time does not accrue. For questions about benefits during unpaid leaves, please contact Human Resources.

COMPLAINT RESOLUTION PROCESS

Work-related problems should first be discussed with the employee's immediate supervisor. If the employee is not comfortable doing this or the issue is not resolved to the employee's satisfaction at this level, the problem may be brought to successively higher levels of supervision. If the results of these discussions are not satisfactory to the employee, the employee may initiate the formal complaint resolution process by contacting the Director of Human Resources.

Complaints of alleged sexual harassment or discrimination may also be initiated through the Office of Diversity and Institutional Partnerships. This alternative process is described in the section of this Handbook titled Sexual Harassment.

Examples of subjects for which the formal complaint resolution process could be initiated are:

- Disciplinary action;
- Discrimination;
- Disputed interpretation of policy;
- Harassment;
- Termination; or
- Unfair or unsafe working conditions.

Examples of subjects for which use of the process would be inappropriate are:

- Complaints against students;
- Changes in University policy;
- Elimination of a position or non-continuation of an appointment; or
- Complaints not filed in a timely manner.

FORMAL COMPLAINT RESOLUTION PROCESS

The University guarantees that there will be no retaliation of any sort against an employee who initiates a formal complaint.

An employee who wishes to begin the formal complaint resolution process should:

- Write a detailed statement describing the complaint and present it to his or her supervisor. The supervisor will respond in writing. A copy of the employee's written statement should be sent to Human Resources by the employee.
- If the supervisor does not respond within a reasonable time – usually no longer than two weeks – or if the employee is not satisfied with the supervisor's response, the employee should provide his or her original statement with any additions the employee feels are relevant to the officer responsible for the department. The officer, in consultation with Human Resources, will investigate and respond in writing.
- If the employee is not satisfied with the officer's response, the written complaint with any additional written and oral comments should be provided to the Director of Human Resources. The Director will review the complaint with the President who will make a final and binding decision.

Timeliness – while there are no firm deadlines for filing complaints or following the steps, it may be impossible to resolve complaints that are not filed in a timely manner and they are subject to dismissal as a result. Administrative responses to complaints will be provided promptly.

MISCELLANEOUS INFORMATION – COMPLAINT RESOLUTION

In addition to the process listed above, each employee should be aware of the following options:

- The Director of Human Resources is available to discuss the complaint resolution process or to help resolve the complaint before the process is initiated;
- A complaint may be withdrawn at any point;
- Throughout this procedure, confidentiality will be maintained to the extent possible while remaining consistent with the requirement of conducting a thorough investigation; and
- Employees who wish to report inappropriate or illegal activity may also take advantage of the University's whistleblower policy and the protection offered by it. For more information, please refer to: www.wesleyan.edu/generalcounsel/policies.html.

LATE OPENINGS / EMERGENCY CLOSINGS

During adverse weather conditions, employees should use their judgment about coming to work or leaving early. For personal reasons, employees may feel that they need to leave work early or arrive late. Employees must advise their supervisor of their decision. Based upon the needs of the employee's department, alternative arrangements may be made with a supervisor's prior approval. Reasonable requests will not be denied. In these circumstances, non-exempt employees will be required to make up the time or use leave time to get paid. Exempt employees who do not report for work must use accrued vacation time. Supervisors will work with their employees to provide adequate coverage.

LATE OPENINGS

On occasion, the University will delay opening administrative offices due to adverse weather conditions. Office delays will be broadcast on the University voice mail system. Employees should check their voice mail by calling 860-685-2222 and following the recorded instructions. If there is a delayed opening, employees will hear that broadcast before any other messages. The University does not broadcast announcements on local radio or television stations.

EARLY CLOSINGS

The University will not close early due to adverse weather conditions unless there is a declared state of emergency as determined by a governmental authority. If this occurs, there will be a campus-wide announcement.

REQUIRED STAFF

Especially in cases of extreme weather, the University relies on Public Safety and Physical Plant employees to protect the campus community. Because of this, employees of those departments are required to work.

PAYROLL POLICIES AND PROCEDURES

PAYCHECKS

Employees are paid monthly, semi-monthly, or weekly, depending on the employee's position. Unless arrangements are made for the direct deposit of paychecks to a financial institution (applications are available on the Payroll website), paychecks are distributed to the employee's department through campus mail or mailed to the employee's designated address. If arrangements are made for direct deposit of paychecks to a financial institution, a statement of earnings and deductions will be online. Employees are encouraged to use IPay to view payroll statements online. Information is available in each employee's portfolio.

DEDUCTIONS

Mandatory deductions include:

- Federal and state income taxes (based on an individual's W-4 filing status; W-4 filing status may be changed at any time by filing a new W-4 form with the Payroll office);
- Social Security taxes; and
- Medicare taxes.

Routine questions about tax deductions may be directed to the Payroll office. Advice on tax withholding strategies, however, should be discussed with a personal accountant or financial planner/advisor.

Pre-tax deductions are available for:

- Group medical and dental insurance (deduction is automatic for participants in these plans);
- A reimbursement account for medical and dental expenses not covered by insurance (medical expense reimbursement account or MERA);
- Supplemental retirement savings (SRA) (tax deferred); and
- A dependent care expense reimbursement account.

In addition, optional after-tax deductions are available for:

- Optional life insurance for employees or family members;
- Contributions to the United Way;
- Contributions to the Wesleyan Fund; and
- Miscellaneous expenses such as bookstore or food service charges.

REIMBURSEMENTS FOR WORK-RELATED EXPENSES

Employees are reimbursed for reasonable training, travel, lodging, other expenses approved in advance in connection with an employee's job, and for the use of a personal phone for work-related long-distance calls. Applications for reimbursement must be made on travel expense forms or vouchers as appropriate which are provided by the Accounts Payable office. Reimbursements will be made in a separate check; not a paycheck. For more information, please refer to: http://www.wesleyan.edu/finance/financeDept/accounts/travel_and_other_exp_policy.htm.

CELLULAR PHONE POLICY AND PROCEDURES

The University will not purchase or provide cell phones for employee use except in limited situations that require specific equipment or similar technology to perform University functions (e.g. Public Safety, Physical Plant, etc.). In these circumstances, such cell phones are not intended for personal use, and therefore, may be taxable.

Employees whose job duties require the frequent need for a cell phone may request compensation, in the form of a cell phone allowance, to cover business-related costs. The employee's supervisor may approve reimbursement for infrequent business-related cell phone expenses. For more information please refer to: <http://www.wesleyan.edu/finance/financeDept/accounts/cellularpolicy.htm>.

CONFLICTS OF INTEREST POLICY

I. Policy Statement.

Wesleyan University, its trustees, officers, faculty, staff, employees and agents (collectively "Individuals") have an obligation to conduct all University related affairs in accordance with the highest ethical standards, in accordance with applicable statutes and regulation and in accordance with the standards set forth in this policy with respect to conflict of interest.

II. Policy Elements.

No Conflict of Interest. Individuals must not allow a person, Affiliate or non-University interest to interfere or appear to interfere with their Wesleyan responsibilities or duties. Any situation which might give rise to such a conflict should be disclosed in accordance with the Policy. While it is not possible to provide a fully comprehensive list of conflicts, some examples are provided in Schedule A.

No Compensation Except as Employee. No Individual or Affiliate of an Individual may serve in a paid role with the University (e.g. consultant, vendor, etc.) except in his or her capacity as a University employee or as otherwise approved pursuant to this Policy.

Wesleyan Commitment. Individuals owe a duty of loyalty and trust to the University and shall be alert to the possibility that non-University obligations and ventures might affect the Individual's commitment to Wesleyan. Any involvement by an Individual in personal business ventures shall be conducted outside the University work environment during times which the Individual is not required or expected to perform duties or responsibilities related to his or her University employment.

Disclosure. Each Individual is required to discuss with his or her supervisor (or, in the case of a Trustee, the Board of Trustees) any situation or activity that is or might be considered a conflict of interest under this Policy before participating in that situation or activity and refrain from participating in that situation or activity unless and until expressly allowed to do so by their supervisor or the Board of Trustees as applicable.

Any supervisor receiving notice of a potential conflict of interest shall determine whether the situation presents a potential conflict of interest under this policy. Unless the supervisor is able to clearly determine that no such conflict exists or in the case that the Individual disagrees with the supervisor's decision, the supervisor shall require the Individual to disclose the situation in writing and the supervisor and/or Individual shall forward that description to an appropriate Vice President or Senior Officer of the University. The supervisor shall not permit any Individual to participate in the questionable activity unless and until a Vice President or Senior Officer of the University has reviewed the activity and confirmed in writing that the activity may continue and/or that there are relevant safeguards in place to protect the University. Any Individual who disagrees with a conflict-related decision of any Vice President or Senior Officer may seek review by the President of the University whose decision shall be final.

"Affiliate" means:

An organization of which the Individual is an officer, director, trustee, owner, employee, etc. which competes with the University or from which the Individual would benefit if such organization were involved in a contractual relationship with the University;

An organization in which the individual owns more than 5%;

An organization with which the Individual has any dealings from which he/she benefits; or

Any family member of the Individual.

Annual Confirmation. On an annual basis, the University shall distribute and require Individuals to complete a statement a) confirming that they have read and understood this Policy and b) that they have no knowledge of any conflict of interest except for those appropriately disclosed under this Policy.

Schedule A

Examples of Potential Conflicts of Interest

Accepting cash gifts of any amount from any person or entity doing business or attempting to do business with the University;

Accepting non-cash gifts of any type, including services or entertainment, at no cost or discounted cost from any person doing business with the University, particularly in situations where a person might infer that the intention of such a gift was to influence an Individual's actions in their University capacity. *The acceptance of an occasional and not extravagant lunch or dinner is not prohibited, nor is the receipt of an occasional holiday or other gift with a value not to exceed \$100.00;*

Any violation of the Connecticut Financial Aid Code of Conduct Dated July 30, 2007 (the "Code") neither the President nor any Vice President, Senior Officer or Supervisor shall have any discretion with respect to violations or conflicts set forth in the Code;

Doing business with the University through an Affiliate;

Using a University position to gain private benefit;

Accepting an outside position that would impair the Individual's ability to fulfill his or her obligations to the University;

Undertaking or orientation of University research or disclosure or use of University business information to serve individual, personal or other entity needs;

Personal indebtedness to the University or its Affiliates; or

Negotiating or entering into a business relationship relating to the University in which a party is giving or receiving a benefit which would be relevant to members of the University community*.

* This example is the most difficult to describe. A problem is most likely to arise where a University service is negotiated and an element of the transaction is a) not disclosed to and b) would be relevant to end users of the service (e.g. students and favored financial aid providers).

WESLEYAN UNIVERSITY COMPUTER USAGE POLICY

INTRODUCTION

Information Technology (IT) is now integrated into almost every aspect of University life for students, faculty and employees. In the rapidly changing area of IT, one requirement remains constant: all IT use must fully respect the rights of the University and its community members.

Most use of IT parallels familiar activities in other media and formats and so existing University policies as represented in the Handbook already provide guidance. Using electronic media in the place of standard written correspondence, for example, does not fundamentally alter the nature of the communication, nor will it alter the guiding policies: University policies that already apply to freedom of expression, privacy and related matters apply to electronic expression as well. These IT policies address circumstances that are new or at least unfamiliar in the IT arena, but they augment rather than replace other applicable University policies. For more information, refer to:

<http://www.wesleyan.edu/its/contacts/computer-policy.html>.

CONFIDENTIALITY

It is the responsibility of every employee to keep confidential and not disclose or misuse confidential or proprietary information about Wesleyan University, its faculty, students, or staff to any third parties or even to other Wesleyan employees who do not have a legitimate business reason to know about or have the information. Confidential information about Wesleyan may not be discussed or copied without proper authorization.

In addition, the student directory, the faculty and staff directory, and other similar publications must be treated as confidential internal resources, not public information. Neither the directories nor the information in them may be released without permission. Callers seeking information that is or might be confidential should be referred as specified below.

QUESTIONS ABOUT:	REFER TO:
Wesleyan from newspapers and other media...	University Communications
Students or requests to contact students...	Student Affairs/Dean's Office
Faculty members or contacting faculty members off campus...	Academic Affairs or Appropriate Academic Departments
Current or former employees (except student employees)...	Human Resources

The Gramm-Leach-Bliley Act (GLB or Act) requires "financial institutions" (which includes colleges and universities) to protect the privacy of their customers, including customers' nonpublic, personal information or "covered data". Covered data includes information obtained from students, students' parents, faculty, staff, or other third parties in the course of offering a financial product or service, or such information provided to the University from another institution. Examples of customer financial information relating to such products or services are addresses, phone numbers, bank and credit card account numbers, income and credit histories and social security numbers. Covered data may consist of both paper and electronic records that are handled by the University or its affiliates.

Wesleyan University has a responsibility to secure the personal records of its students and employees and other individuals considered customers under the Act. To ensure this protection, new employees are required to sign an Employee Confidentiality letter and return it to their Human Resources.

CIVIL UNIONS AND DOMESTIC PARTNERSHIP

CIVIL UNIONS

Wesleyan University recognizes civil unions between same-sex couples as the equivalent to marriage for the purpose of benefit eligibility.

DOMESTIC PARTNERSHIP

Wesleyan University recognizes domestic partnerships for the purpose of benefit eligibility. A signed Affidavit of Domestic Partnership is required and may be obtained on the Human Resources website.

PERSONNEL RECORDS/RELEASE OF INFORMATION

Official personnel files are maintained in Human Resources and are considered confidential. Information in personnel files will be released only under the following circumstances.

INTERNAL

Information from personnel files is released internally only to others who have a legitimate reason for requesting it. For instance, if an employee applies for a promotion or transfer, information relevant to his or her background, skills, and performance may be provided to the hiring manager for that position.

An employee may examine the contents of his or her personnel file and copy any filed documents by scheduling an appointment with Human Resources.

It is the employee's responsibility to keep his or her records current with the University. Employees should update their employee portfolio with any changes in address, phone numbers, or emergency contacts. Any change in benefit status should be reported to benefits@wesleyan.edu. Any name change should be reported to Human Resources by presenting a new social security card in person.

EXTERNAL

Information in an employee's personnel file will be protected in accordance with University policy and consistent with Connecticut law. In general, Human Resources will release only employment status (currently employed, previously employed), employment date(s), salaries, and job title or category if the request is accompanied by a written consent.

RECORD RETENTION POLICY

In order to effectively manage records created and maintained by the University and comply with legal standards for record retention and the maintenance of privacy, Wesleyan University has a record retention policy that employees should review carefully. For more information, please refer to: www.wesleyan.edu/generalcounsel.

POLICY ON DISCRIMINATION AND HARASSMENT

Wesleyan is an institution devoted to learning, openness, and the life of the mind; it follows that its character can be measured in part by the kind of human relationships built and sustained within this small but complex environment. The community itself will flourish only to the degree that the virtues of mutual respect, generosity, and concern for others are maintained. It is vitally important, therefore, that harassment and discrimination in all their forms not be tolerated.

I. DISCRIMINATORY HARASSMENT

Harassment of employees that can be construed as discriminatory violates federal and state law. The courts and the Equal Employment Opportunity Commission interpret federal civil rights laws to prohibit harassment based on race, gender, religion, national origin, age, disability, or any other protected class. The University is required to act promptly so as to assure that if such harassment is, in fact, occurring, or has occurred, the problem will be dealt with effectively. The University itself prohibits any form of harassment based on race, color, religion, gender, disability, age, veteran status, sexual orientation, ancestry, national origin, gender identity, gender expression, or any other class protected by applicable law. All complaints will be taken seriously and investigated as appropriate. An investigation will be initiated within 30 days of notice of a complaint and will be completed within 90 days. The totality of the circumstances and the context in which the behavior is alleged to have occurred will be considered in determining whether this policy has been violated. This approach is intended to ensure the protection of academic freedom. Wesleyan University will not tolerate retaliation against individuals bringing a complaint or participating in an investigation. The ultimate responsibility for maintaining an environment free of discrimination, harassment, and retaliation rests with the University. (Non-discriminatory harassment is treated in Section V below.)

SEXUAL HARASSMENT/TITLE IX COORDINATOR

Sexual harassment is a form of discriminatory harassment occurring within an employment or educational context that federal and state law addresses with very specific provisions. In cases where sexual harassment is alleged, the University has a duty to act promptly, so as to assure that if such harassment is, in fact, occurring or has occurred, the problem is dealt with and further harm is prevented.

The guidelines of the Federal Equal Employment Opportunity Commission concerning discrimination on the basis of sex define sexual harassment of employees as a violation of Title VII of the Civil Rights Act of 1964 as amended. Those guidelines state:

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

Additionally, Title IX, which applies to any educational program or activity that receives federal funds, protects both employees and students from sexual harassment because it constitutes differential treatment on the basis of sex. In an August 1981 policy memorandum, the Office of Civil Rights (OCR) of the U.S. Department of Education reaffirmed its jurisdiction over sexual harassment complaints under Title IX and adopted the following working definition:

Sexual harassment consists of verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of, aid, benefits, services, or treatment protected under Title IX. (OCR Policy Memorandum, August 31, 1981).

The designated Title IX Coordinator for Wesleyan University is Sonia BasSheva Manjon, Vice President for Institutional Partnerships and Chief Diversity Officer. You may reach the Title IX Coordinator at 860-685-4771.

II. ADDRESSING COMPLAINTS OF DISCRIMINATORY HARASSMENT

The University will address any complaint alleging discriminatory harassment, including sexual harassment, and will take corrective action as appropriate.

Attempts to resolve concerns or complaints involving discriminatory harassment informally are encouraged. Experience has shown that most harassment concerns or complaints, whether perceived or real, may be resolved by prompt action.

Any member of the Wesleyan University community who becomes aware of an incident that might create a discriminatory, hostile, or harassing working or learning environment or believes that he or she is, or may have been, the object of discriminatory harassment should report it to the appropriate person listed below. All complaints will be investigated and handled in as confidential a manner as possible.

Complaints may be adjudicated by different bodies, depending on the nature of the complaint and the position of the individual against whom a complaint has been made. Given the sensitive and often difficult nature of bringing complaints or raising concerns regarding discriminatory harassment, a student or member of the faculty or staff who prefers may bring a harassment concern or complaint to the attention of an administrator different from those listed below. For example, a student may prefer to discuss a concern about harassment with, and seek counsel from, the Vice President for Student Affairs, or a class dean, regardless of the position of the person alleged to be engaging in harassment. Similarly, a staff member may prefer to discuss a concern about harassment with, and seek counsel from, the Vice President for Institutional Partnerships and Chief Diversity Officer or the Director of Human Resources, regardless of the position of the person about whom the concern exists.

A. MAKING A COMPLAINT AGAINST A STAFF MEMBER

A complaint of discriminatory harassment against a staff member may be made orally or in writing to any of the following:

- The staff member's supervisor;
- The department or program chair;
- The Vice President for Institutional Partnerships and Chief Diversity Officer; or
- The Director of Human Resources.

The Director of Human Resources should be notified of any complaint of discriminatory harassment against a staff member that is submitted to one of the above officials and is responsible for ensuring that an appropriate investigation takes place and that the Vice President for Institutional Partnerships and Chief Diversity Officer is consulted during the investigation.

B. MAKING A COMPLAINT AGAINST A FACULTY MEMBER

A complaint of discriminatory harassment against a faculty member may be made orally or in writing to any of the following:

- The department or program chair;
- The dean of the division;
- The Vice President for Academic Affairs; or
- The Vice President for Institutional Partnerships and Chief Diversity Officer; or
- The Director of Human Resources.

The Vice President for Academic Affairs should be notified of any complaint alleging discriminatory harassment by a faculty member that is submitted to one of the above officials and is responsible for ensuring that an appropriate investigation takes place and that the Vice President for Institutional Partnerships and Chief Diversity Officer is consulted during the investigation.

The Faculty Committee on Rights and Responsibilities may play a role in case of discriminatory harassment after the University has acted as required by law, and is always involved when it is determined that the alleged offense might

result in dismissal or suspension without pay. Thus, in circumstances in which a complaint of discriminatory harassment is made by or against a faculty member, the procedures described under the Faculty Committee on Rights and Responsibilities should also be consulted.

C. MAKING A COMPLAINT AGAINST A STUDENT

A complaint of discriminatory harassment against a student may be made orally or in writing to any of the following, depending on the student's status:

- The Vice President for Student Affairs, the Dean of Students, the Director of Graduate Student Services, and the Dean of Continuing Studies;
- A Class Dean; or
- The Vice President for Institutional Partnerships and Chief Diversity Officer.

The Director of Human Resources should be notified of any such harassment complaint against a student that is submitted by a faculty or staff member.

The appropriate dean or director should be notified of any such harassment complaint against a student that is submitted to one of the above officials and is responsible for ensuring that an appropriate investigation takes place and that the Vice President for Institutional Partnerships and Chief Diversity Officer is consulted during the investigation.

At any time after submitting a harassment complaint to one of the above officials, the complainant may also submit a formal complaint to the Student Judicial Board or the Graduate Judicial Board, pursuant to the procedures described in the Student Handbook.

D. MAKING A COMPLAINT AGAINST SOMEONE WHO DOES BUSINESS WITH THE UNIVERSITY

A complaint of discriminatory harassment against someone who does business with the University, for example, vendors, may be made orally or in writing to the Vice President for Finance and Administration, the Vice President for Institutional Partnerships and Chief Diversity Officer, or the Director of Human Resources.

E. COMPLAINTS BY CAMPUS VISITORS

A visitor to Wesleyan's campus who feels he or she has been subject to discriminatory harassment by a member of the Wesleyan University community should direct a complaint to the Vice President for Institutional Partnerships and Chief Diversity Officer or the Director of Human Resources.

III. INVESTIGATIONS OF COMPLAINTS AND CONFIDENTIALITY

When the University receives notice of conduct that appears to be discriminatory harassment, it will promptly investigate the allegation in a fair and expeditious manner. During an investigation, the person accused of harassment will be informed of the substance of the complaint by the individual conducting the investigation, who will give the accused person an opportunity to respond. The person making the complaint or the person accused of such harassment may seek the assistance of a counselor who is a member of the Wesleyan community (faculty, administration, or staff), so long as the investigation is not delayed. The counselor must agree to observe confidentiality.

In order to determine the facts and views of both parties, the investigator may, as appropriate, conduct interviews with the complainant, witnesses, and the accused party. When the investigation is completed, the person making the complaint and the person alleged to have committed the conduct will be informed, to the extent appropriate, of the results of the investigation. It should be noted that this process may not be appropriate in every circumstance and should be considered a flexible one that can be modified to suit the situation, with advance notice to all parties.

Because the University is required by law to conduct a prompt and impartial investigation of complaints of discriminatory harassment, strict confidentiality with respect to such harassment complaints cannot be guaranteed.

IV. SUPERVISORY TRAINING

In accordance with Connecticut law, all faculty and staff members who have supervisory responsibilities are required to attend a sexual harassment prevention training program within six months of their assumption of those responsibilities. This training should include guidance regarding the investigation of sexual harassment complaints.

V. NON-DISCRIMINATORY HARASSMENT

The University also prohibits harassment not specifically based on a person's or persons' membership in a protected category. Attempts to resolve concerns or complaints involving non-discriminatory harassment informally are encouraged. If, however, the complaint is not resolved informally, it may be adjudicated by different bodies, depending on the nature of the complaint and the position of the individual against whom a complaint has been made. Complaints regarding non-discriminatory harassment by faculty, students, administrators, staff, vendors or visitors should be directed to the Faculty Committee on Rights and Responsibilities, the Student Judicial Board, the Graduate Judicial Board, the Office of Human Resources, or the Office of Diversity and Institutional Partnerships as appropriate.

VI. QUESTIONS

Any questions regarding this policy should be directed to the Vice President for Institutional Partnerships and Chief Diversity Officer or the Director of Human Resources.

TERMINATION OF EMPLOYMENT

VOLUNTARY RESIGNATION

Employees who voluntarily resign should give as much notice as possible (at least two weeks). Resignation notices should be submitted in writing to a supervisor or department head with a copy sent to Human Resources.

INVOLUNTARY TERMINATION

Employees are "at will" employees and their employment may be terminated by the University at anytime with or without cause.

UNSATISFACTORY JOB PERFORMANCE

Any employee experiencing difficulty performing his or her job satisfactorily should seek advice and help from his or her supervisor and/or from Human Resources.

There is no guarantee, however, that unsatisfactory job performance can be corrected in all cases, and the University reserves the right to terminate employment at its discretion. Employment at Wesleyan University is on an at will basis; therefore either party may end the employment relationship at anytime. Employees who have been terminated for any reason other than a position elimination may not be rehired by the University.

PERFORMANCE IMPROVEMENT EFFORTS

Where appropriate, Wesleyan University may provide counseling for employees whose performance is judged unsatisfactory. The counseling process may include:

- Discussion of instances of unsatisfactory job performance or inappropriate conduct;
- Discussion regarding acceptable levels of performance required
- An opportunity to correct the problem(s).

If the employee's performance or conduct continues to be unsatisfactory, a supervisor or department head may take further corrective action after consultation with Human Resources. Corrective actions may include written warning, or discharge, based on the seriousness of the performance deficiency and the employee's work record.

TERMINATION PROCESSING

On the last day of employment, employees who resign or who are terminated must return all University property which may include: keys, library materials, staff identification card, computer equipment, documents and manuals.

SEVERANCE

Employees who have been employed at Wesleyan for more than one year and who are terminated by the University for reason(s) other than misconduct may be eligible in the University's sole discretion, for certain severance benefits.

Employees who execute a written release provided by the University and who meet the qualifications described above may be eligible for:

- Four weeks of severance pay;
- Two weeks of additional severance pay for every year over two years of service with a maximum benefit of twenty-six weeks;
- Continuation of health insurance at employee rates for the same number of weeks; or
- Continuation of tuition assistance for courses in which the employee, spouse or domestic partner are already enrolled.

Employees who are hired for positions with a specified term or whose positions are grant-funded are not eligible for university severance benefits.

WORK ENVIRONMENT

CAMPUS VISITORS (Friends, Family and Others)

Wesleyan University has an open campus and welcomes visitors onto our campus. Friends and family members are welcome to visit the campus, but if they visit during your working hours, it should be during your break periods. It is expected that these visits will be occasional and short in duration.

The presence of children in the workplace on a regular basis may cause difficulty and awkwardness for co-workers and other members of the campus community. While an emergency may arise when a parent would have to bring a child or children to work for a limited period of time, the University does not expect this to occur on a regular basis, especially given the concern for possible injuries and accidents for the children and possible disruption at the workplace.

Employees planning to bring a child or children into a workplace on an emergency basis should discuss with their supervisors the department's or office's ability to accommodate children, and should seek and receive their supervisor's approval.

Under no circumstances should the child or children be supervised by anyone other than their parent while on campus.

ALCOHOL AND ILLEGAL DRUGS POLICY

Wesleyan University prohibits:

- Working while under the influence of alcohol or illegal drugs; and
- Unlawful possession, use, or distribution of illegal drugs on University property or while participating in any University-sponsored activity.

NOTE: Any employee is required to notify the Director of Human Resources within five days of any criminal drug conviction for a violation in the work place or during work hours.

Violation of this prohibition will result in discipline up to and including termination. In some limited instances, and in addition to other available measures, the University may require employees who violate this section to participate in rehabilitation programs outside the University as a condition of continuing employment.

For help with problems of drug and alcohol abuse, please contact the Wesleyan University Employee Assistance Provider (EAP). For more information, please refer to: <http://www.wesleyan.edu/hr/benefits/eap.doc>.

SMOKING POLICY

In an effort to promote a healthy and safe environment for all members of the Wesleyan community the University has expanded our current Smoking Policy. Currently, smoking of pipes, cigarettes and any other similar product is prohibited in all faculty and administrative buildings (including all offices, common areas and classrooms). The expanded policy prohibits smoking within 25 feet from the perimeter of all university buildings.

Research has found that secondhand smoke, also known as environmental tobacco smoke, is a Class A carcinogen and has detrimental effects on health. Additional findings have established that environmental tobacco smoke triggers asthma attacks and causes lung cancer, cardiovascular and lung diseases.

In light of compelling research findings about the effects of environmental tobacco smoke, the University strongly discourages employees from smoking in areas where non-smokers cannot avoid exposure to smoke.

Effective implementation of this policy depends upon the respect and cooperation of all members of the Wesleyan University community. We ask that you demonstrate your concern for your fellow colleagues by ensuring that you keep the appropriate distance from university buildings when you choose to smoke. Smoking receptacles have been placed around campus and we ask that you extinguish all smoking materials in these receptacles.

The Office of Health Services provides assistance to employees who wish to stop smoking. If interested, we encourage all employees who smoke to contact them for more information on smoking cessation programs.

MOTOR VEHICLE/PARKING REGULATIONS

The Public Safety Office registers motor vehicles for parking permits, enforces parking regulations, imposes fines for violations and assists anyone who experiences a parking problem on campus. Highlights of the regulations are listed below. More detailed information regarding the regulations may be requested from Public Safety.

- Any motor vehicle that is parked on campus must be registered with the Public Safety Office. Upon registering the vehicle, a parking decal will be provided and must be displayed on the registered vehicle. Unregistered vehicles may be towed or immobilized;
- If an employee sells, transfers or otherwise changes the state registration of any vehicle registered on campus, the change must be reported to Public Safety;
- Between 8:00 a.m. and 5:00 p.m. Monday through Friday, vehicles may be parked ONLY in the lot(s) assigned. A violation may result in the vehicle being immobilized. Parking is not permitted in a fire lane, near a yellow curb, in any unpaved area, or in a manner obstructing normal traffic flow. Violators are subject to ticketing, fines and towing;
- Handicapped parking spaces are reserved for individuals with a valid permit to park in designated spaces. Violators are subject to ticketing, fines and towing; and
- Public safety reserves the right to restrict parking during or after normal working hours for special events or during emergencies.

USE OF VEHICLES FOR UNIVERSITY BUSINESS

All employees must meet minimum standards in order to operate any vehicle for University business. For more information, please refer to: <http://www.wesleyan.edu/facilities/risk.html>.

WEAPONS

No handguns or other firearms (even if all permits, licenses and registrations required are up to date and available), explosives or weapons of any kind are allowed on campus at anytime and for any reason whatsoever. In the event that you observe anyone on campus with a weapon, please take measures to protect yourself and contact the Public Safety Office immediately.