Wabash College Employment Guide
For Exempt and Non Exempt Employees

Office of Human Resources
Wabash College

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CHAPTER 1: DEFINITIONS AND GENERAL POLICIES

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Regular Employee

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Permanent Employee

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Exempt Employee

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Outside Employment

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Work Year

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Year of Service

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Work Week

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Pay Rate Review

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Personnel Reviews and Evaluations

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Emergency Closing

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CHAPTER 2: BENEFITS FOR REGULAR EMPLOYEES

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2.1. RETIREMENT PROGRAMS

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2.2 TERM LIFE INSURANCE

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2.3 WABASH COLLEGE GROUP HEALTH INSURANCE PLAN

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COBRA HEALTH INSURANCE COVERAGE CONTIUATION

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2.4 DISABILITY BENEFITS

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2.5 DENTAL INSURANCE

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2.6 VISION INSURANCE

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2.7 FLEXIBLE SPENDING ACCOUNTS AND HEALTH SAVINGS ACCOUNTS

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2.8 CHILDREN'S SCHOLARSHIP PROGRAM

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7Y S!7/0;!/W/)L!-4!6?!'-!e#RE11bC&/)!4-)!/''&+L/+7&!/'!/!07;--=!';&)!';/+!9/:/0;R!/!
07;--=!';/'!?/)'(7(?/'&0!(+!';&!>3<S!26'(-+!TJ7;/+.&!,)-.)/*R!-)!-+&!';/'!?/)'(7(?/'&0!
(+!';&!Z/'(-+/=!26'(-+!TJ7;/+.&!,)-.)/*$!
!

,/)'(7(?/'(-+!(+!';&0&!?)-.)/*0!(0!=(*('&L!'-!4-6)!C&/)0!?&)!7;(=L!/+L!&(.;'!C&/)0!?&)!4/*(=C!/+L!
(0!4-)!6+L&).)/L6/'&!0'6LC!-+=C$!,/)'(7(?/'(-+!/=0-!L&?&+L0!-+!';&!7;(=L!*&&'(+.!';&!/L*(00(-+0!
/+L!/7/L&*(7!)&\6()&*&+'0!-4!';&!07;--=!';&C!0&=&7'$!2;&!7;(=L!*60'!/??=C!4-)!/=!-';&)!/(L!4-)!
W;(7;!;&!-)!0;&!(0!=(.(:=&!:&4-)&!7-+0(L&)/'(-+!W(==!:&!.(P&+!4-)!)&*(00(-+!-4!'6'(-+!/'!9/:/0;!
/+L!';&!7/0;!/W/)L!'-!/+-';&)!7-==&.&!-)!6+(P&)0('C$!
!

2.9 PARENTAL LEAVE POLICY

,/)&+'/=!3&/P&!,-=(7C!j!I/76='C!
2;&!4/76='C!?/)&+'/=!=&/P&!?-=(7C!(0!&J?=/(+&L!(+!0&7'(-+!E$E!-4!';&!I/76='C!@/+L:--U$!
!

,/)&+'/=!3&/P&!,-=(7C!j!N/=/)(&L!N'/44!

2-!/00(0'!0/=/)(&L!0'/44! * & * :&)0!(+!:/=/+7(+.!';&()!W-)U!/+L!4/ * (=C!)&0?-+0(:(=('(&0R!';&!
<-==&.&!-44&)0!&=(.(:=&!0/=/)(&L!0'/44! * & * :&)0!';&!-??-)'6+('C!'-!'/U&!?/)&+'/=!=&/P&!(+!
/77-)L/+7&!W(';!';&!'&) * 0!-4!';(0!?-=(7C$!2-!:&!&=(.(:=&!4-)!?/)&+'/=!=&/P&!6+L&)!';(0!?-=(7CR!
';&!0/=/)(&L!0'/44! * & * :&)! * 60'!:&!/!46==['(* &R!?&) * /+&+'!& * ?=-C&&!/0!L&4(+&L!(+!';&!
<-==&.&M0!T * ?=-C * &+'!>6(L&!/+L! * 60'!:&!';&!?/)&+'!-4!/!+&W:-)+!7;(=LR!-)!-4!/!+&W=C!
/L-?'&L!7;(=L!/.&!4(P&!XEY!-)!C-6+.&)!X/!k\6/=(4C(+.!7;(=LIY$!
!
S+!&=(.(:=&!0/=/)(&L!0'/44! * & * :&)!X)&./)L=&00!-4!0&JY!W;-!(0!/!:(-=-.(7/=!-)!/L-?'(P&!?/)&+'!-4!/!
\6/=(4C(+.!7;(=LR!/+L!W;-!(0!';&!?)(*/)C!7/)&.(P&)!-4!';/'!7;(=LR! * /C!'/U&!6?!'-!"E!W&&U0!-4!
=&/P&!/'!';&()!46==!0/=/)CR!4(.6)&L!/'!';&!)/'&!L&07)(:&L!-+!';&()! * -0'!)&7&+'!/??-(+' * &+'!-)!
0/=/)C!=&''&)R!/??=(7/:=&!'-!';&!W&&U0!(* * &L(/'&=C!4-==-W(+.!';&!W&&U!(+!W;(7;!';&!:()';!-)!
/L-?'(-+!-776)0$!I-)!';&0&!?6)?-0&0R!';&!7/)&.(P&)!(0!k?)(* /)CI!(4!;&b0;&!;/0!';&!)&=/'(P&=C!
=/).&)!'(* &!7-** (' * &+'R!/0!7-** ?/)&L!'-!';&!-';&)!?/)&+'R!4-)!';&!7/)&!-4!';&!7;(=L!L6)(+.!';&!
W-)U!L/C$!2;&!<-==&.&! * /C!)&\6()&!';/'!';&!0/=/)(&L!0'/44! * & * :&)!?)-P(L&!7&)'(4(7/'(-+!'-!
06??-)'!';(0!L&'&) * (+/'(-+$!

2;&!?)(* /)C!7/)&.(P&)! * /C!/=0-!'/U&!6?!'-!/+!/LL('(-+/=!"E!W&&U0!-4!=&/P&!/'!+-!?/C!
X(* * &L(/'&=C!4-==-W(+.!';&!"E!W&&U0!'/U&+!/0!?/(L!=&/P&Y$!B6)(+.!';(0!6+?/(L!?&)(-LR!9/:/0;!
W(==!7-+'(+6&!'-!?/C!';&!<-==&.&M0!?-)'(-+!-4!';&!/??=(7/:=&! * &L(7/=!?=/+!7-P&)/.&!4-)!';&!
0/=/)(&L!0'/44! * & * :&)$!
!
S+!&=(.(:=&!0/=/)(&L!0'/44! * & * :&)!W;-!(0!/!0&7-+L/)C!7/)&.(P&)!X/!?/)&+'!W;-!(0!+-'!';&!
?)(*/)C!7/)&.(P&)Y!-4!/!\6/=(4C(+.!7;(=L! * /C!'/U&!6?!'-!"E!W&&U0!-4!6+?/(L!=&/P&R!/??=(7/:=&!'-!
';&!'(* &!?&)(-L!(+!W;(7;!';&!:()';!-)!/L-?'(-+!-776)0!-)!(* * &L(/'&=C!4-==-W(+.!';&!=&/P&!-4!
';&!?)(*/)C!7/)&.(P&)$!B6)(+.!';(0!6+?/(L!?&)(-LR!9/:/0;!W(==!7-+'(+6&!'-!?/C!';&!<-==&.&M0!
?-)'(-+!-4!';&!/??=(7/:=&! * &L(7/=!?=/+!7-P&)/.&!4-)!';&!0/=/)(&L!0'/44! * & * :&)$!

S!0/=/)(&L!0'/44! * & * :&)!W;-!W-6=L!=(U&!'-!'/U&!=&/P&!6+L&)!';(0!?-=(7C! * 60'!L(07600!(+!/LP/+7&!
';&()!?=/+0!W(';!';&!N&+(-)!N'/44! * & * :&)!=&/L(+.!';&()!/)&/!0-!';/'!/L&\6/'&!_-:!7-P&)/.&!7/+!
:&!/))/+.&L$!
!
3&/P&!6+L&)!';(0!?-=(7C!)6+0!7-+76))&+'=C!W(';!/!/!I/ * (=C!V&L(7/=!3&/P&!/+L!0;-)'['&) * !
L(0/:(=('C!:&+&4('0!L6&!'-!)&7-P&)C!4)-* !';&!:()';$!2;(0!?-=(7C!(0!=(* ('&L!'-!'W-!:()';!&P&+'0!
/+Lb-)!/L-?'(-+0!?&)!& * ?=-C&&!())&0?&7'(P&!-4!?)(* /)C!-)!0&7-+L/)C!7/)&.(P&)!)-=&0$!
!
,/)&+'/=!3&/P&!,-=(7C!j!@-6)=C!N'/44!
2-!/00(0'!;-6)=C!0'/44! * & * :&)0!(+!:/=/+7(+.!';&()!W-)U!/+L!4/ * (=C!)&0?-+0(:(=('(&0R!';&!<-==&.&!
-44&)0!&=(.(:=&!;-6)=C!0'/44! * & * :&)0!';&!-??-)'6+('C!'-!'/U&!?/)&+'/=!=&/P&!(+!/77-)L/+7&!W(';!
';&!'&) * 0!-4!';(0!?-=(7C$!2-!:&!&=(.(:=&!4-)!?/)&+'/=!=&/P&!6+L&)!';(0!?-=(7CR!';&!;-6)=C!0'/44!
* & * :&)! * 60'!:&!/!46==['(* &!?&) * /+&+'!& * ?=-C&&!/0!L&4(+&L!(+!';&!<-==&.&M0!T * ?=-C * &+'!
>6(L&!/+L! * 60'!:&!';&!?/)&+'!-4!/!+&W:-)+!7;(=LR!-)!-4!/!+&W=C!/L-?'&L!7;(=L!/.&!4(P&!XEY!-)!
C-6+.&)!X/!k\6/=(4C(+.!7;(=LIY$!!!
!
S+!&=(.(:=&!;-6)=C!0'/44! * & * :&)!X)&./)L=&00!-4!0&JY!W;-!(0!/!:(-=-.(7/=!-)!/L-?'(P&!?/)&+'!-4!/!

\6/=(4C(+.!7;(=LR!/+L!W;-!(0!';&!?)(*/)C!7/)&.(P&)!-4!';/'!7;(=LR!*/C!'/U&!6?!'-!"E!W&&U0!-4!
=&/P&!/'!';&()!46=!0/=/)CR!4(.6)&L!/'!';&!;-6)=C!)/'&!/+L!)&.6=/)!07;&L6=&L!;-6)0!/0!L&07)(:&L!
-+!';&()!*-0'!)&7&+'!/??-(+'*&+'!-)!0/=/)C!=&''&)R!/??=(7/:=&!'-!';&!W&&U0!(**&L(/'&=C!
4-==-W(+.!(+!W;(7;!';&!:()';!-)!/L-?'(-+!-776)0$!I-)!';&0&!?6)?-0&0R!';&!7/)&.(P&)!(0!m?)(*/)Cm!
(4!;&b0;&!;/0!';&!)&=/'(P&=C!=/).&)!'(*&!7-**('*&+'R!/0!7-*?/)&L!'-!';&!-';&)!?/)&+'R!4-)!';&!
7/)&!-4!';&!7;(=L!L6)(+.!';&!W-)U!L/C$!2;&!<-==&.&!*/C!)&\6()&!';/'!';&!;-6)=C!0'/44!*&**:&)!
?)-P(L&!7&)'(4(7/'(-+!'-!06??-)'!';(0!L&'&)*(+/'(-+$!
!
2;&!?)(*/)C!7/)&.(P&)!*/C!/=0-!'/U&!6?!'-!/+!/LL('(-+/=!"E!W&&U0!-4!=&/P&!/'!+-!?/C!
X(**&L(/'&=C!4-==-W(+.!';&!"E!W&&U0!'/U&+!/0!?/(L!=&/P&Y$!B6)(+.!';(0!6+?/(L!?&)(-LR!9/:/0;!
W(=!7-+'(+6&!'-!?/C!';&!<-==&.&M0!?-)'(-+!-4!';&!/??=(7/:=&!*&L(7/=!?=/+!7-P&)/.&!4-)!';&!
;-6)=C!0'/44!*&**:&)$!
!
S+!&=(.(:=&!;-6)=C!0'/44!*&**:&)!W;-!(0!/!0&7-+L/)C!7/)&.(P&)!X/!?/)&+'!W;-!(0!+-'!';&!?)(*/)C!
7/)&.(P&)Y!-4!/!\6/=(4C(+.!7;(=L!*/C!'/U&!6?!'-!"E!W&&U0!-4!6+?/(L!=&/P&R!/??=(7/:=&!'-!';&!
'(*&!?&)(-L!(+!W;(7;!';&!:()';!-)!/L-?'(-+!-776)0!-)!(**&L(/'&=C!4-==-W(+.!';&!=&/P&!-4!';&!
?)(*/)C!7/)&.(P&)$!B6)(+.!';(0!6+?/(L!?&)(-LR!9/:/0;!W(==!7-+'(+6&!'-!?/C!';&!<-==&.&M0!
?-)'(-+!-4!';&!/??=(7/:=&!*&L(7/=!?=/+!7-P&)/.&!4-)!';&!;-6)=C!0'/44!*&**:&)$!
!
@-6)=C!0'/44!*&**:&)0!W;-!/)&!(+'&)&0'&L!(+!'/U(+.!=&/P&!6+L&)!';(0!?-=(7C!*60'!L(07600!(+!
/LP/+7&!';&()!?=/+0!W(';!';&()!)&0?&7'(P&!B&/+!-)!';&!<;(&4!I(+/+7(/=!c44(7&)R!/0!/??)-?)(/'&R!
0-!';/'!/L&\6/'&!_-:!7-P&)/.&!7/+!:&!/))/+.&L$!!
!
3&/P&!6+L&)!';(0!?-=(7C!)6+0!7-+76))&+'=C!W(';!/!/!I/*(=C!V&L(7/=!3&/P&!/+L!0;-)'['&)*!
L(0/:(=('C!:&+&4('0!L6&!'-!)&7-P&)C!4)-*!';&!:()';$!2;(0!?-=(7C!(0!=(*('&L!'-!'W-!:()';!&P&+'0!
/+Lb-)!/L-?'(-+0!?&)!&*?=-C&&!())&0?&7'(P&!-4!?)(*/)C!-)!0&7-+L/)C!7/)&.(P&)!)-=&0$!
!

2.10 STATUTORY PROGRAMS

9-)U&)g0!<-*?&+0/'(-+!

S=!&*?=-C&&0!-4!';&!<-==&.&!/)&!7-P&)&L!6+L&)!';&!9-)U&)g0!<-*?&+0/'(-+!3/W!-4!5+L(/+/$!
9-)U&)M0!7-*?&+0/'(-+!(+06)/+7&!?)-P(L&0!4(+/+7(/=!?)-'&7'(-+!(4!C-6!/)&!(+_6)&L!-)!:&7-*&!(=!
/0!/!)&06='!-4!C-6)!&*?=-C*&+'!(+!/77-)L/+7&!W(';!/??=(7/:=&!0'/'&!W-)U&)M0!7-*?&+0/'(-+!
=/W0$!!9/:/0;!?/C0!';&!&+'()&!7-0'!-4!';(0!?)-'&7'(-+$!
!
Q+&*?=-C*&+'!<-*?&+0/'(-+!

S=!&*?=-C&&0!-4!';&!<-==&.&!/)&!7-P&)&L!6+L&)!';&!Q+&*?=-C*&+'!<-*?&+0/'(-+!3/W!-4!
5+L(/+/$!
!

2.11 BUSINESS TRAVEL POLICY

TJ&*?'!/+L!+-+[&J&*?'!&*?=-C&&0!W;-!')/P&=!-+!<-==&.&!:60(+&00R!(+7=6L(+.!/''&+L/+7&!/'!
W-)U0;-?0!-)!7-+4&)&+7&0!/'!';&!)&\6&0'!-4!';()!06?&)P(0-)R!*/C!:&!)&(*:6)0&L!4-)!)&/0-+/:=&!
')/P&=!&J?&+0&0$!2)/P&=!-+!<-==&.&!:60(+&00!*60'!:&!/??)-P&L!:C!';&!06?&)P(0-)!/+L!';&!<-==&.&!
-44(7&)!(+!7;/).&!-4!';&L&?/)'*&+'M0!:6L.&'$!!
!

N'/+L/)L!')/P&=!&J?&+0&0!/==-W&L!(+7=6L&!';&!4-==-W(+.d!
!

- 2)/+0?-)'/'(-+!&J?&+0&0!4-)!&P&+'0!7-+L67'&L!-6'0(L&!-4!';&!<)/W4-)L0P(==&!7-**6+('Cd!
  V(=&/.&!W(==!:&!)&(*:6)0&L!/'!';&!76))&+'!*(=&/.&!)/'&!&0'/:=(0;&L!:C!';&!
  5+'&)+/=!%&P&+6&!N&)P(7&$!
- %&.(0')/'(-+!4&&X0Y$!
- V&/=0d!
  ,&)!B(&*!%/'&0!&0'/:=(0;&L!:C!';&!>&+&)/=!N&)P(7&0!SL*(+(0')/'(-+!(0!';&!
  ?)&4&))&L!*&';-L!4-)!)&(*:6)0&*&+'!-4!*&/=0!/+L!(+7(L&+'/=!&J?&+0&0$!
  S7'6/=!&J?&+0&0!/)&!?)&4&))&L!4-)!:60(+&00!*&/=0!;-0'&L!:C!/+!&*?=-C&&!L6)(+.!
  /!')/P&=!&P&+'$!
- 3-L.(+.$!

!
Z-+[&J&*?'!&*?=-C&&0!*/C!:&!?/(L!4-)!;-6)0!W-)U&L!W;(=&!/''&+L(+.!';&!*&&'(+.!/+L!
&+./.&L!(+!W-)U$!N?&7(4(7!.6(L&=(+&0!/??=C!'-!?/C!4-)!&*?=-C&&0!-+!:60(+&00!')/P&=$!<-+'/7'!';&!
@6*/+!%&0-6)7&!c44(7&!4-)!*-)&!(+4-)*/'(-+$!
!
<-+'/7'!';&!D60(+&00!c44(7&!/:-6'!')/P&=!/??)-P/=R!&=(.(:=&!J?&+0&0R!/+L!?)&?/)(+.!/+!&J?&+0&!
)&?-)'$!
!!
I/76='C!')/P&=!)&=/'&L!'-!?)-4&00(-+/=!L&P&=-?*&+'!/+L!?)&0&+'/'(-+!-4!07;-=/)0;(?!(0!/LL)&00&L!
(+!N&7'(-+0!A$#!/+L!A$8!-4!';&!I/76='C!@/+L:--U$!N?&7(4(7!.6(L&=(+&0!-+!&J?&+0&!)&(*:6)0&*&+'!
7/+!:&!-:'/(+&L!4)-*!';&!B&/+!-4!';&!<-==&.&M0!-44(7&$!
!

2.12 FACILITIES USAGE, ATHLETIC EVENTS, CAMPUS EVENTS, ETC.

S==&+!<&+'&)!I/7(=('(&0d!S==!&*?=-C&&0!/+L!';&()!L&?&+L&+'0!-P&)!/.&!"#!*/C!60&!<-==&.&!/';=&'(7!
&J&)7(0&!4/7(=('(&0!4)&&!-4!7;/).&!W;&+!-?&+!/+L!/P/(=/:=&!4-)!60&$!S!9/:/0;!5B!7/)L!(0!)&\6()&L$!
Q0&!-4!4/7(=('(&0!(0!.-P&)+&L!:C!';&!)6=&0!/+L!)&.6=/'(-+0!&0'/:=(0;&L!:C!';&!S';=&'(7!
B&?/)'*&+'$!
!
3(==C!3(:)/)Cd!S==!&*?=-C&&0!/+L!';&()!L&?&+L&+'0!7/+!*/U&!60&!-4!';&!)&0-6)7&0!(+!';&!3(==C!
3(:)/)C!4)&&!-4!7;/).&$!S!9/:/0;!5B!(0!)&\6()&L$!
!
</*?60!TP&+'0d!S==!&*?=-C&&0!/+L!';&()!L&?&+L&+'0!*/C!/''&+L!/??=(7/:=&!)&.6=/)!;-*&!
/';=&'(7!&P&+'0!X0-*&!&J7&?'(-+0!/??=CYR!4(+&!/)'0!&P&+'0R!0?&/U&)0R!7-+7&)'0R!/+L!-';&)!&P&+'0!
4)&&!-4!7;/).&$!S!9/:/0;!5B!(0!)&\6()&LR!/+L!(+!0-*&!(+0'/+7&0R!'(7U&'0!/)&!)&\6()&L$!
!

2.13 HOLIDAYS

2;&!<-==&.&!+-)*/==C!7=-0&0!/==!/L*(+(0')/'(P&!-44(7&0!4-)!';&!4-==-W(+.!;-=(L/C0d!
!

- 3/:-)!B/C$!V-0'!-44(7&0!/)&!7=-0&L!-+!3/:-)!B/C$!N(+7&!7=/00&0!/)&!(+!0&00(-+R!-44(7&0!';/'!
  W-)U!L()&7'=C!W(';!0'6L&+'0!W(==!:&!/'!=&/0'!?/)'(/==C!0'/44&L$!2;-0&!&*?=-C&&0!W;-!W-)U!
  ';/'!L/C!*/C!7;--0&!/+-';&)!L/C!';/'!W&&U!'-!60&!4-)!';&!;-=(L/C$!

- 2;/+U0.(P(+.!B/C!/+L!';&!I)(L/C!/4'&)!2;/+U0.(P(+.!B/C$! !
- 2W-!L/C0!/'!<;)(0'*/0!-)!=-+.&)!(4!/??)-P&L!:C!';&!,)&0(L&+'!/+L!N&+(-)!N'/44$! !
- 2W-!L/C0!/'!Z&W!n&/)M0$! !
- V&*-)(/=!B/C$! !
- 5+L&?&+L&+7&!B/C$!
- f6+&'&&+';$!

!

T/7;!C&/)!';&!<-=&.&!?6:=(0;&0!/+!&*?=-C&&!*&*-!=(0'(+.!';&!&J/7'!L/'&0!-4!&/7;!;-=(L/C!4-)!';&!4-=-W(+.!/7/L&*(7!C&/)$!

!

2.14 VACATION BENEFITS

N&&!L&'/(=0!(+!S??&+L(J!S!XTJ&*?'Y!-)!D!XZ-+[TJ&*?'Y$!

!

2.15 MONTGOMERY COUNTY SERVICE DAYS FOR STAFF

5+!U&&?(+.!W(';!9/:/0;!<-=&.&M0!4-)';7-*(+.!<-**6+('C!<&+'&)!/+L!-6)!.)-W(+.!)/+.&!-4!?)-.)/*0!/+L!?/)'+&)0;(?0!W(';!07;--=0!/+L!+-+[?)-4('!-).//+(]/'(-+0!(+!V-+'.-*&)C!<-6+'CR!W&!W/+'!'-!&+7-6)/.&!/+L!06??-)'!7-**6+('C!&+./.&*&+'!/*-+.!9/:/0;!&*?=-C&&0$!2-!';/'!&+LR!0'/44!*&*:&)0!W(=!:&!/=-''&L!'W-!L/C0!-4!0&)P(7&!;-6)0!?&)!4(07/=!C&/)R!'(*&!';/'!7/+!:&!0?&+'!P-=6+'&&)(+.!0?&7(4(7/=C!W('; (+!V-+'.-*&)C!<-6+'C!/'!+-+[?)-4('0!/+L!07;--=0$!N&)P(7&!;-6)0!7/+!:&!60&L!(+!;/=4[!-)!46=[L/C!(+7)&*&+'0$!

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2.16 BENEFITS RESTRICTED TO PROFESSIONAL STAFF AND SUPPORT STAFF

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2.17 LACTATION SUPPORT IN THE WORKPLACE

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CHAPTER 3: POLICIES AND PROCEDURES FOR COLLEGE EMPLOYEES

3.1 PROFESSIONAL CONDUCT POLICY AND PROHIBITION AGAINST HARASSMENT

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3.2 ELECTRONIC MEDIA, SERVICES, AND COMMUNICATION POLICY

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3.3 COPYRIGHT COMPLIANCE AT WABASH COLLEGE

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3.4 INSTITUTIONAL POLICIES AND PROCEDURES RELATING TO RESEARCH MISCONDUCT

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#$ N6**/)(]&!';&!4/7'0!/+L!';&!/+/=C0(0!W;(7;!06??-)'!';&!
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8$ 5L&+'(4C!';&!0?&7(4(7!,@N!06??-)'`!

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A$ 5L&+'(4C!W;&';&)!/+C!?6:=(7/'(-+0!+&&L!7-))&7'(-+!-)!)&')/7'(-+`!

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/=!)&=&P/+'!)&0&/)7;!)&7-)L0!/+L!)&7-)L0!-4!';&!(+0'('6'(-+g0!)&0&/)7;!
*(07-+L67'!?)-7&&L(+.R!(+7=6L(+.!)&06='0!-4!/=!(+'&)P(&W0!/+L!';&!
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3.5 WHISTLEBLOWER POLICY

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L&'&)*(+/'(-+!(+!W)('(+.R!/+L!';&!,)&0(L&+'!/+Lb-)!;(0!L&0(.+&&X0Y!0;/=!
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S+C!S7'(-+!)&\6()(+.!S6L('!/+L!%(0U!V/+/.&*&+'!<-**(''&&!/??)-P/=!0;/==!)&\6()&!';&!
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Audit Committee Contact Information

B/P(L!,$!3&W(0R!<;/()! !	!	!	>)&.-)C!</0'/+(/0R!G(7&!<;/()!
L?=&W(0#1"Ka.*/(=$7-*!	!	!	.7/0'/+(/0a_-+&0L/C$7-*!
8"H[OOH[E1EH!!	!	!	#1#[KHO[8F8O!

3.6 FAMILY AND MEDICAL LEAVE ACT (FMLA)

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(=('/)C!)&/0-+0$!Q?!'-!#F!W&&U0!-4!=&/P&!(0!/P/(=/:=&!4-)!0('6/'(-+0!(+P-=P(+.!/!7-P&)&L!4/(=C!
*&**:&)g0!0&)P(7&!(+!';&!S)*&L!I-)7&0$!!T*?=-C&&0!W;-!;/P&!W-)U&L!4-)!';&!<-==&.&!4-)!/'!=&/0'!
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@-W!'-!%&\6&0'!3&/P&!
%&\6&0'0!4-)!4/*(=C!7/)&R!*(=('/)C!&J(.&+7CR!*(=('/)C!7/)&.(P&)R!/+L!*&L(7/=!=&/P&!*60'!:&!
/??)-P&L!(+!/LP/+7&!:C!C-6)!06?&)P(0-)!/+L!';&!@6*/+!%&0-6)7&0!c44(7&$!T*?=-C&&0!*60'!
?)-P(L&!9/:/0;!<-==&.&!W('';!/'!=&/0'!81!L/C0!/LP/+7&!+-'(7&!:&4-)&!';&!=&/P&!(0!'-!:&.(+$!54!';&!
+&&L!4-)!=&/P&!(0!+-'!4-)&0&&/:=&R!/+L!81!L/C0M!+-'(7&!(0!+-'!?-00(:=&R!+-'(7&!*60'!:&!.(P&+!-+!
';&!0/*&!L/C!';/'!';&!&*?=-C&&!=&/)+0!-4!';&!+&&L!4-)!=&/P&R!-)!';&!+&J'!:60(+&00!L/CR!6+=&00!
7()76*0'/+7&0!*/U&!';(0!(*?)/7'(7/:=&$!3&/P&!)&\6&0'0!0;-6=L!:&!*/L&!(+!W)('(+.!/+L!*60'!0&'!
4-)';!';&!)&/0-+0!4-)!';&!)&\6&0'&L!=&/P&R!';&!/+'(7(?/'&L!0'/)'!L/'&!-4!';&!=&/P&R!/+L!';&!
/+'(7(?/'&L!L6)/'(-+!-4!';&!=&/P&$!
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,=&/0&!?)(+'!/+L!7-*?=&'&!';&!IV3S!=&/P&!)&\6&0'!4-)*R!=-7/'&L!-+!';&!@6*/+!%&0-6)7&0!
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TJ7&?'!(+!7/0&0!-4!7;(=L!?=/7&*&+'!/4'&)!/L-?'(-+!-)!4-0'&)!7/)&R!/!<&)'(4(7/'(-+!-4!@&/=';!</)&!
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';&!/??)-?)(/'&!<&)'(4(7/'(-+!4-)*$!5+!*-0'!7/0&0R!/!kL-7'-)M0!+-'&I!W(==!+-'!:&!/77&?'&L!/0!
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3&/P&!)6+0!7-+76))&+'=C!W(' ; !' ; &!<-==&. &M0!?/)&+'/=!=&/P&! : &+&4('!/+L!0 ; -)'['&) * !
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k06 : 0'('6'&I!' ; /'!?/(L!=&/P&!4-)!IV3S!=&/P&! : C!7-6+'(+.!' ; &!?/(L!=&/P&!'-W/)L!IV3S!=&/P&!
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Type of Paid Leave	Substitution For Family Medical or Parenting Leave	Employee Medical Leave	Military Caregiver or Exigency Leave
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N;-)'[2&) * !B(0/:(=('C!D&+&4('0!	Z-! ! !	n&0! !	Z-!
,&)0-+/=!3&/P&! ! !	n&0! ! !	n&0! !	n&0!
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S+!& * ?=-C&&!W(==!:&!+-'(4(&L!/:-6'!';&!06:0'('6'(-+!-4!?/(L!=&/P&!/0!0--+!/0!?)/7'(7/:=&!/4'&)!;&!-)!0;&!)&\6&0'0!IV3S!=&/P&$!

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5+'&) * (''&+'!-)!%&L67&L!N7;&L6=&!3&/P&!

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Q?-+!';&!7-+7=60(-+!-4!/+!T * ?=-C&&!V&L(7/=!3&/P&R!';&!& * ?=-C&&! * 60'!?)&0&+'!7&)'(4(7/'(-+!'-!';&!<-==&.&!4)-*!;(0!-)!;&)!;&/='!7/)&!?)-P(L&)!';/'!;&!-)!0;&!(0!/:=&!'-!)&'6)+!'-!W-)U$!Q+=&00!/+L!6+'(=!/+!& * ?=-C&&!?)-P(L&0!';(0!4('+&00[4-)[L6'C!7&)'(4(7/'(-+R!';&!& * ?=-C&&!W(==!+-'!:&!/:=&!'-!)&'6)+!'-!W-)U$!

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7-+'(+6/'(-+R!)&76))&+7&R!-)!-+0&'!-4!/!0&)(-60!;&/=';!7-+L('(-+R!';&!&*?=-C&&!*60'!?)-P(L&!/!
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3.7 NOTICE TO THE COLLEGE COMMUNITY PURSUANT TO THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT AND THE DRUG-FREE WORKPLACE ACT

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.-P&)+ * &+'R!';&!4-==-W(+.!?/)/.)/?;0!/=0-!/??=C$!
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D&7/60&!4/76='C! * & * :&)0!/+L!?)-4&00(-+/=!0'/44!/'!9/:/0;!<-==&.&!4)- * !'(* &!'-!'(* &!)&7&(P&!
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';&0&!46+L0R!W&!/)&!06:_&7'!'-!';&!B)6.[I)&&!9-)U?=/7&!S7'!-4!"OKK!/+L!('0!I(+/=!%6=&0!
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4)&&!W-)U?=/7&$!2;(0!+-'(7&!(0!.(P&+!(+!7- * ?=(/+7&!W(';!';&!)&\6()& * &+'0!-4!';&!S7'$!
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06:0'/+7&!/'!';&!<-==&.&!/0!/!W-)U?=/7&!(0!?)-;(:('&L$!<-+')-==&L!06:0'/+7&0!/)&!';-0&!
(L&+'(4(&L!(+!N7;&L6=&0!5!';)-6.;!G!-4!N&7'(-+!#1#!-4!';&!<-+')-==&L!N6:0'/+7&0!S7'!/+L!(+!
%&.6=/'(-+!#"!<I%$!N&7'(-+!"81K$""[$"E$!<-?(&0!-4!';&0&!N7;&L6=&0!/+L!%&.6=/'(-+! * /C!:&!
-:'/(+&L!4)- * !';&!<;(&4!I(+/+7(/=!c44(7&)!-4!';&!<-==&.&!-)';&!B()&7'-)!-4!@6 * /+!%&0-6)7&0$!
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& * ?=-C * &+'!/+Lb-)!/!)&\6()& * &+'!';/'!/+!& * ?=-C&&!0/'(04/7'-)(=C!?/)'(7(?/'&!(+!/!L)6.!/:60&!
/00(0'/+7&!-)!)&;/:(=('/'(-+!?)-.)/ * !/??)-P&L!:C!/!4&L&)/=R!0'/'&R!-)!=-7/=!/.&+7C$!
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X/Y!';&!L/+.&)0!-4!L)6.!/:60&!(+!';&!W-)U?=/7&R!X:Y!-6)!,-=(7C!-+!S:60&!-4!<-+')-==&L!
N6:0'/+7&0!/+L!S=7-;-=R!X7Y!/+C!/P/(=/:=&!L)6.!7-6+0&=(+.R!)&;/:(=('/'(-+R!-)!& * ?=-C&&!
/00(0'/+7&!?)-.)/ * 0R!/+L!XLY!L(07(?=(+&!';/'!* /C!:&!(* ?-0&L!6?-+!& * ?=-C&&0!4-)!L)6.!/:60&$!
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54!/+!& * ?=-C&&!(0!7-+P(7'&L!-4!P(-=/'(+.!/+C!7)(* (+/=!L)6.!0'/'6'&!/+L!';/'!P(-=/'(-+!-776))&L!(+!
';&!W-)U?=/7&R!;&!-)!0;&! * 60'!+-'(4C!';&!<-==&.&!-4!';(0!4/7'!+-!=/'&)!';/+!4(P&!XEY!L/C0!/4'&)!';&!
7-+P(7'(-+$!2;&!<-==&.&R!(+!'6)+R! * 60'!+-'(4C!';&!.-P&)+ * &+'!/.&+7C!-4!';&!& * ?=-C&&M0!
7-+P(7'(-+!W(';(+!"1!L/C0!/4'&)!)&7&(P(+.!';(0!+-'(7&$!

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W(';(+!81!L/C0!/4'&)!)&7&(P(+.!+-'(7&!-4!';/'!4/7'R!';&!<-==&.&! * 60'!'/U&!/??)-?)(/'&!?&)0-++&=!
/7'(-+!/./(+0'!;(*!-)!;&)!6?!'-!/+L!(+7=6L(+.!L(07;/).&!-)! * /C!)&\6()&!0/'(04/7'-)C!?/)'(7(?/'(-+!
(+!/!L)6.!/:60&!/00(0'/+7&!-)!)&;/:(=('/'(-+!?)-./ * $!
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;/0!/:-6'!';(0!+-'(7&!-)!';&!:--U=&'!0;-6=L!:&!/LL)&00&L!'-!';&!B&/+!-4!';&!<-==&.&M0!c44(7&$!
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3.8 SMOKING POLICY

5'!(0!<-==&.&!?-=(7C!';/'!& * ?=-C&&0!/+L!0'6L&+'0!W(=!+-'!0 * -U&R!(+7=6L(+.!P/?(+.!/+L!&[
7(./)&''&0R!(+!/+C!<-==&.&[-W+&L!:6(=L(+.!-)!P&;(7=&R!/+L!';/'!';-0&!W;-!L-!7;--0&!'-!0 * -U&!
* 60'R!(+!/77-)L/+7&!W(';!5+L(/+/!=/W!X5+L(/+/!<-L&!H$"[E["#YR!L-!0-!/'!=&/0'!&(.;'!XKY!4&&'!4)-*!
/+C!&+')/+7&!'-!/!7/ * ?60!4/7(=('C!X(+7=6L(+.!/=!<-==&.&!;-60(+.R!./)/.&!L--)0R!/+L! * /(+'&+/+7&!
L--)0Y$!I-)!/LL('(-+/=!(+4-) * /'(-+R!0&&!';&!@&/=';R!N/4&'CR!/+L!N&76)('C!@/+L:--U$!
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3.9 SIGNATURE AUTHORITY POLICY

c:_&7'(P&!/+L!N7-?&!
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/6';-)('C!4-)!/=!7-+')/7'0!&+'&)&L!(+'-!:C!9/:/0;!<-==&.&$!2;&!?)-?&)!/6';-)('C!4-)!&J&76'(-+!
-4!:(+L(+.!7-+')/7'0R!.)/+'0R!/+L! * & * -)/+L/!-4!6+L&)0'/+L(+.!W(';!&J'&)+/=!&+'('(&0!(0!
* /+L/'-)C!'-! * (+(* (]&!4(+/+7(/=R!=&./=R!-?&)/'(-+/=R!7- * ?=(/+7&[)&=/'&L!)(0U0!4-)!';&!:&+&4('!-4!
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/+L!0'6L&+'!& * ?=-C&&0YR!W;&';&)!46=['(* &!-)!?/)'['(* &R!/+L!0'6L&+'0!-P&)0&&(+.!:6L.&'0$!
5+L&?&+L&+'!7-+')/7'-)0!/+L!7-+06='/+'0!L-!+-'!;/P&!';&!/6';-)('C!'-!:(+L!';&!(+0'('6'(-+$!S+!
& * ?=-C&&!W;-!0(.+0!/!7-+')/7'6/=!-)!.)/+'!7- * * (' * &+'!';/'!;&!-)!0;&!(0!+-'!/6';-)(]&L!'-!0(.+!
7/+!:&!;&=L!?&)0-+/=C!=(/:=&!4-)!';&!7- * * (' * &+'$!
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>(P&+!';&!&J'&+0(P&!P/)(&'C!-4!7-+')/7'0!)&\6()&L!(+!';&!7-6)0&!-4!+-)* /=!<-==&.&!:60(+&00R!
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- S';=&'(70!/+L!9&==+&00[%&=/'&L!S.)&& * &+'0!

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+/'6)&!-4!';&!/7'(P('C`!&$.$!7;/)('/:=&!7-+')(:6'(-+!/.)&& * &+'0!/)&!06:_&7'!'-!';&!?-=(7(&0!/+L!
?)-7&L6)&0!-4!';&!<-==&.&!SLP/+7& * &+'!c44(7&$!
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2;&!D-/)L!;/0!L&=&./'&L!')/+0/7'(-+!/6';-)('C!'-!';&!,)&0(L&+'!<;(&4!I(+/+7(/=!c44(7&)!/+L!
B()&7'-)!-4!D60(+&00!S6J(=(/)(&0!'-!/??)-P&!/+C!')/+0/7'(-+!';/'!L-&0!+-'!0?&7(4(7/==C!)&\6()&!
D-/)L!/7'(-+$!2;&!,)&0(L&+'!;/0!';&!/6';-)('C!'-!L&0(.+/'&!(+!W)('(+.!-';&)!(+L(P(L6/=0!'-!0(.+!
-+!:&;/=4!-4!';&!<-==&.&$!<-?(&0!-4!';&!0(.+&L!/6';-)(]/'(-+!/)&!U&?'!(+!';&!D60(+&00!c44(7&$!
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L&'&)*(+(+.!W;&';&)d!
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W&==!/0!0?-+0-)!L-+-)!-)!/+C!-';&)!)&0')(7'(-+0$!

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7-+')/7'6/=!-)!.)/+'!7- * *(' * &+'!;/P&!:&&+!:6L.&'&L!/+L!/)&!/P/(=/:=&$!54!)&0-6)7&0!
/)&!+-'!/P/(=/:=&R!';&!(+L(P(L6/=!)&0?-+0(:=&!4-)!.&+&)/'(+.!';&!7-+')/7'!*60'!&+06)&!
';)-6.;!';&!/??)-?)(/'&!=&P&=!X,)&0(L&+'!-)!B&/+Y!';/'!)&0-6)7&0!W(==!:&!*/L&!/P/(=/:=&$!
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- S+!/00&00 * &+'!;/0!:&&+!* /L&!-4!';&!=(U&=C!(*?/7'!-4!';&!')/+0/7'(-+!-+!-';&)!-44(7&0!-)!
(+L(P(L6/=0!/'!';&!<-==&.&R!/+L!/??)-?)(/'&!7-+06='/'(-+!;/0!'/U&+!?=/7&!W(';!
7-+0'('6&+7(&0!';/'!*(.;'!:&!(+P-=P&L!(+!';&!')/+0/7'(-+!-)!7-+')/7'$!

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- S+C!)&/=!-)!/??/)&+'!7-+4=(7'!-4!(+'&)&0'!&J(0'0!-+!';&!?/)'!-4!';&!(+L(P(L6/=!-)!
-).+(]/'(-+!(+P-=P&L!(+!/!')/+0/7'(-+R!/0!?)-P(L&L!:C!';&!<-==&.&M0!<-+4=(7'!-4!5+'&)&0'!
/+L!%&=/'&L!,/)'C!2)/+0/7'(-+0!?-=(7(&0!X-+!4(=&!(+!';&!D60(+&00!c44(7&Y$!9;&)&!067;!/!
7-+4=(7'!&J(0'0R!';&!(+L(P(L6/=!*60'!L&7=/)&!/+Lb-)!)&0-=P&!';&!(006&!:&4-)&!&+'&)(+.!(+'-!
';&!')/+0/7'(-+!-)!7-+')/7'$!

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3.10 DRIVING COLLEGE AND PERSONAL VEHICLES ON COLLEGE BUSINESS

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Smoking, including vaping and e-cigarettes, and animals are strictly prohibited in College-owned vehicles.

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3.11 USE OF COLLEGE FUNDS

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I/7(=('(&0R!&\6(? * &+'R!/+L!0&)P(7&0!-4!' ;&!<-==&.&!/)&!'-!:&!60&L!4-)!<-==&.&!:60(+&00!-+=C$!2;(0!
(+7=6L&0!' ;&!60&!-4!/6'-0R!P/+0R!?;-'-7-?(&)0R!'&=&?;-+&0R!7- * ?6'&)0R!?-0'/.&R!-44(7&!06??=(&0R!
/+L!-' ;&)! * /'&)(/=0$!!
!
,/C * &+'!'-!Z-+[T * ?=-C&&0!4-)!N&)P(7&0!
2;&!<-==&.&!(0!)&\6()&L!'-!4(=&!'/J!)&'6)+0!W(' ;!' ;&!5%N!W;&+!+-+[& * ?=-C&&0!/)&!?/(L!eF11!-)!
* -)&!4-)!' ;&()!0&)P(7&0$!2;(0!/44&7'0!60!?)(* /)(=C!W(' ;!' ;&!?/C * &+'!-4!;-+-)/)(/!4-)!0?&/U&)0!/+L!
P(0('(+.!/)'(0'0$!2;&!2/J!T\6('C!/+L!I(07/=!%&0?-+0(:(=('C!S7'!?/00&L!:C!<-+.)&00!)&\6()&0!';/'!W&!
-:'/(+!/!0(.+&L!0'/'& * &+'!7&)'(4C(+.!';&!)&7(?(&+'g0!N-7(/=!N&76)('C!+6 * :&)$!S!7- * ?=&'&L!
7&)'(4(7/'&! * 60'!:&!-:'/(+&L!:&4-)&!/!7;&7U!7/+!:&!L)/W+$!!9 [O!4-) * 0!/)&!/P/(=/ :=&!-+!';&!
D60(+&00!c44(7&!W&:?/.&$!N?&/U&)0!/+L!P(0('(+.!/)'(0'0!0;-6=L!:&!0&+'!7&)'(4(7/'&0!?)(-)!'-!';&!
&P&+'!0-!';&)&!(0!/!* (+(* 6 * !-4!L&=/C!(+!?/C * &+'!'-!';& * $!2;&)&!/)&!/LL('(-+/=!'/J!
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3.12 POLICY REGARDING POLITICAL INTERVENTION ACTIVITIES

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(L&/0R!(+7=6L(+. !?-=('(7/=!P(&W0$! 9 / : /0 ; !/=0-!&+7-6)/. &0!('0!7- * * 6+('C! * & * : &)0!'-!&+. / . &!(+!
/7'(P('(&0!)&=/'&L!'-!' ; &!=/). &)!7- * * 6+('CR!(+7=6L(+. !?-=('(7/=!/7'(P('(&0$!@-W&P&)R!/'!' ; &!0/ * &!
'(* &R!' ; &!<-==&. &! * 60'! : &! * (+L46=!-4!/+L!?)-'&7'!('0!0'/'60!/0!/!?6 : =(7!7 ; /)('C!L&07)(: &L!(+!
N&7'(-+!E1"X7YX8Y!-4!' ; &!5+'&)+/=!%&P&+6&!<-L&!-4!"OKFR!/0!/ * &+L&L!X' ; &!k<-L&IY$!2 ; &!<-L&!
/ : 0-=6'&=C!?)- ; (: ('0!' ; &!<-==&. &!/+L!/==!-' ; &)!E1"X7YX8Y!-). /+(]/'(-+0!4)- * !L()&7'=C!-)!(+L()&7'=C!
?/)'(7(?/'(+. !-)!(+'&)P&+(+. !(+!/+C!?-=('(7/=!7/ * ?/(. +!-+!: & ; /=4!-4!-)!(+!-??-0('(-+!'-!/+C!
7/+L(L/'&!4-)!?6 : =(7!-44(7&!-)!/==-W(+. !('0!)&0-6)7&0!'-! : &!60&L!(+!/+C!W/C!' ; /'!W-6=L!/??&/)!'-!
06??-)'!/!?-=('(7/=!7/+L(L/'&$!, =&/0&!)&/L!' ; (0!?-=(7C!7/)&46==C! : &7/60&!('! * /C!/??=C!(+!W/C0!C-6!
L-!+-'!/+'(7(?/'&d!!4-)!&J/ * ?=&R!0'/44!/+L!0'6L&+'0! * /C!+-'!60&!<-==&. &!)&0-6)7&0!067 ; !/0!('0!
& * /(=!0C0'& * !4-)!/LP-7/7C!-+! : & ; /=4!-4!/!7/+L(L/'&$!2 ; &!?-=('(7/=!7/ * ?/(. +!(+'&)P&+'(-+!
?)- ; (: ('(-+!/??=(&0!'-!/==!&=&7'(-+0!4-)!?6 : =(7!-44(7& j /'!' ; &!4&L&)/=R!0'/'&R!/+L!=-7/=!=&P&=$!!
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' ; &!(* ?-0('(-+!-4!7&)'/(+!'/J&0!-+!' ; &!<-==&. &R!/0!W&==!/0!-' ; &)!)(0U0$!2 ; &!?6)?-0&!-4!' ; (0!?-=(7C!
(0!'-!/00(0'!' ; &!<-==&. &!(+!' ; &!?)&0&)P/'(-+!-4!('0!'/J[&J& * ?'!0'/'60!6+L&)!<-L&!0&7'(-+!E1"X7YX8Y!
: C!&L67/'(+. !/ : -6'! : -' ; !/77&?'/ : =&!/+L!?)- ; (: ('&L!?-=('(7/=!/7'(P('(&0$!!!

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"$ **Pursuant to Code section 501(c)(3), the College may not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.**!!
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7- * * (''&&!Xk, S<IY`!!

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7$ T+L-)0(+. !7/+L(L/'&0!4-)!?6 : =(7!-44(7&!X-)! ; -0'(+. !&P&+'0!' ; /'!4/P-)!-)!-??-0&!
/+C!7/+L(L/'&!4-)!?6 : =(7!-44(7&Y`!

L$ 5006(+. !?6 : =(7!0'/'& * &+'0! : C!-)!-+! : & ; /=4!-4!' ; &!<-==&. &!(+!4/P-)!-4!-)!(+!
-??-0('(-+!'-!/+C!7/+L(L/'&!4-)!?6 : =(7!-44(7&`!/+L!

&$ TJ?&+L(+. !46+L0!-)!?)-P(L(+. !<-==&. &!)&0-6)7&0!X&$. $R!<-==&. &!?; -+&!-)!& * /(=!
0C0'& * R!?; -'-7-?C(+. R! * /(=(+. !=(0'0R!&'7$Y!'-!?)-L67&! * /'&)(/=0!-)!
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?6 : =(7!-44(7&$!

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2. **College faculty and staff may engage in political activities in a personal capacity, subject to certain restrictions.**

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/7'(P('C!L-&0!+-'!)&0')(7'!=&/L&)0!-4!' ; &!<-==&. &!4)- * !&J?)&00(+. !' ; &()!P(&W0!-+!?-=('(7/=!
* /''&)0!(4!' ; &C!7=/)(4C!' ; /'!' ; &C!/)&!0?&/U(+. !4-)!' ; & * 0&=P&0!/0!(+L(P(L6/=0$!Z-)!/)&!
=&/L&)0!?)- ; (: ('&L!4)- * !0?&/U(+. !/ : -6'!(* ?-)'/+'!(006&0!-4!?6 : =(7!?-=(7C$!2-!L(0'(+. 6(0 ; !
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j !067;!/0!/!W)(''&+!&+L-)0&*&+'!-4!/!7/+L(L/'&!4-)!?6:=(7!-44(7&!j !';&!W)(''&+!
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V-)&-P&)R!4/76='C!/+L!0'/44!*/C!+-'!7-+L67'!/+C!?-=('(7/=!(+'&)P&+'(-+!/7'(P('(&0d!
/Y L6)(+.!07;&L6=&L!W-)U!;-6)0`!
:Y W(';!<-==&.&!)&0-6)7&0!X&$.$R!60(+.!';&!<-==&.&W0!=&''&);&/LR!&*/(=!0C0'&*R!&*/(=!
/LL)&00&0R!0-7(/=!*&L(/!/77-6+'0R!-)!W&:0('&R!&'7$Y`!-)!
7Y (+!/+C!-44(7(/=!<-==&.&!?6:=(7/'(-+!-)!/'!/+C!-44(7(/=!<-==&.&!46+7'(-+$!!!
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,=&/0&!U&&?!(+!*(+L!';/'!('!7/+!:&!L(44(76='!'-!L&'&)*(+&!W;&';&)!;/!<-==&.&!-44(7(/=!(0!/7'(+.!-+!
;(0!-)!;&)!-W+!:&;/=4!-)!-+!:&;/=4!-4!';&!(+0'('6'(-+$!5+!';(0!)&./)LR!(+!*/+C!0('6/'(-+0R!(4!+-'!
-0'R!0&+(-)!=&/L&)0;(?!/+L!';&!<-==&.&!W(==!:&!P(&W&L!/0!-+&!/+L!';&!0/&$!S77-)L(+.=CR!&J')/!
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8$ N6:_&7'!'-!';&!4-==-W(+.R!';&!<-==&.&!*/C!(+P('&!-)!?&)*('!7/+L(L/'&0!'-!0?&/U!-+!
7/*?60d!
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7/+L(L/'&0!0&&U(+.!';&!0/*&!-44(7&$!
/$ 2;&!+/'6)&!-4!&P&+'0!0;-6=L!:&!0(*(=/)!X&$.$R!-+&!7/+L(L/'&!0;-6=L!+-'!:&!
(+P('&L!'-!/!=/).&!:/+\6&'R!/+L!/+-';&)!'-!/!0*/==!./';&)(+.!-4!/!4&W!
0'6L&+'0Y$!!
:Y 2;&!<-==&.&!*60'!+-'!(+L(7/'&!/+C!06??-)'!4-)!-)!-??-0('(-+!'-!/+C!7/+L(L/'&$!!
5+')-L67'(-+0!/+L!&P&+'!7-**6+(7/'(-+0!0;-6=L!7=&/)=C!0'/'&!';/'!';&!<-==&.&!L-&0!
+-'!&+L-)0&!-)!06??-)'!';&!7/+L(L/'&$!**CAUTION:**!TJ7=60(P&=C!?-0('(P&!-)!&J7&00(P&=C!
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7Y I6+L)/(0(+.!(0!+-'!?&)*(''&L!/'!';&!P&+'$!
LY N67;!7/+L(L/'&!/??&/)/+7&0!0;-6=L!:&!(+!/+!/7/L&*(7!7-+'&J'!X&$.$R!7=/00!=&7'6)&0R!
0?&&7;&0R!'-W+!;/==!\6&0'(-+!/+L!/+0W&)!0&00(-+0R!-)!0(*(=/)!?)-.)/*0Y$!</+L(L/'&!
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</+L(L/'&0! * /C!/=0-!/''&+L!-)!0?&/U!/'!<-==&.&!&P&+'0!(+!/!+-+[7/+L(L/'&!7/?/7('C$!5+!';(0!
)&./)LR!/!?-=('(7/=!7/+L(L/'&! * /C!:&!/!?6:=(7!4(.6)&!W;-!(0!(+P('&L!'-!0?&/U!:&7/60&!-4!;(0!-)!;&)!
/7;(&P& * &+'0$!Z-+&';&=&00R!(4!';&!7/+L(L/'&!(0!?6:=(7=C!)&7-.+(]&L!/'!';&!<-==&.&!&P&+'!-)!(0!
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:Y Z-!7/ * ?/(.+!/7'(P('C!0;-6=L!-776)!/'!';&!&P&+'`!/+L!!
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2-!&+06)&!';/'!/=!)&\6()& * &+'0!;/P&!:&&+!46=4(==&LR!+-!(+L(P(L6/=!-)!.)-6?! * /C!(+P('&!/!
7/+L(L/'&!'-!7/ * ?60!W(';-6'!';&!<-==&.&M0!?)(-)!/??)-P/=$!,=&/0&!7-+'/7'!V)$!S * (L-+!'-!(+('(/'&!
';/'!?)-7&00$!
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4. **The College may conduct voter registration and get-out-the-vote drives.**

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/Y G-'&)!)&.(0')/'(-+!L)(P&0!/+L!&P&+'0!0;-6=L!:&!7-+L67'&L!(+!/!+&6')/=R!+-+?/)'(0/+!
* /++&)!X';&C!0;-6=L!+-'!)&4&)!'-!/+C!7/+L(L/'&!-)!?-=('(7/=!?/)'CY$!
:Y 2;&!<-==&.&! * /C!0(*(=/)=C!7-+L67'!')/(+(+.!?)-./ * 0!-)!7-6)0&0!W(';!';&!(+'&+'!-4!
(+7)&/0(+.!6+L&)0'/+L(+.!-4!';&!&=&7'-)/=!?)-7&00!-)!&+7-6)/.(+.!0'6L&+'0!'-!:&!
(+P-=P&L!(+!';&!?)-7&00$!Z-+&';&=&00R!067;!')/(+(+.! * 60'!:&!+-+?/)'(0/+!(+!+/'6)&!
X($&$R!';&!0&=&7'(-+!-4!(+0')67'-)0!/+L!0'6L&+'0R!/+L!';&!L&P&=-? * &+'!-4!76))(76=6 * !
* 60'!:&!+-+?/)'(0/+Y$!!!
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5. **The College may take a position on public policy issues, including issues that divide candidates in an election for public office, as long as the message does not in any way indicate support or opposition to a candidate.**

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CAUTION:!S! * &00/.&!L-&0!+-'!+&&L!'-!(L&+'(4C!';&!7/+L(L/'&!:C!+/ * &!'-!:&!?)-;(:('&L!
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7/+L(L/'&M0!?-=('(7/=!?/)'C!/44(=(/'(-+0R!-)!7-+'/(+0!-';&)!L(0'(+7'(P&!4&/'6)&0!-4!/!7/+L(L/'&M0!
?=/'4-) * !-)!:(-./?;C! * /C!:&!?)-;(:('&L!?-=('(7/=!7/ * ?/(.+!/7'(P('C$!S!7- * * 6+(7/'(-+!(0!
?/)'(76=/)=C!/'!)(0U!-4!:&(+.!7-+0(L&)&L!?-=('(7/=!7/ * ?/(.+!(+'&)P&+'(-+!W;&+!';&!
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D&7/60&!-4!';&!4(+&!=(+&!:&'W&&+!?6:=(7!?-=(7C!?-0('(-+0!/+L!?-=('(7/=!(+'&)P&+'(-+!/7'(P('(&0R!V)$!
S * (L-+! * 60'!)&P(&W!/+L!/??)-P&!(+!/LP/+7&!/+C!-44(7(/=!0'/'& * &+'0!:C!';&!<-==&.&!-+!?6:=(7!
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6. **The College may allow established student groups to use its facilities for partisan political purposes, subject to the following:**

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&\6/=C`!
:Y S+C!067;!.)-6?0!0;-6=L!?/C!';&!0'/+L/)L!4&&!/??=(7/:=&!'-!0'6L&+'!.)-6?0R!(4!/+CR!4-)!
60&!-4!<-=&.&!4/7(=('(&0`!
7Y 2-!/P-(L!';&!/??&/)/+7&!-4!<-=&.&!&+L-)0&*&+'R!<-=&.&!0'/44!W;-!?/)'(7(?/'&!(+!
0'6L&+'!?-=('(7/=!.)-6?!/7'(P('(&0!0;-6=L!X/Y!*/U&!7=&/)!';/'!';&C!?/)'(7(?/'&!/0!
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)&./)L(+.!';(0!?-=(7C`!
LY 54!0'6L&+'!.)-6?0!/LP-7/'&!?6:=(7=C!4-)!/!7/+L(L/'&!-)!?-0('(-+R!/+C!067;!
7-**6+(7/'(-+0!*60'!7=&/)=C!(+L(7/'&!';/'!';&!.)-6?!L-&0!+-'!0?&/U!-+!:&;/=4!-4!
';&!<-=&.&`!/+L!
&Y 54!0'6L&+'[)6+!+&W0?/?&)0!-)!-';&)!?6:=(7/'(-+0!?6:=(0;!&L('-)(/=0R!/+C!067;!
&L('-)(/=0!&J?)&00(+.!';&!-?(+(-+!-4!';&!&L('-)(/=!0'/44!*60'!(+7=6L&!/!0'/'&*&+'!
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7. Participating in a political campaign is different from lobbying. Code section 501(c)(3) organizations are permitted to engage in a limited amount of lobbying, but the lobbying may not be a "substantial" part of the College's activities.

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College Contact Information

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3.13 RESEARCH INVOLVING HUMAN PARTICIPANTS

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3.14 EMPLOYMENT AND PROMOTION BACKGROUND SCREENING

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CHAPTER 4: OTHER MATTERS

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Employment of Spouses, Partners, or Family Members

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Jury or Witness Duty

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Bereavement Leave

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W-)U!:&7/60&!-4!/!L&/';!-4!/+!&*?=-C&&M0!4/*(=C!*&*:&)R!/0!L&4(+&L!(+!S??&+L(J!DR!:6'!/+!
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7()76*0'/+7&0$!5+!';&!7/0&!-4!+-+[&J&*?'!X:([W&&U=CY!&*?=-C&&0R!;-6)0!?/(L!4-)!:&)&/P&*&+'!
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Job Openings

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Emergency Procedures

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Health, Safety, and Security Handbook

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Harassment and Title IX Workshop

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Wabash Identification Cards

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';/'!&*?=-C&&0!;/P&!5B!7/)L0R!:6'!';&C!/)&!+&&L&L!'-!60&!';&!3(:)/)C!/+L!/';=&'(7!4/7(=('(&0R!/+L!
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Concerns

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-4!@6*/+!%&0-6)7&0R!-)!';&!<;(&4!I(+/+7(/=!c44(7&)$!2;&!,)&0(L&+'!-4!';&!<-==&.&!(0!';&!4(+/=!
)&7-6)0&!(+!/==!7-+7&)+!?)-7&L6)&0$!SLL('(-+/=!-?'(-+0!/)&!/P/(=/:=&!';)-6.;!';&!<-==&.&M0!
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APPENDIX A: EXEMPT EMPLOYEES

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Vacation Benefit

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Moving Expenses

2;&!<-==&.&!*/C!?)-P(L&!6?!'-!e#R111!4-)!/!*-P(+.!/==-W/+7&!'-!L&4)/C!';&!7-0'!-4!)&=-7/'(-+!'';&!<-==&.&$!V-P(+.!/==-W/+7&0!/)&!'/J/:=&!(+!';&!C&/)!)&7&(P&L$!<-+'/7'!';&!@6*/+!%&0-6)7&0!c44(7&!4-)!?)-.)/*!(+4-)*/'(-+$!

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Attendance

54!C-6!/)&!/:0&+'!4)-*!W-)U!L6&!'-!(==+&00!4-)!-+&!-)!*-)&!46==!W-)UL/C0R!C-6!*60'!)&?-)'!';&!/:0&+7&!'-!C-6)!06?&)P(0-)!/+L!)&7-)L!('!(+!';&!/''&+L/+7&!)&7-)L!?)-.)/*!?)-P(L&L!:C!';&!<-==&.&$!54!/+!&*?=-C&&!(0!/:0&+'!4)-*!W-)U!4-)!4(P&!7-+0&76'(P&!46==!W-)UL/C0!L6&!'-!(==+&00R!';&!06?&)P(0-)!-P&)0&&(+.!';&!/)&/!*60'!+-'(4C!';&!@6*/+!%&0-6)7&0!c44(7&$!2;&!B()&7'-)!-4!@6*/+!%&0-6)7&0!*/C!)&\6()&!';&!&*?=-C&&!'-!06:*('!/!?;C0(7(/+M0!0'/'&*&+'!-)R!(4!/??)-?)(/'&R!7&)'(4(7/'(-+!6+L&)!';&!IV3S!?-=(7C$!

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54!9/:/0;!;/0!/??)-P&L!(+'&)*('')&+'!-)!)&L67&L!07;&L6=&!IV3S!=&/P&R!C-6!*60'!)&7-)L!/+L!)&?-)'!';&!;-6)0!'/U&+!/0!(+'&)*('')&+'!-)!)&L67&L!07;&L6=&!=&/P&!&/7;!W-)UL/C$!

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Deductions from Exempt Employees' Salaries

TJ&*?'!&*?=-C&&0!W-)U!/0!4&W!-)!/0!*/+C!;-6)0!/0!/)&!+&7&00/)C!'-!.&'!';&!_-:!L-+&$!I-)!';(0!)&/0-+R!/+L!06:_&7'!'-!';&!J7&?'(-+0!:&=-WR!9/:/0;!L-&0!+-'!)&L67&!&J&*?'!&*?=-C&&M0!?)&[L&'&)*(+&L!7-*?&+0/'(-+!4-)!/+C!?/)'(/=!L/C!/:0&+7&!X-';&)!';/+!(+'&)*('')&L67&L!07;&L6=&!IV3S!=&/P&Y`!/+C!?/)'(/=!W-)UW&&U!/:0&+7&!-77/0(-+&L!:C!9/:/0;!-)!('0!-?&)/'(+.!)&\6()&*&+'0R!(+7=6L(+.!;-=(L/C0!/+L!?/)'(/=[W-)UW&&U!0;6')())0#

#$ I6=[L/C!/:0&+7&0!L6&!'-!';&!&*?=-C&&M0!-W+!0(7U+&00!-)!(+_6)CR!(+7=6L(+.!W-)U[)&=/'&L!(+_6)(&0!/+L!IV3S[)&=/'&L!/:0&+7&0$!N67;!L&L67'(-+0!W(==!:&!*/L&!(+!/77-)L/+7&!W(';!9/:/0;M0!?/(L!'(*&!-44!?=/+0!/+L!0'/'&!W-)U&)M0!7-*?&+0/'(-+!=/W0!/+L!)&.6=/'(-+0$!

8$ S!46=!L/C!060?&+0(-+!(*?-0&L!4-)!(+4)/7'(-+!-4!/!0/4&'C!)6=&!-4!*/_-)!0(.+(4(7/+7&$!

A$ I6=[L/C!/:0&+7&0!4-)!6+?/(L!L(07(?=(+&!060?&+0(-+0!6+L&)!9/:/0;M0!L(07(?=(+&!?-=(7C!4-)!(+4)/7'(-+0!-4!('0!W-)U?=/7&!7-+L67'!)6=&0$!!

E$ 9;&+!+-!W-)U!(0!?&)4-)*&L!(+!/!W-)UW&&U$!

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S''&+L/+7&!/+L!L(07(?=(+&!?-=(7(&0!/)&!/??=(7/:=&!'-!/+!/:0&+7&!&P&+!';-6.;!';&!/:0&+7&!*/C!+-'!:&!-+&!4-)!W;(7;!/!L&L67'(-+!4)-*!0/=/)C!W(==!:&!'/U&+$!

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T*?=-C&&0!*60'!60&!?/(L!'(*&!-44!:&+&4('0!4-)!?/)'(/=!L/C!/:0&+7&0!4-)!?&)0-+/=!)&/0-+0!-)!';&!&*?=-C&&M0!-W+!(==+&00!-)!(+_6)C!?&)!-6)!?/(L!'(*&!-44!?=-=(7(&0R!:6'!';&!<-==&.&!W(==!+-'!)&L67&!/+!&J&*?'!&*?=-C&&M0!?/C!4-)!=&00!';/+!/!46=!L/CM0!/:0&+7&!(4!';&!&*?=-C&&!;/0!&J;/60'&L!/==!?/(L!'(*&!-44!:&+&4('0$!

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S+!&J&*?'!&*?=-C&&!W;-!:&=(&P&0!;(0!-)!;&)!0/=/)C!;/0!:&&+!(*?)-?&)=C!)&L67&L!0;-6=L!(**&L(/'&=C!)&?-)'!';&!?)-:=&*!(+!W)('(+.!'-!';&!@6*/+!%&0-6)7&0!c44(7&$!2;&!<-==&.&!W(==!)&(*:6)0&!/+!&*?=-C&&!4-)!/+!&))-+&-60!L&L67'(-+$!!!

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APPENDIX B: NON-EXEMPT EMPLOYEES

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Work Year

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- I-)!/+!&*?=-C&&!0'/)'(+.!)&.6=/)!&*?=-C*&+'!/4'&)!f6=C!"!60(+.!/!?&)7&+'/.&!7-*?6'&L!:C!L(P(L(+.!';&!+6*:&)!-4!L/C0!4)-*!';&!L/'&!-4!&*?=-C*&+'!';)-6.;!f6+&!81!:C!8FE$!

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- I-)!/+!&*?=-C&&!'&)*(+/'(+.!)&.6=/)!&*?=-C*&+'!:&4-)&!f6+&!81!60(+.!/!?&)7&+'/.&!7-*?6'&L!:C!L(P(L(+.!';&!+6*:&)!-4!L/C0!4)-*!';&!?)&7&L(+.!f6=C!"!'-!';&!'&)*(+/'(-+!L/'&!:C!8FE$!

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Annual Work Schedule	Benefit Hours/Day
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!!!!!!"R#E"!'-!"RE11!	F!
!!!!!!"RE1"!'-!"RHE1!	H!
!!!!!!"RHE"!-)!*-)&!	I6==!B/C!

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Time Sheet

S+!&*?=-C&&!*60'!)&?-)'!/==!;-6)0!W-)U&L!L6)(+.!/!W-)U!W&&U!-+!';&!<-==&.&M0!-+=(+&!0C0'&*$!2;&!;-6)0!)&?-)'&L!*60'!:&!/??)-P&L!:C!';&!&*?=-C&&M0!06?&)P(0-)!/+L!';&!@6*/+!%&0-6)7&0!c44(7&$!@-6)0!)&?-)'&L!0;-6=L!(+7=6L&d!

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- 2(*&!/7'6/==C!0?&+'!/'!W-)U!L6)(+.!C-6)!)&.6=/)=C!07;&L6=&L!W-)U(+.!;-6)0R!(+7=6L(+.!/6';-)(]&L!)&0'!:)&/U0!-4!#1!*(+6'&0!-)!=&00R!!
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2;&!'-'/=!-4!';&!/:-P&!('&*0!*/C!+-'!&J7&&L!A1!;-6)0!(+!/+C!W-)UW&&U$!

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Overtime Pay

@-6)0!/7'6/==C!W-)U&L!(+!&J7&00!-4!A1!;-6)0!L6)(+.!/!W-)U!W&&U!W(==!:&!?/(L!4-)!/'!"$E!'(*&0!/+!&*?=-C&&M0!)&.6=/)!)/'&!-4!?/C$!@-6)0!W-)U&L!:&C-+L!';&!&*?=-C&&M0!)&.6=/)!W-)U!W&&U!*60'!

:&!/??)-P&L!:C!';&!&*?=--C&&M0!(* *&L(/'&!06?&)P(0-)$!***It is against the law not to report hours worked during a workweek***$!

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Rest Breaks

S+!&*?=--C&&!*/C!'/U&!'W-!X6?!'-!#1!*(+6'&0!&/7;Y!)&0'!:)&/U0!L6)(+.!/!46==!W-)UL/C$!2;&!
'(*(+.!-4!';&!)&0'!:)&/U0!*60'!:&!/))/+.&L!W(';!;(0!-)!;&)!06?&)P(0-)$!

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Personal Time Off

S!)&.6=/)!&*?=--C&&!*/C!&=&7'!'-!'/U&!'W-!W-)U!L/C0!-44!W(';!)&.6=/)!?/C!L6)(+.!&/7;!W-)U!C&/)!
4-)!?&)0-+/=!)&/0-+0!:C!/))/+.&*&+'!W(';!';&!&*?=--C&&M0!06?&)P(0-)$!,/)'(/=!L/C0!-)!46==!L/C0!
*/C!:&!'/U&+$!,&)0-+/=!L/C0R!?/)'(/=!-)!46==R!/)&!7-+0(L&)&L!/0!;-6)0!W-)U&L$!2;(0!'W-[L/C!
:&+&4('!W(==!:&!?)-[)/'&L!';&!4()0'!W-)U!C&/)!4-)!/+!&*?=--C&&!0'/)'(+.!W-)U!/4'&)!f6=C!"$!
S+!&*?=--C&&!'&)*(+/'(+.!;(0!-)!;&)!&*?=--C*&+'!L6)(+.!';&!W-)U!C&/)!W(==!;/P&!';&!'W-!L/C0!
?)-[)/'&L!4-)!';/'!4(+/=!C&/)R!:/0&L!-+!L/C0!W-)U&L!/4'&)!f6=C!"!/0!/!?&)7&+'/.&!-4!/!46==!C&/)R!
=&00!/+C!?&)0-+/=!'(*&[-44!W-)U!/=)&/LC!'/U&+$!

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7-*?6'&L!:C!*6='(?=C(+.!';&!+6*:&)!-4!?&)0-+/=!;-6)0!)&?-)'&L!-+!';&!&*?=--C&&M0!'(*&!7/)L!
X+-'!'-!&J7&&L!46==!'(*&!;-6)0!?&)!L/C!j!H$E!-)!KY!:C!';&!&*?=--C&&M0!76))&+'!)&.6=/)!;-6)=C!)/'&!
-4!?/C$!,&)0-+/=!'(*&!L-&0!+-'!/77)6&$!!

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Emergency Closing

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;(0!-)!;&)!)&.6=/)!;-6)=C!)/'&!'(*&0!';&!+6*:&)!-4!;-6)0!=-0'!4-)!W;(7;!;&!-)!0;&!W/0!)&.6=/)=C!
07;&L6=&L!'-!W-)U$!2;&!=-0'!;-6)0!?/(L!/)&!+-'!7-+0(L&)&L!;-6)0!W-)U&L!/+L!W(==!:&!?/(L!(+!
/LL('(-+!'-!;-6)0!/7'6/==C!W-)U&L!(4!/+!&*?=--C&&!(0!)&\6()&L!'-!W-)U!:C!;(0!-)!;&)!06?&)P(0-)!
W;(=&!';&!<--=&.&!;/0!:&&+!L&7=/)&L!7=-0&L!4-)!';&!*&).&+7C$!

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Paid Vacation Benefit

S!)&.6=/)!+-+[&J&*?'!&*?=--C&&!0;/==!'/U&!'(*&!-44!4-)!/!?/(L!P/7/'(-+!/++6/==C$!2;&!=&+.';!-4!
/+!&*?=--C&&M0!7-+'(+6-60!&*?=--C*&+'!W(';!';&!<--=&.&!L&'&)*(+&0!';&!+6*:&)!-4!?/(L!
P/7/'(-+!L/C0!&/)+&L!L6)(+.!/!C&/)!-4!0&)P(7&!(+!/77-)L/+7&!W(';!';&!4-==-W(+.!07;&L6=&d!

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!!!!!!!!!! !	**Completed Years of Service**		**Annual Vacation**
!!! !	1!';)6!A!	!	"1!L/C0!
! !	E!';)6!O!	!!!	"E!L/C0!
! !	"1!-+! !	!	#1!L/C0!

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G/7/'(-+0!W(==!:&!'/U&+!/'!';&!*6'6/=!7-+P&+(&+7&!-4!';&!&*?=--C&&!/+L!';&!&*?=--C&&M0!
06?&)P(0-)$!,/(L!P/7/'(-+!L/C0!&/)+&L!L6)(+.!/!C&/)!-4!0&)P(7&!*60'!:&!'/U&+!:C!';&!+L!-4!';/'!
C&/)!-4!0&)P(7&!-)!=-0'$!G/7/'(-+!L/C0R!?/)'(/=!-)!46==R!/)&!7-+0(L&)&L!/0!;-6)0!W-)U&L$!G/7/'(-+!
;-6)0!W(==!:&!7)&L('&L!'-!';&!&*?=--C&&M0!=&/P&!/77-6+'!/'!';&!:&.(++(+.!-4!&/7;!C&/)!-4!0&)P(7&$!
2;&0&!;-6)0!)&4=&7'!';&!'-'/=!/*-6+'!-4!P/7/'(-+!'(*&!'-!:&!&/)+&L!L6)(+.!';&!C&/)!-4!0&)P(7&$!

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54!/!?/(L!;-=(L/C!7-*&0!L6)(+.!/+!&*?=-C&&M0!?/(L!P/7/'(-+R!';&!&*?=-C&&!*/C!:&!?/(L!W(';!';&!
+&J'!?/C!7;&7U!4-)!';/'!;-=(L/C!(+!/LL('(-+!'-!';&!P/7/'(-+!?/CR!-)!*/C!'/U&!/!W-)U!L/C!-44!(+!
';&!0/*&!W-)U!C&/)!W(';!?/C!:C!/))/+.&*&+'!W(';!;(0!-)!;&)!06?&)P(0-)$!
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Paid Vacation for Terminating Employees
2;&!+6*:&)!-4!?/(L!P/7/'(-+!L/C0!&/)+&L!W(=!:&!?)-[)/'&L!';&!4(+/=!W-)U!C&/)!4-)!/+!&*?=-C&&!
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P/7/'(-+!L/C!W(=!:&!7-*?6'&L!:C!*6='(?=C(+.!';&!+6*:&)!-4!P/7/'(-+!;-6)0!)&?-)'&L!-+!';&!
&*?=-C&&M0!'(*&!7/)L!X+-'!'-!&J7&&L!46=!'(*&!;-6)0!?&)!L/C!j!H$E!-)!KY!:C!';&!&*?=-C&&M0!
76))&+'R!)&.6=/)!;-6)=C!)/'&!-4!?/C$!
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Paid Holidays
S!+--+[&J&*?'!&*?=-C&&!*/C!)&7&(P&!?/C!4-)!';&!;-=(L/C0!=(0'&L!(+!N&7'(-+!#$"8!-4!';&!
T*?=-C*&+'!>6(L&$!S+!&*?=-C&&!*/C!/=0-!'/U&!/0!/!;-=(L/C!;(0!-)!;&)!:()';L/CR!W;(7;!*/C!:&!
'/U&+!-+&!L/C!';&!W&&U!-4R!';&!W&&U!:&4-)&R!-)!';&!W&&U!4-=-W(+.!';&!/7'6/=!:()';L/C$!2;&!
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- 2;&!/*-6+'!-4!?/C!4-)!/!?/(L!;-=(L/C!W(=!:&!7-*?6'&L!:C!*6='(?=C(+.!';&!+6*:&)!-4!
  ;-=(L/C!;-6)0!)&?-)'&L!-+!';&!&*?=-C&&M0!'(*&!7/)L!X+-'!'-!&J7&&L!';&!+6*:&)!-4!;-6)0!
  4-)!W;(7;!';&!&*?=-C&&!(0!&=(.(:=&Y!:C!';&!&*?=-C&&M0!76))&+'R!)&.6=/)!;-6)=C!)/'&!-4!?/C$!

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- S+!&*?=-C&&!W;-!(0!)&\6()&L!'-!W-)U!-+!/!?/(L!;-=(L/C!W(=!:&!?/(L!/'!;(0!-)!;&)!)&.6=/)!
  ;-6)=C!)/'&!4-)!';-0&!;-6)0!W-)U&L!(+!/LL('(-+!'-!';&!?/(L!;-=(L/C!;-6)0$!2;&!;-6)0!
  W-)U&L!W(=!/=0-!7-6+'!'-W/)L!';&!7-*?6'/'(-+!-4!-P&)'(*&!4-)!';&!W-)U!W&&U$!

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Personal Illness
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S!)&.6=/)!&*?=-C&&!W(=!&/)+!/+L!:&!7)&L('&L!W(';!-+&[;/=4!/!?&)0-+/=!(=+&00!L/C!4-)!&/7;!4-6)!
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)&7&(P&!9&&U=C!5+L&*+('C!:&+&4('0$!
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X+-'!'-!&J7&&L!46==['(*&!;-6)0!?&)!L/C!o!H$E!-)!KY!:C!';&!&*?=-C&&M0!76))&+'R!)&.6=/)!;-6)=C!)/'&!
-4!?/C$!
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Attendance

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0;&&'0$!!!
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54!/+!&*?=-C&&!(0!/:0&+'!4)-*!W-)U!4-)!*-)&!';/+!4(P&!7-+0&76'(P&!W-)UL/C0R!';&!06?&)P(0-)!
-P&)0&&(+.!';&!/)&/!*60'!+-'(4C!';&!@6*/+!%&0-6)7&0!c44(7&R!/+L!';&!B()&7')!-4!@6*/+!
%&0-6)7&0!*/C!)&\6()&!';&!&*?=-C&&!'-!06:*('!/!?;C0(7(/+M0!0'/'&*&+'!-)R!(4!/??)-?)(/'&R!
7&)'(4(7/'(-+!6+L&)!';&!IV3S!?-=(7C$!
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Bereavement Leave

S!)&.6=/)!&*?=-C&&!*/C!)&7&(P&!)&.6=/)!?/C!4)-*!';&!<-==&.&!4-)!'(*&!-44!W-)U!:&7/60&!-4!';&!
L&/';!(+!';&!&*?=-C&&M0!(**&L(/'&!4/*(=C$!
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- I-)!L&/';!-4!/!0?-60&R!7;(=LR!?/)&+'R!-)!0?-60&M0!?/)&+'!j!6?!'-!4(P&!L/C0$!
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=/WR!/+L!.)/+L7;(=L)&+!j!6?!'-!4(P&!L/C0$!

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N'/44$!@-6)0!?/(L!4-)!:&)&/P&*&+'!L-!+-'!7-6+'!/0!;-6)0!W-)U&L!4-)!';&!7-*?6'/'(-+!-4!
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APPENDIX C: SUMMARY OF PURCHASING CARD POLICIES AND PROCEDURES

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General Policies

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- S==-W/:=&!&J?&+0&0$!
- T+06)(+.!?6)7;/0&0!L-!+-'!(+7=6L&!5+L(/+/!0''/'&!0/=&0!'/J$!
- ,)-P(L(+.!)&7&(?'0!'(*&=C!4-)!/==!?6)7;/0&0!'-!';&!L&?/)'*&+'/=!?6)7;/0(+.!7/)L!)&7-+7(=&)$!
- <&)'(4C!,[7/)L!&J?&+0&!)&?-)'!(+!/!'(*&=C!*/++&)$!
- ,[7/)L0!/)&!+-'!'-!:&!60&L!4-)!?&)0-+/=!&J?&+0&0$!

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APPENDIX D: RECOMMENDATIONS FOR ALTERNATIVE WORK ARRANGEMENTS

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B&P&=-?&L!:C!';&!9-)U[3(4&!N'6LC!>)-6?!Xf6+&!#1##Y!

!

Charge

2;&!9-)U[3(4&!N'6LC!>)-6?!W/0!7;/).&L!'-!)&P(&W!/+L!L(07600!';&!P/)(-60!W/C0!9/:/0;!*(.;'!'/U&!/LP/+'/.&!-4!';&!=&00-+0!=&/)+&L!L6)(+.!';&!<cG5B["O!?/+L&*(7!'-!:&''&)!(+'&.)/'&!'&7;+-=-.C!/+L!)&*-'&!W-)U!-?'(-+0!'-!';&!:&+&4('!-4!('0!&*?=-C&&0$!N?&7(4(7/=CR!';&!N'6LC!>)-6?!L(07600&L!4=&J(:=&!W-)U!/))/+.&*&+'0R!/='&)+/'(P&!07;&L6=&0R!)&*-'&!W-)U!-?'(-+0R!/+L!;C:)(L!/??)-/7;&0$!N'6LC!>)-6?!*&*:&)0!/=0-!=&L!7-+P&)0/'(-+0!W(';!';&()!L&?/)'*&+'/=!7-=&/.6&0R!/+L!)&P(&W&L!?-=(7(&0!/+L!L-76*&+'0!L&P&=-?&L!/+L!(*?=&*&+'&L!:C!?&&)!(+0'('6'(-+0$!D&7/60&!/='&)+/'(P&!W-)U!/))/+.&*&+'0!/)&!/!)/?(L=C!&P-=P(+.!/)&/R!W;/'!4-=-W0!/)&!)&7-**&+L/'(-+0!06:_&7'!'-!7;/+.&!/+L!+-'!/!:(+L(+.!?-=(7C$!

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The Study Group's Guiding Principles

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Assumptions

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Other Thoughts and Considerations

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