



Employee Policies and Procedures Manual

8/16/2010

Warren Wilson College Employee Policies and Procedures Manual

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Note: This Manual is not a contract. It summarizes various College policies, procedures, and employee benefits. It is for informational purposes only.

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Part I - General

Who we are and how we operate

“...to understand its current programs, its traditions and factors mitigating its future, one must understand its beginnings and appreciate all the forces which have impinged upon its history. One strength of Warren Wilson College is that its staff has been able to learn from its own history, and thus avoid some of the cyclical stupidities so common in educational systems.”

--Henry Jensen

Original: Archived WWC Handbook and Benefits Book

Date Approved:

Date Revised/Archived:

1.010.00 Mission Statement

Warren Wilson College (WWC) is an independent, accredited, four-year liberal arts college, which awards the Bachelor of Arts and Bachelor of Science degrees in a variety of disciplines and the Master of Fine Arts degree in creative writing.

The College was founded by Presbyterians in 1894 and maintains a covenant relationship with the Presbyterian Church (USA). The roots of this historic relationship continue to nurture the College's commitment to community, social responsibility, the value of work, and openness in the pursuit of truth. The College provides a strong sense of purpose, place, participation, and supports diversity, community and personal development. We welcome those from all religious faiths and secular perspectives who share similar commitments.

The mission of Warren Wilson College is to provide a distinctive undergraduate and graduate liberal arts education. Our undergraduate education combines academics, work, and service in a learning community committed to environmental responsibility, cross-cultural understanding, and the common good.

Core Values

All proceedings, programs, and initiatives of the College are grounded in a commitment to the following core values:

- The Triad: Academics, work, and service
- Community: Civic engagement and participatory governance
- Liberal Arts: Experiential and innovative education
- Sustainability: Environmental responsibility, social and economic justice
- Diversity: Inclusivity, international and cross-cultural understanding
- Wellness: Personal growth and well-being.

Enduring Institutional Objectives

Drawing from its core values, the College accomplishes its mission through an enduring commitment to the following objectives:

1. To practice an integrated Triad of academic study, productive work, and meaningful service
2. To prepare students for service, leadership, and meaningful lifelong work and learning
3. To offer an undergraduate educational program that
 - A. enables students to think critically, obtain and evaluate information effectively, and communicate clearly;
 - B. introduces students to a variety of ways that humans acquire and use knowledge;
 - C. provides students with opportunities to develop a breadth of understanding and to make connection among areas critical to a liberal arts curriculum;
 - D. requires that students demonstrate a depth of understanding through competence in one or more academic disciplines;
 - E. leads students into considered reflection on the meaning and value of work and service to others;
 - F. engages students in Triad activities that deepen understanding about the environmental, economic, and community bases of sustainability;
 - G. guides students in examining their lives and articulating their beliefs and values;
 - H. provides opportunities for personal, physical, moral, and spiritual development;
 - I. imparts an awareness of the commonality of human problems while encouraging the development of civil engagement and a sense of social justice;
 - J. offers educational opportunities for students to better appreciate the diversity of the world and to develop cross-cultural and international understanding.
4. To offer select, innovative graduate programs grounded in the liberal arts tradition
5. To promote environmental responsibility in students through education, campus operations, policy and community outreach
6. To create an educational community representing a broadly diverse world
7. To nurture, through responsible and resourceful management policies, a small, residential community where students, faculty, staff, and governing board share close, mutually supportive, personal relationships and collaborate in College governance

Vision

Warren Wilson College will lead the nation toward a new model for liberal arts education through the innovation of its Triad educational program, the quality of its academic engagement, the fulfillment of its sustainability principles, the depth of its commitment to diversity, the vitality of its community, and its nurturing of individual well-being.

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Date Revised/Archived: March 5, 2009

1.085.00 Governance Structure

I. Governance Structure

The governance structure of Warren Wilson College shall consist of the Board of Trustees, the President, and the President's Advisory Council, the Staff Forum, the Student Caucus, and the College Committees.

II. Powers of the Board of Trustees

The By-Laws of the College state that the College shall be governed by a Board of Trustees which shall be "responsible for establishing policy and overseeing the management of the institution. The Board shall exercise its authority collectively, and individual trustees shall have no authority to manage the affairs of the College. The daily administration of the College shall be the responsibility of the President and the officers of the College." Responsibility for the governance of the College therefore is vested in the trustees, who elect the President in whom it vests the executive authority of the College.

Although it may delegate certain authority to the President, the Board of Trustees is the final and definitive power in the determination of policy for the College and has the primary consideration in matters pertaining to the purpose and basic mission of the College, its affiliation with the Presbyterian Church (USA) and its governing bodies, the management of the assets of the College, and the development of the physical plant, its land and buildings.

The Board of Trustees, in the exercise of its governing responsibility, has therefore approved this document which first, manifests its conviction that a system of shared governance in institution policy-making reflects both its own commitments as a board and respects the historic management philosophy of the Warren Wilson academic community; and second, the document defines the institutional organs which participate in the shared authority and their relationship to the President and the Board.

III. Powers of the President

A. The President of the College shall be elected by the Board of Trustees and serve at the pleasure of the Board. The President shall be responsible to the Board of Trustees and shall serve as the Executive Officer in matters relating to the operation of the College. Specific duties shall include:

1. Giving general direction and oversight to the program and activities of the College;
 2. Developing personnel policies and procedures for recommendation to and approval by the Board of Trustees;
 3. Selecting and appointing College academic and administrative staff, including members of the faculty, according to personnel policies and procedures approved by the Board of Trustees;
 4. Selecting, supervising, and discharging of College employees according to the personnel policies and procedures approved by the Board of Trustees;
 5. Preparing an annual budget income and expenditures for recommendation to the Board of Trustees through its Finance Committee;
 6. Attending all meetings of the Board of Trustees, except at such time as his/her tenure and salary are to be discussed;
 7. Performing any other duties which may be assigned by the Board of Trustees.
- B. In the performance of his/her administrative and executive functions, the President may initiate policy recommendations and will play the following role in the development of administrative decisions and basic policy:
1. The President shall chair the President's Advisory Council which shall consist of the Vice President for Academic Affairs and Dean of the College, the Vice President for Administration and Finance, the Vice President for Advancement, Admission and Marketing, the Dean of Students, the Dean of Work, the Dean of Service, Chief Sustainability Official and any other chief administrative officers reporting to the President.

The President's Advisory Council shall act as an advisory body to the President.

2. The President shall ensure that all policy decisions enacted by the College have gone through the proper procedures as outlined by this document. All policy recommendations passed by the Staff Forum and/or Student Caucus must be sent through channels to the President, who shall decide whether the policy recommendations have been acted upon by the appropriate body or bodies. (See VI.D)
3. When a policy recommendation has been passed by the Staff Forum and/or Student Caucus, and there is no disagreement between the two bodies, the President shall:

- a) immediately enact it as policy if appropriate, or recommend its adoption by the trustees; OR
 - b) amend it and send it back to the body leaders from whence it came who can then
 - i. ratify or reject it, or
 - ii. send it back to the body or bodies from whence it came for ratification or rejection.
 OR
 - c) veto it, in which case the President shall interpret the reasons for his/her veto to the appropriate body or bodies, OR.
 - d) amend it and enact the amended version as policy or, if action is required by the Board of Trustees, recommend adoption of the amended version by the Board. This last option will be employed only if the president disagrees with a policy recommendation that has been passed by Staff Forum and/or Student Caucus, in which case he or she will make the clear the objections of the Staff Forum and/or Student Caucus to the Board of Trustees regardless as to whether or not action by the Board is required.
4. Should the Staff Forum and the Student Caucus disagree on a policy recommendation--that is, one of these bodies has voted for it, while the other has voted against it--the President shall convene a joint committee, composed of three students elected by the Student Caucus and three staff members elected by the Staff Forum, to develop a compromise recommendation. The President shall treat the committee's compromise recommendation as he or she would any recommendation that has been passed by both the Staff Forum and Student Caucus, as explained under Second III.B.3.

If the committee fails to reach a suitable compromise, the President shall:

- a) endorse the recommendation as originally passed by one of the bodies by enacting it or recommending that it be adopted by the Board of Trustees; or
 - b) reject it; or
 - c) send the trustees a recommendation relative to the proposed policy.
5. The President shall have the authority to enact temporary policies when the urgency of a situation precludes the time necessary to follow the normal policy-making procedures outlined in this document. Should the President issue such a policy, he/she will interpret the reasons for the temporary policy to the appropriate body or bodies and invite input for a permanent policy.
6. The President, advised by the principal administrative officers of the College, and acting under the policies established by the Broad of Trustees, may administer the following areas without consultation with the Staff Forum or the Student Caucus:

1. Administrative Organization

2. Budget
3. Investment
4. Personnel Appointments
5. Tuition and Fees
6. Admissions Procedures and Strategy
7. Development Goals and Strategy

IV. **Staff Forum**

- A. All administrative, supervisory and academic staff employed by the College shall comprise the Staff Forum. The Forum itself shall decide the voting status of its members.
- B. **Powers of the Staff Forum:** Every policy change at the College in any of the following areas must be presented to Staff Forum for its consideration and recommendations. (Other matters of an administrative nature may be presented to the Staff Forum for information if not for a policy recommendation.)
 1. General Philosophy & Direction of the College
 2. Campus Master Plan
 3. Strategic Planning Priorities
 4. Intercollegiate Athletics
 5. Admission Standards
 6. Academic Calendar
 7. Academic Programs
 8. Staff Housing
 9. Staff Benefits
 10. Personnel Policy
 11. Work Program
 12. Service Program
 13. Extended Contracts
 14. Building and Grounds
 15. Summer Programs
 16. Social Regulations
 17. Student Discipline

V. **Student Caucus**

- A. Student representatives elected by the entire student body shall comprise the Student Caucus.
- B. **Powers of the Student Caucus:** All policy matters in the following areas shall be presented to Student Caucus for its consideration and recommendations:

1. General Philosophy & Direction of the College
2. Social Regulations
3. Student Discipline
4. Student Housing
5. Student Activities
6. Intercollegiate Athletics
7. Work Program
8. Service Program
9. Academic Calendar

VI. **College Committees**

- A. **Establishment:** Standing committees shall be established by the President as part of his or her responsibilities under any administrative organization. The Staff Forum or Student Caucus may recommend that the President create a new, or disband an existing, committee. Ad hoc committees may be created by the President, Staff Forum or Student Caucus.
- B. **Composition:** College committees shall be composed of representatives of more or more of these: the staff, student body and administration.
- C. **Nomination:** Nominations for standing committee membership shall be made at the beginning of each academic year by a nominating committee consisting of the President, Vice President for Academic Affairs, two elected staff, and two elected students. Each body shall have the opportunity to add nominees from the floor and shall formally elect or ratify committee members. The President shall appoint the chair of each committee, provided the chairperson shall generally be someone other than a principal administrative officer.
- D. **Procedures:** As part of the decision-making process, policy recommendations will normally be developed by one or more college committees. Policy initiatives of the Board of Trustees, President, administration, staff, or students shall be referred to the appropriate committee.

Policy recommendations of the standing committees and special committees shall be presented to the President's Advisory Council, Staff Forum, or Student Caucus—as appropriate—for their consideration and recommendations, which will then go to one of the principal administrative officers for his/her comments and forwarding to the President. The President shall then enact the recommendation or send it to the appropriate comment of the Board of Trustees with a final comment and request for approval.

In the event that the Board of Trustees rejects or significantly changes a policy

recommendation, it shall be the responsibility of the President to inform the College community of the decision and to interpret the Board's position on the matter to the appropriate body or bodies.

VII. **Ratification and Amendments**

- A. This document shall become effective after approval by the Board of Trustees, Staff Forum, Student Caucus, and the President.
- B. Except for those portions contained in the By-Laws, this document may be amended by approval of the Board of Trustees, Staff Forum, Student Caucus, and President.
- C. This document may be suspended as a whole or in part or revoked by the Board of Trustees. In the event this document is suspended, it may be re-enacted by a majority vote of the Board.

(October 27, 1989)

(Revision recommended by Staff Forum 5/9/2007, Approved by President 9/4/2007)

Original: Archived WWC Handbook and Benefits Book

Date Approved:

Date Revised/Archived:

1.090.00 Academic Freedom

Contents This policy includes the following main sections:

- Statement on Academic Freedom
 - College faculty and staff are educators
 - Freedom in the Classroom
 - Freedom in Research
-

STATEMENT ON ACADEMIC FREEDOM

Warren Wilson College subscribes to the definition of academic freedom as contained in the 1940 Statement of Principles on Academic Freedom and Tenure formulated by the Association of American Colleges and the American Association of University Professors.

1.090.10 College faculty and staff are educators

When educators speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As educators, they should remember that the public may judge the profession and the institution by their utterances. Hence they should endeavor to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to indicate clearly when they are not speaking for the institution.

1.090.20 Freedom in the Classroom

Educators are entitled to freedom in the classroom and other educational settings when discussing a subject, but should exercise caution in introducing material that has no relation to the subject.

1.090.30 Freedom in Research

Educators are entitled to full academic freedom in research and in the publication of results, subject to the adequate performance of their duties: however research for pecuniary return or other outside employment that uses College resources or might detract from the performance of their duties should be undertaken only after receiving approval for such activities from the appropriate senior officer of the College.

Original: Archived WWC Handbook and Benefits Book

Date Approved: 4/2/03

Date Revised/Archived:

1.100.00 Intellectual Property Rights

Contents This policy includes the following main sections:

- General Statement
 - Policy
 - Royalties
-

General Statement - Warren Wilson College Intellectual Property Rights Policy

(approved by the Board of Trustees April 25, 2003)

Warren Wilson College is an academic community that challenges its members to pursue intellectual, spiritual, and personal growth through study, work, and responsible citizenship. As part of this mission, the college encourages the publication and display of original works and the dissemination of new knowledge. This Intellectual Property Rights Policy seeks to promote excellence and innovation in teaching, learning, creative activities, and the production of materials by identifying and protecting the rights of the institution and all members of the community: faculty, staff, and students. The basis of this policy is the concept that creative works produced at Warren Wilson College should be used for the greatest possible benefit.

The policy governs the respective ownership rights of the College and its employees in material produced within the scope of employment. The policy protects the traditional rights of scholars with respect to the products of their intellectual endeavors. The College cedes ownership to the author(s) of scholarly and academic endeavors such as books, papers, and journal articles created by faculty, staff, and students who use only generally available college or public resources.

When college support makes the endeavor possible or when it provides extra or special support, with money, facilities, equipment, or staff, for the development of ideas or the production of works, it is reasonable for the College to participate in the benefits of the work. The College asserts its right of ownership if substantial college resources (including sponsor-provided funds) are used in the creation of the work.

Policy

The College owns the worldwide rights to all endeavors, inventions, developments and discoveries (herein referred to as “work” or “works”) which are created through the effort of individuals (herein referred to as “author” or “author(s)”) who are compensated by the College as part of their employment and which involve the substantial use of college equipment, services or resources. This includes any creation that may be eligible for patent protection, such as computer-related software, databases, web-based learning, and related materials, equipment, services or resources. In the instance of open source software produced for the benefit of the college, such software shall be licensed under the GNU General Public License so that it may be made available at no charge to other colleges and institutions to use and modify while protecting the rights and interests of Warren Wilson College.

Historically, the College has not asserted (and does not assert now by this policy) any claim or ownership interest in the following categories of scholarly or academic works: textbooks; class handouts or presentations; research articles, proposals, books, or monographs; student theses or dissertations; paintings, drawings, or sculpture; musical or dramatic compositions and performances; poetry; popular fiction; and nonfiction. Ownership of these categories of traditional scholarly and academic endeavor is waived by the College in favor of the author, and these are exempt from the provisions of this policy. In the case of course syllabi produced within the scope of employment, the College waives its ownership rights in exchange for non-exclusive, royalty-free, worldwide rights to use syllabi for non-commercial purposes.

The use of college resources is substantial when it entails the use of college equipment, facilities, personnel or funding, or resources not ordinarily used by or available to all, or virtually all members of the college community. The use of a computer in a faculty or staff office, incidental supplies, and occasional use of college personnel or shared facilities would typically not be considered substantial use. In contrast, utilization of college laboratories or special instrumentation, dedicated assistance by college employees, special financial assistance, or extensive use of shared facilities would constitute substantial use. Funds and facilities provided by governmental, commercial, or other private organizations which are administered and controlled by the College shall be considered college resources for purposes of this policy. If a work results from research sponsored in whole or part through governmental or other outside funding, the research agreement shall govern the disposition of intellectual property rights, but no research agreement shall be entered into without the review and approval of the chief academic officer, or other appropriate officer of the College, in order to protect the intellectual property rights of the individual and the College. If the sponsor does not assert an ownership interest, ownership vests with the College as provided in this policy. Where a question

arises of whether a particular work involves compensated effort or substantial use of college resources, the matter shall be referred to the Administrative Council.

If an individual creates a work that is potentially covered by this policy, he or she is expected to notify immediately his or her department chair and the chief academic officer or other appropriate officer of the College in writing and provide sufficient detail to permit the College to evaluate the work and, if appropriate, take steps to protect the intellectual property rights of the individual and the College, consistent with this policy. The author(s) shall refrain from any activity, including publication or public disclosures or commercialization that may compromise any actual or potential intellectual property rights. If the College decides not to exercise its ownership in a particular work, the ownership rights and responsibilities related to such rights for patenting, copyrighting and licensing shall be returned to the author(s). The College retains a nonexclusive, royalty-free worldwide right to use for non-commercial purposes all works (excepting those expressly exempt for historical reasons) produced by its employees acting within the scope of employment, even if ownership is ceded to the author(s).

1.100.10 Royalties

The College endorses the legitimate expectation of the author(s) to share in the net revenues received by the College from licensing or other development of an author's work that is owned by the College, but given the College's support and substantial cost involved in supporting scholarship and research, the College is also entitled to a share in any such royalties. Accordingly, for any work in which the College asserts ownership interest under this policy, the College and the author(s) of that work will share the net cumulative royalties (defined here as revenues received, less recovery of all legal and other costs involved in protecting the intellectual property rights of the work, licensing costs, and other directly related administrative costs) in the following percentages, unless a separate agreement is made to the satisfaction of all parties:

Net <i>Cumulative</i> Royalties	Author(s)	Warren Wilson College
< \$5,000	100%	0%
\$5,000-\$24,999	75%	25%
\$25,000-\$100,000	60%	40%
>\$100,000	50%	50%

Net royalties received by Warren Wilson College shall be restricted to support scholarly, research, or creative activity of the faculty, staff, students, and institution. If the work is a joint creation, the authors

will divide their share equally, unless they provide the College with an alternative royalty distribution agreed upon by all parties.

If a work is a compilation combining intellectual property owned by one or more authors or the College, the author shall retain all ownership interests in his or her contribution, but by allowing his or her work to become part of the compilation, the author thereby grants a non-exclusive, royalty-free worldwide license, including the right to grant sub-licenses, to the College for use of his or her contribution in the compilation. While the College shall own and may license to others rights to the compilation, it shall own no rights to the underlying work beyond said license. Notwithstanding the royalty-free license, the College will share the net cumulative royalties from the compilation as described above.

This policy shall be in effect no earlier than 30 days after its initial approval by the Board of Trustees. Within that 30-day period, any faculty member, staff member, or enrolled student may negotiate privately with the College administration the terms of any existing project. Any existing project for which terms are not negotiated within the 30-day period will fall within the guidelines of this policy.

Should this policy change during the employment of any faculty or staff member, or during the enrollment of any student, then for up to 30 days following approval of the change by the Board of Trustees, the faculty member, staff member, or enrolled student may negotiate privately with the College administration the terms of any existing project. Any existing project for which terms are not negotiated within the 30-day period will fall within the guidelines of the revised policy.

Recognizing that this area of the law is complex and rapidly evolving, Warren Wilson College remains open to the possibility of arriving at alternative agreements as the need may arise. This policy shall be reviewed within three years by the Administrative Council and revised as necessary.

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This Intellectual Property Rights Policy draft is borrowed, with permission, from Berea College. The Berea faculty has approved a similar version for use at its campus.

Revised with the help of Michael D. McCoy, Attorney at Law.

Original: Archived WWC Handbook and Benefits Book

Date Approved:

Date Revised/Archived:

1.110.00 Establishment and Administration of Personnel Policies

Contents This policy includes the following main sections:

- Establishment of Policies
 - Administration of Policies
 - HR
 - Changes to the Handbook
-
-

Establishment of Policies

The College's personnel policies are established in accordance with the provisions of the College's Governance Document. Amendments require the approval of Staff Forum. Administrative revisions not involving a change in policy may be made by the HR and brought to Staff Forum for information.

1.110.10 Administration of Policies

The President and other officers of the College shall oversee the administration of these policies on behalf of the Board of Trustees. The HR Director shall be responsible for day to day administration and shall report to the Vice President for Business Affairs.

1.110.20 Human Resources

HR shall review personnel concerns brought to it by employees, shall monitor the operation of personnel policies, and shall assist in the revision of personnel policies or the development of new policies.

1.110.30 Changes to the Handbook

The HR Director shall be responsible for keeping this Handbook current, and for distributing to all holders any new pages required by amendments to policies or updated information.

Original: Archived WWC Handbook and Benefits Book

Date Approved:

Date Revised/Archived:

1.120.00 Basic Assumptions of Personnel System

Contents This policy includes the following main sections:

- College Rights and Responsibilities
 - Employee Rights and Responsibilities
 - Mutual Rights and Responsibilities
-

Underlying the College's personnel system are certain assumptions about rights and responsibilities of the College and of its members.

1.120.10 College Rights and Responsibilities

The College has the right:

- to establish basic work goals consistent with the mission of the College;
- to establish an organizational structure that will carry out that mission;
- to establish and administer a personnel system that meets the needs of the College;
- to hire, promote, transfer, terminate, or recall employees at its discretion, within guidelines consistent with accepted academic procedures and in conformance with established legal requirements;
- to employ staff capable of performing the work required by their positions;
- to establish and administer guidelines for compensation including benefits, career development, working conditions, and all other aspects of employment;

- to require employees to be productive in their assigned functions and to assess employee performance; and
- to exercise reasonable and suitable discipline, including reprimand, suspension, or termination, as required in the best interest of the College.

The College has the responsibility:

- to be faithful to the Triad mission of the College;
- to ensure that the policies and administration of the personnel system are fair;
- to establish and maintain open communication with employees on all matters affecting their welfare so that personnel policies, procedures, and practices are widely understood and accepted;
- to follow equal opportunity and affirmative action guidelines;
- to provide fair compensation to employees consistent with the College's financial resources, institutional competition, and the applicable job market;
- to provide benefits and working conditions that enhance the general welfare of all employees;
- to conduct for all employees regular performance reviews according to the objectives of the College. These reviews should give employees an opportunity to participate in evaluating their own performance in relation to these objectives;
- to establish a process for the hearing and resolution of complaints and grievances;
and
- to meet legal requirements governing personnel practices.

1.120.20 Employee Rights and Responsibilities

Employees have the right:

- to be given a clear understanding of their roles and functions;

- to be evaluated fairly on the quality of their performance, including annual performance reviews;
- to be informed of changes in personnel policies and procedures;
- to work under conditions that encourage productivity;
- to receive equitable compensation and other benefits detailed in this policy;
- to participate in the development of college policies and procedures;
- to be assured equal opportunity;
- to be free from unlawful discrimination;
- to bring grievances and receive a proper hearing; and
- to be accorded legal protection as provided by law.

Employees have the responsibility:

- to do their best in all assigned tasks and functions;
- to participate fully in committees or groups in which they serve;
- to support the Triad mission of the College;
- to understand their role and function in accomplishing the goals of the College;
- to adhere to a code of professional ethics appropriate to their profession such as the Statement on Professional Ethics of the American Association of University Professors; and
- to conduct themselves in a professional manner, particularly when representing the College or in the presence of students, so as to enhance the reputation of the College.

1.120.30 Mutual Rights and Responsibilities

The partnership of the College and its employees assumes:

- acceptance by the College of the College's rights and responsibilities as employer;
- acceptance by the faculty and staff of their rights and responsibilities as employees;
and
- recognition by all concerned of the need to be responsive to others in exercise of their respective rights and responsibilities.

Original: Archived WWC Handbook and Benefits Book

Date Approved:

Date Revised/Archived:

1.130.00 Role of Faculty and Staff

Warren Wilson College functions as a community. Employees and students work together in a human and natural environment. All employees carry a responsibility to contribute to this unique community and serve as stewards for the physical environment.

Warren Wilson College employees perform multiple functions. They may teach academic courses, supervise student work crews, perform administrative duties, manage buildings, serve on or chair College committees, and participate in Staff Forum. Working in collaboration with the Office of Admission, every employee assists in the recruitment of students. Warren Wilson College employees do not confine themselves to a narrow role.

Warren Wilson College employees participate in decision-making through the expression of constructive and creative ideas and suggestions. As members of a participatory and collaborative community, employees may contribute suggestions at any time. Employees may serve regularly and willingly on committees and task forces. In these and other ways, employees serve a central role in the College's governance process.

Warren Wilson College employees represent the College beyond the campus. Representation may include such activities as speaking to or participating in service and business clubs; presenting papers to educational and professional organizations; serving on governmental, educational, and church committees and task forces; participating in student recruitment activities; etc. In these ways, employees help to increase public recognition of the College and to enhance its good name.

Warren Wilson College employees pursue their personal and professional development. They have a responsibility to seek out opportunities and engage in activities that enhance their performance and develop their potential to the fullest.

Original: Archived WWC Handbook and Benefits Book

Date Approved:

Date Revised/Archived:

1.180.00 Staffing Philosophy

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - Purpose of Personnel Policy Manual and Employee Handbook
-
-

Rationale, Purpose, and Background

In order to develop and carry out its program, Warren Wilson College must attract and retain competent employees who understand and share the academic, work, and service philosophy of the College. The College seeks to enable employees to make effective contributions through their positions and to be properly compensated and recognized. The College acknowledges its dependence on each employee for its successful operation and desires that all employees will find satisfaction in both their primary tasks and in the larger purposes for which the College exists.

Purpose of Policies and Procedures Guidebook

The purpose of this Policies and Procedures Guidebook is to ensure that the employment practices of the College are clear and are applied equitably to all employees. The personnel policies are designed:

- to provide a working environment that reflects the College's purposes and encourages the career development of employees;
- to be fair and equitable; and
- to conform to applicable federal, state, and local laws governing employment.

Original: Archived WWC Handbook and Benefits Book

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved:

Date Revised/Archived:

1.190.00 Campus Communication

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - General Policy Statement
-

Rationale, Purpose, and Background

The College's communication policy informs faculty and staff about the many activities occurring on campus and the plans and procedures of the College.

General Policy Statement

1.190.10

The online campus events calendar is maintained by the Student Activities Director.

[<http://www.warren-warren-wilson.edu/info/calendar/events>]

1.190.20

The Warren Wilson College e-newsletter includes features, events and news distributed each month to students, employees, parents and friends of the College. You can find the newsletter at this link:

<http://www.warren-wilson.edu/info/news/e-newsletter>.

1.190.30

WWC Web Page [www.warren-wilson.edu] serves as a source of information for employees, alumni, guests, and friends of the College. Although individuals and departments may have web pages they maintain, the overall web page is maintained by the Web Director.

The internal Web Page [<http://www.warren-wilson.edu/internal/index.php>] is the hub for campus information and contains daily news and announcements as well as links to campus resources such as CampusWeb, WebMail, the library website, academic pages, electronic bulletin boards and other

webpages.

1.190.40

Minutes of the Meetings of the Board of Trustees, Staff Forum, and standing committees of the Staff Forum are available in the library to members of the campus community.

1.190.50

Staff Forum Meetings are normally held on alternate Wednesdays at 4:00 p.m.

1.190.60

Owl & Spade, the College's magazine, is published twice a year by the Communications Office.

1.190.70

The College Bulletin Board, in the Campus Post Office, is maintained by HR for legally required postings, as well as for college notices.

1.190.80

College employees are subscribed to Employee-1 at the beginning of each academic year. Employee-1 is a moderated email list used for sending important messages to College employees.

Part II - Employment

Policies, Practices, Benefits, and Volunteers

Original: Archived WWC Handbook and Benefits Book

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved:

Date Revised/Archived:

2.010.00 Equal Opportunity Employment

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - Non-Discrimination
 - Affirmative Action
-

Rationale, Purpose, and Background

The College's intention is to be in compliance with the many pieces of major equal opportunity federal legislation that have been passed since 1963. Therefore, the College has posted the required Equal Opportunity Employment (EOE) materials at the College Post Office and keeps on file copies of all documents related to job applications, payroll records, discharges, etc. that may become relevant in the event of a discrimination suit.

2.010.10 Non-Discrimination

Warren Wilson College does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, gender, age, marital status, disability, or sexual orientation, in the administration of its educational policies, recruitment or admission of students, scholarship, grant or loan programs, athletic or other College administered programs, employment procedures, training programs, promotion policies or other related personnel practices.

The College prohibits taking any retaliatory action against any employee for opposing a practice that he or she believes to be discriminatory, including the filing of an internal grievance or a charge with a state or federal civil rights enforcement agency.

2.010.20 Affirmative Action

As an Equal Opportunity/Affirmative Action Employer, Warren Wilson College desires a faculty and staff that reflect the diversity of American culture; encourage a range of cultural, ethnic, racial, and lifestyle perspectives; and embody a global outlook. The College particularly seeks to include as candidates in its search processes women and members of underrepresented minority groups. Recruitment for regular faculty and staff positions shall be based on an open and public search process. A search committee representing a diversity of campus participants shall be appointed to review applications and nominations for positions and make recommendations to the hiring officer. Openings shall be posted on campus and advertised broadly in appropriate national or regional publications (e.g., The Chronicle of Higher Education) as well as outlets appropriate to the position and its qualifications. Advertisements shall indicate the College's equal employment opportunity and affirmative action policies.

Racial and Ethnic Minorities Encouraged to Apply

Appropriate efforts shall be made to encourage the candidacy of members of racial and ethnic minorities, women, and members of other groups that are underrepresented in the College staff. Such efforts might include for example, advertising in publications of special interest to members of underrepresented groups or notification of appropriate candidates listed in directories of minorities and women. If too few candidates from underrepresented populations apply, the search may be extended. Special efforts shall be made to encourage such candidates and to increase their representation among the finalists invited for campus interviews and those to whom offers of employment are extended.

All faculty and staff are encouraged to take advantage of professional development opportunities that may help them develop a record leading to a favorable evaluation for contract extension or renewal.

Recruiting and Retaining Faculty and Staff in Underrepresented Groups

The Vice President for Academic Affairs and the Vice President for Administration and Finance shall have responsibility for reporting to the HR Advisory Committee annually on the nature and success of their efforts to recruit and retain faculty and staff in underrepresented groups. The HR Director and the HR Department shall on a yearly basis evaluate these efforts and all college practices dealing with recruitment, interviewing, testing, screening, selection, placement, classification, evaluation, transfer, promotion, training, compensation, fringe benefits, layoff, and termination, and they shall report on institutional success in meeting affirmative action aims.

Original:

Date Approved: February 18, 2010

Date Revised/Archived:

2.020.00 Americans with Disabilities Act

- Contents** This policy includes the following main sections:
- Rationale, Purpose, and Background
 - Definition of Disability
 - Requesting Reasonable Accommodations
 - Provision of Accommodations
 - Confidentiality & Notification of Accommodation
 - Access to Regulations and Policies
-

Rationale, Purpose, and Background

Warren Wilson College is fully committed to equal employment opportunity in all aspects of employment, which includes compliance with the Americans with Disabilities Act and applicable state laws providing for nondiscrimination in employment against qualified individuals with disabilities. As such, it is the policy of Warren Wilson College to provide an environment that is free from all form of discrimination, including discrimination based on disability. Warren Wilson College also prohibits harassment or retaliation against any individual requesting an accommodation or filing a complaint under the college's grievance procedure.

Definition of Disability

An individual with a disability is defined as any person who (1) has a physical or mental impairment which substantially limits one or more major life activities: (2) has a record of such impairment: (3) is regarded as having such an impairment: or (4) has an impairment that is episodic or in remission if it substantially limits a major life activity when it is active.

Requesting Reasonable Accommodations

Warren Wilson College will make a good faith effort to provide a reasonable accommodation to qualified applicants and employees with disabilities to ensure their equal access to employment with

Warren Wilson College unless doing so would result in an undue hardship to Warren Wilson College. Employees and applicants are responsible for requesting an accommodation under this Policy.

For purposes of providing reasonable accommodation, applicants and employees are considered qualified if they possess the minimum qualifications of the position and can perform the essential functions of the position with or without reasonable accommodation.

Provision of Accommodations

Upon receipt of a request for an accommodation by a qualified applicant or employee, the Director of Human Resources shall engage in an interactive process with the individual making the request to determine the nature of the limitations resulting from the disability and the appropriate accommodation that may overcome this limitation. Prior to providing an accommodation, Warren Wilson College reserves the right to require documentation prepared by an appropriate professional, including, but not limited to: a statement regarding how the individual's disability affects a major life activity, a description of the individual's functional limitations and a recommendation of a reasonable accommodation.

Upon completion of the interactive process and, if appropriate, collection of appropriate documentation, the Director of Human Resources will assess whether or not the employee's requested accommodation is reasonable and determining what, if any accommodation is most appropriate for both the employee and Warren Wilson College.

Confidentiality & Notification of Accommodation

Information and records about individual disabilities are treated as confidential information under applicable federal and state laws and are only shared with individuals who have a legitimate business reason to know. Supervisors will be informed of the functional limitation of an employee caused by the physical or mental impairment. Medical documentation regarding an employee's diagnosis will be shared only with the Director of Human Resources unless the employee authorizes sharing with the supervisor or other Warren Wilson College personnel.

Access to Regulations and Policies

Any individual wishing to view copies of the Americans with Disabilities Act as amended in 2008, or this policy may do so by visiting the office of Human Resources.

Original: Archived WWC Handbook and Benefits Book

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved:

Date Revised/Archived: February 5, 2010

2.030.00 Employee Categories and Designations

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - General Policy Statement
-

Rationale, Purpose, and Background

All employees participate in fulfilling the College's educational mission. In order to administer the College's personnel policies, however, employee categories and designations have been established.

2.030.10 Faculty

Faculty - one whose primary assignment is to engage in academic instruction or activity.

2.030.20 Staff (Exempt)

Staff (Exempt) - one whose primary assignment is other than academic instruction or activity and who holds a position of managerial responsibility or who is otherwise defined as "exempt" as that term is used under the wage and hour requirements of the Fair Labor Standards Act.

2.030.30 Staff (Non-Exempt)

Staff (Non-Exempt) - one whose primary assignment is other than academic instruction or activity and who is defined as "non-exempt," as that term is used under the wage and hour requirements of the Fair Labor Standards Act (including the recording of hours worked).

2.030.40 Regular Employee

Regular - one whose term of employment is expected to last for at least one year and is eligible for

continuation, subject to review; for faculty, an academic year satisfies the one year requirement.

2.030.50 Temporary Employee

Temporary - one whose term of employment is expected to last for a specified period. When such appointments are made, the anticipated termination date should be specified.

2.030.60 Full-time Employee

Full-time - staff who work at least forty (40) hours per week or faculty who normally teach twenty-four (24) credit hours per academic year and perform additional activities such as student advising, committee service, and professional development, including research and scholarship. With approval of the President, full-time faculty may teach fewer than twenty-four (24) credit hours per year, but with a full-time equivalent combination of teaching, research or scholarship, and/or service.

2.030.70 Part-time I Employee

Part-time I - staff who work from thirty (30) to thirty-nine (39) hours per week or faculty who normally teach between eighteen (18) and twenty-three (23) credit hours per academic year and perform additional activities, equaling seventy five percent of those normally performed by a full-time faculty member, such as student advising, committee service, and professional development, including research and scholarship.

2.030.80 Part-time II Employee

Part-time II - staff who work from twenty (20) to twenty-nine (29) hours per week or faculty who normally teach between twelve (12) and seventeen (17) credit hours per academic year and perform additional activities, equaling 50 percent of those normally performed by a full time faculty member, such as student advising, committee service, and professional development, including research and scholarship.

2.030.90 Part-time III Employee

Part-time III - staff who work fewer than twenty (20) hours per week or fewer than one thousand (1,000) hours per year or faculty who normally teach eleven (11) credit hours or fewer per academic year.

2.030.100 Adjunct Faculty

Adjunct Faculty - persons employed to teach a specific course or courses, contracted on a term-by-term

or semester-by-semester basis. Typically, these individuals teach a maximum of four (4) credit hours per term or eight (8) credit hours per semester.

2.030.110 Definition of Student and Volunteer

Note: Students and volunteers are not considered employees and are thus outside the scope of employee personnel policies. A "student" is defined as one who is enrolled as a student at the College and who thus participates in the Triad of academic study, work study, and community service. A "volunteer" is defined as one who chooses to work for charitable, humanitarian, or personal reasons without benefit of salary or standard benefits.

2.030.120 Policy on Seniority and Continuous Service Credit

Warren Wilson College recognizes the value of continuous service to the College. The College also recognizes that there may be breaks in employee service. Therefore, this policy addresses the procedure for granting credit for prior service when there has been a break in service. Service credit calculation includes, but is not limited to, calculation of continuous service as it applies to vacation earned, years toward retirement and purchase or rental of college-owned houses or property.

The College will credit time for all regular employees' prior service in the following manner: An employee rehired by the College will receive credit for years of prior service less the amount of time away from the College.

Examples of credit calculation:

- An employee with five years of service leaves the College, and after two years the employee is hired back by Warren Wilson College. The employee is given credit for three years of prior service.
- An employee with five years of service leaves the College, and after six years the employee is hired back by Warren Wilson College. The employee is not given credit for any prior service.

Note: Temporary, adjunct, volunteer, work/study and similar appointments, including resident directors, do not meet the definition of regular employment.

A records search will be conducted for all eligible rehired employees. Eligible verified service will be calculated in full month increments and an adjusted employment or seniority date determined. This date will be used when appropriate. Medical leaves not exceeding one year, and all other approved leaves, will count towards service credit.

In the event of a break in service, the policy in place at the time of rehire is the policy that will apply.

Note: In the calculation of seniority, years of service cannot be combined for couples (married or domestic partners).

(Approved by Forum – December 9, 1998)

Original: Archived WWC Handbook and Benefits Book

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved: May 10, 2010

Date Revised/Archived:

2.030.10 Emerita/Emeritus Status

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - General Policy Statement
 - Procedure
-

Rationale, Purpose, and Background

Emerita/emergitus status is an honor and a mark of distinction granted to fully retired faculty members, presidents, administrative officers, and other staff of the college whose service has been characterized by high professional achievement and who have given outstanding service to the College.

General Policy Statement

Successful candidates for emerita/emergitus status must be fully retired presidents, faculty, administrative officers, and staff whose service to WWC exceeded the expected norm of performance and with at least 15 or more years of full-time honorable and distinguished service to the College. Exceptions to the minimum of 15 years of service are permitted 1) by the Trustees in the case of a president, and 2) by the President in the case of faculty or staff.

Procedure

Recommendations for emerita/emergitus status must include a description of the nominee's contributions to the college during his or her career in one or more of the following areas: teaching, scholarship, college and community service and the fulfillment of professional responsibilities.

Faculty

- Faculty from the department where the retirement takes place makes the recommendation to the Vice President of Academic Affairs and Dean of the College, who submits it to the President, if it has his or her recommendation.
- If the President supports the recommendation, he or she sends it to the Board of Trustees for final approval.

Administrators/Staff

- Staff from the department where the retirement takes place makes the recommendation to the PAC member that oversees the department, who submits it to the President if it has that PAC member's recommendation.
- If the President supports the recommendation, he or she sends it to the Board of Trustees for its decision.
- The Board of Trustees recommends and approves emerita/emeritus status for the President.

All

- Recommendations for emerita/emeritus status are to be submitted during the contract year the nominee retires.
- Retroactive recommendations may be submitted for retirees who retired after July 1, 2006, during the first month this policy is effective.
- Persons submitting the recommendation will be informed of the status of the recommendation at each stage of the process by the appropriate office.

Privileges

In addition to retiree benefits, the following privileges will be granted to those holding emerita/emeritus statuses:

- Listing as Emerita/Emeritus faculty, administrator, or staff in the college catalog;
- Eligibility to maintain webpage on college server;
- For faculty, invitations to monthly faculty meetings and lunches.

Original: Archived WWC Handbook and Benefits Book

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved: March 29, 2007

Date Revised/Archived:

2.040.00 Performance Objectives and Review

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - Job Descriptions
 - Performance Planning and Review Process
 - 90 Day Probationary Period
 - Annual Reviews by May 25th of Each Year
 - Work Supervisor Reviews
-

Rationale, Purpose, and Background

2.040.10 Job Descriptions

For each position, there shall be a job description that clearly states the essential elements of the job. It shall include a job summary and reporting relationship, the essential duties and responsibilities to be performed, with or without reasonable accommodations, and the knowledge, education, training, skills, and abilities required for adequate performance of the job. Job descriptions must be reviewed by supervisors annually and amended as needed, subject to approval by appropriate college officials.

2.040.20 Performance Planning and Review Process

Warren Wilson College maintains a performance review system for all staff employees and volunteers to provide a vehicle to plan and evaluate performance. The performance review system is meant to:

- a. enable staff and volunteers to link their goals to the department and/or division's goals, as well as the College's strategic plan;
- b. allow individuals an opportunity to discuss goals and expectations with supervisors;
- c. encourage performance feedback to staff and volunteers; and
- d. discuss and identify opportunities for education, training, and continued development.

Process

The performance review system uses self-evaluation to provide the opportunity for individual assessment and self-reflection. The process is as follows.

1. Staff and volunteers receive a copy of the *Warren Wilson College Staff Performance Evaluation form* on approximately April 1st, along with their most current job description. After reviewing the job description, the employee or volunteer completes Section I and Ia of the form and gives the form and job description to his or her supervisor.
2. The supervisor reviews the job description and completes Section II and IIa of the form. Then, they schedule a meeting with the employee or volunteer.
3. Employee or volunteer and supervisor meet and discuss the employee's performance. The Overall Performance Record (Section III) of the form is completed by the supervisor. The employee or volunteer has the opportunity to respond in writing during or after the meeting (in Section IV of the form). At the end of the meeting, both employee or volunteer and supervisor sign Section V. Revisions to the job description should be submitted to HR.
4. Completed original Performance Evaluations should be received by HR no later than May 25.

2.040.30 90-day Probationary Period

The first performance evaluation should take place after the 90-day probationary period.

2.040.40 Annual Reviews by May 25th Each Year

Afterwards evaluations will take place annually with the deadline of May 25th as the date the original Evaluation form should be turned in to HR.

Hard copies of the form are available in the HR Office or a copy can be obtained from the HR Website.

(Recommended by Staff Forum on March 28, 2007 and Approved by the President on March 29, 2007)

2.040.50 Work Supervisor Reviews

Each work program supervisor shall meet annually with the Dean of Work to share the results of student work supervisor evaluations and to discuss ways to help and be helped by the Work Program Office.

Original: Archived WWC Handbook and Benefits Book

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved:

Date Revised/Archived:

2.050.00 Salary Administration

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - General Policy Statement
-

Rationale, Purpose, and Background

2.050.10 Salary Reviews

The College administration annually reviews salaries of all employees. Annual salary increases are awarded subject to the availability of financial resources and reflect a desire (1) to maintain equitable salaries among faculty and staff members with comparable responsibilities, qualifications, and professional experience; and (2) to offer fair and equitable compensation for work performed at rates competitive with those offered locally or at other similar institutions.

For faculty, the definition of "qualifications" is the highest academic degree held. The categories include: 1) a doctorate, 2) two masters degrees or a professional masters degree (e.g., M.S.W., M.F.A.), and 3) a masters degree. "Experience" consists of years of teaching at Warren Wilson College plus teaching experience at other colleges or universities prior to coming to WWC, with partial credit for part-time, adjunct, and teaching assistant positions, and other kinds of experience. When making an offer to prospective new faculty the College determines highest degree, calculates teaching experience, and assigns a salary figure comparable to those of existing WWC faculty members with the same highest academic degree and level of experience.

2.050.20 Approval of Salary Increases

The President approves all salary increases. The Board of Trustees approves salary increments for the President and for those reporting directly to the President.

2.050.30 Minimum Wage

The minimum wage for all employees will not fall below the federally mandated minimum wage prescribed by the Fair Labor Standards Act.

2.050.40 Work Week

For purposes of the Fair Labor Standards Act, the "work week" shall be a regularly recurring period of seven consecutive twenty-four hour periods, beginning at 12:01 a.m. Monday and ending at 12:00 midnight the following Sunday.

2.050.50 Overtime Compensation

Non-exempt staff who work for a period in excess of forty (40) hours in any work week earn overtime compensation. Overtime compensation is earned at the rate of one and one-half times the regular earned rate of pay for all hours worked in excess of forty (40) in the work week. Overtime may not be scheduled without approval of the supervisor.

2.050.60 Garnishments

The College does not assist creditors in collecting personal debts from employees except as legally required by garnishment proceedings. A garnishment is a court order attached to an employee's earnings to satisfy a debt that he or she has incurred. When a garnishment order is issued to the College by the Court, the Accounting Office shall inform HR, which shall contact the employee and arrange for financial counseling, if appropriate.

2.050.70 Faculty Contracts

2.050.71 Extended Contracts

On December 9, 1981, upon recommendation of the Tenure Review Committee, the Faculty adopted a policy of Extended Contracts. The provisions of this policy are explained in the Revised Policy on Faculty Evaluation and Contract Renewal.

The Extended Contracts policy provides safeguards both for the individual faculty member and for the College community. It protects the rights of faculty by ensuring due process, protecting the commitment to academic freedom, and providing a measure of job security. It assures the College of the highest possible quality in teaching and provides sanctions for inadequate performance, academic or

otherwise.

2.050.72 Faculty Evaluation and Contract Renewal

For the first four years of service at Warren Wilson College, a faculty member will be eligible for one-year contracts, as recommended by the Dean of the College. During the fourth year of teaching service, a faculty member will be considered for an initial extended contract. At that time the Committee on Extended Contracts will evaluate the faculty member's performance, based primarily on materials in the individual's permanent file. The Committee on Extended Contracts will submit to the President one of three recommendations regarding the candidate. The Dean of the College will submit to the President a separate recommendation regarding contract renewal. The three options are: (a) that a three-year extended contract be granted, perhaps with recommendations for improvement in the individual's performance. (NOTE: Those full-time faculty members hired before September 1, 1996, shall be eligible for review for an initial extended contract of seven years), (b) that a decision on an extended contract be deferred for two years, and that the candidate be granted a two year provisional contract, specifying areas of expected improvement, or (c) that a one-year non-renewable contract be granted. For additional information, refer to the *Policy on Faculty Evaluation and Contract Renewal* available in the Academic Affairs Office.

2.050.80 Staff Contracts

Regular staff members shall be eligible for one-year contracts on a year-by-year basis after completion of the probationary period, unless employed for a limited time period to perform a specific function.

Original: Archived WWC Handbook and Benefits Book

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved:

Date Revised/Archived:

2.060.00 Work Schedules and Expectations

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - General Policy Statement
-

Rationale, Purpose, and Background

2.060.10 College Business Hours

The generally accepted business hours of the College are Monday through Friday from 8:00 a.m. to 5:00 p.m.

2.060.20 Faculty Work Schedule

Regular faculty members receive a 10-month employment agreement from August 1 through May 30 of each academic year. In addition to classroom teaching, committee meetings, and other campus assignments, faculty members shall maintain schedules of regular office hours at times convenient for their students. Office hours shall be posted on the office door, one copy sent to the department chair, and one to the Dean of the College.

2.060.30 Library Faculty Work Schedule

Library faculty have four weeks (20 working days) per year of vacation time. During breaks in the academic year (fall break, winter break, spring break) at least one library faculty member is on duty in the library at all times when the library is open.

2.060.40 Staff Work Schedule

Full-time staff work 40 hours per week. They typically work 8 hours between 8:00 a.m. and 5:00 p.m. Monday through Friday, with one hour for lunch. This schedule may vary because of the nature of the functions to be performed.

2.060.50 Work Schedule Attendance and Expectations – Faculty and Staff

All faculty and staff are expected to be at work on time for any scheduled work period. The faculty or staff member's supervisor must be informed prior to the beginning of the work period of any absence or variance from the established work schedule, except in unusual circumstances.

2.060.60 Absenteeism

For staff members, consecutive absences of three (3) work days may be considered voluntary termination, unless prior to the beginning of the fourth day the employee has notified his or her supervisor the reason for the absence and, if required, has obtained the supervisor's approval of such absence.

Supervisors may require the presentation of a physician's return-to-work statement and/or doctor's excuse when absenteeism is excessive or when the employee has been absent because of a serious illness or injury. Unexcused absences or repeated tardiness or failure to report absences may subject the employee to disciplinary action.

Original: Archived WWC Handbook and Benefits Book

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved: May 10, 2010

Date Revised/Archived:

2.060.70 Reassigned Time

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - General Policy Statement
 - Procedure
-

Rationale, Purpose, and Background

A unique feature of Warren Wilson College is the involvement of staff and volunteers with faculty in the Triad education process. Adding to the academic experience, staff and volunteers serve as work crew supervisors and mentors, and in other roles, creating a true community of learning for our students.

At times, a staff member desires to be involved in college-related activities beyond the immediate job scope. Such involvement enriches the staff member's understanding of the college and encourages staff to forge new connections within our community. Therefore, limited reassigned time is to be provided for those staff members who wish to expand their roles as members of the college community, on-campus and beyond.

Policy Statement

This policy covers activities that may encroach on regularly scheduled work time. It is not intended to grant reassigned time for activities such as, but not limited to, community chorale and theater productions. Staff members are encouraged to keep in mind job responsibilities that must be met to keep the college functioning. The approval of the employee's immediate supervisor and the overseeing President's Advisory Council (PAC) member are required to receive reassigned time.

Exempt staff members:

- Staff will not be required to use vacation/break time for study abroad trips. If possible, staff co-leaders should be reassigned for their time spent to attend study abroad classes if held during normal work hours.
- Reassigned time with pay is to be granted prior to the break service trips on which a staff member serves in a leadership role. The service program determines leadership designation.
- Reassigned time with pay is not to be granted for a staff member who opts to be a participant on the trip.

Example 1: Sally led a weeklong spring break trip to Virginia. She would have normally worked 2 ½ days and taken 2 ½ days off during spring break. Since she was on the break trip she did not take the 2 ½ days off. She will work with her supervisor to take the 2 ½ days off when she returns from the break trip. She did not gain or lose any break time.

Example 2: Carl was a co-leader on a study abroad trip that left at the end of the academic year in May. The trip was for two weeks. Carl had two weeks vacation available when he left for the study abroad trip. When he returned from the study abroad trip he still has two weeks vacation available. His time was reassigned to the study abroad program and he did not lose any vacation time.

Non-exempt staff members:

Non-exempt employees may serve as service trip leaders and/or study abroad co-leaders only with the written permission of the Vice President for Administration and Finance.

Procedure

- Request for reassigned time shall be made to the immediate supervisor in writing. If the immediate supervisor is not a vice president or dean, then supervisor shall obtain approval from the overseeing vice president or dean.
- Reassigned time is granted only for normally scheduled workdays. For non-exempt employees, hours shall be documented on the time card.

Original: Archived WWC Handbook and Benefits Book

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved:

Date Revised/Archived:

2.070.00 Hiring, Termination & Disciplinary Action

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
- General Policy Statement
- Recruiting and Hiring Guidelines
- Probationary Period – Staff
- Employment of Relatives
- Employment of Minors
- Termination of Employment
- Resignation
- Retirement
- Discharge for Cause
- Elimination of a Position
- Death
- Involuntary Termination
 - Faculty
 - Staff
- Disciplinary Action
- Exit Interviews

Rationale, Purpose, and Background

This section provides definition to the College’s recruiting and employment related policies and guidelines. These policies were written under the self-governance system of the college.

2.70.10 Recruitment and Hiring Guidelines

The following guidelines elaborate on basic equal employment and affirmative action policies, as well as other recruitment planning policies.

Hiring officers and search committees for all searches for regular full or part time faculty and staff shall follow these guidelines. In searches for temporary appointments time constraints may limit steps taken in the recruitment process. However, such searches shall follow these guidelines to the extent possible. At a minimum, searches for temporary positions **must** observe the following steps (which have been marked with an asterisk). A.1: B.1 (minimum of 3 members); C.1 & 2; D.1 & 2, E (all), F.1, 4, & 6: G (all), H (all); I (all).

A. Obtain Presidential approval for recruiting

1. Units determine and articulate their staffing need(s)
2. Appropriate administrator of unit establishes staffing priorities following existing guidelines and/or using collaborative processes
 - a. For faculty recruitment see program planning guidelines approved by Staff Forum in November, 1992
 - b. For staff recruitment use appropriate procedures to establish priorities
3. The President's Advisory Council establishes overall College staffing priorities within budgetary context.
4. President approves recruitment for specific positions*

B. Appoint a search committee

1. Search committees should represent a diversity of campus participants*
 - a. No more than 50% of the faculty or staff members or a search committee should come from the department or unit of the open position
 - b. Search committee should include faculty, staff, students and (where appropriate) members of governing and advisory boards
2. Search committee duties:
 - a. Help clarify position responsibilities
 - b. Help articulate advertisements
 - c. Review files to select qualified candidates
 - d. Follow affirmative action policies and procedures
 - e. Help draft "Frank and Earnest" letter
 - f. Review recommendations, telephone references, telephone candidates, as needed
 - g. Select finalists for campus visits
 - h. Participate in campus visits
 - i. Make recommendations to hiring officer regarding acceptability, strengths, weaknesses of finalists

C. Clarify the position description

1. Update job description if needed *
2. Determine category and hiring range *

D. Advertise the search

1. Announce all openings in the Warren Wilson enewsletter or website*
2. Advertise openings as broadly as appropriate*
 - a. For all faculty and professional positions:
 - Chronicle of Higher Education*
 - Appropriate professional publications
 - Affirmative action outlets, e.g.:
 - + *Black Issues in Higher Education*
 - +*Affirmative Action Register*
 - +*Minority and Women Doctoral Directory*
 - b. For staff positions:
 - Asheville Citizen Times*
 - Regional newspapers (e.g. Atlanta, Knoxville, Charlotte)
 - Other appropriate outlets
 - Affirmative action outlets (e.g., local minority newspapers, etc.)

E. Receive and process applications

1. Log applications and nominations in data base *
2. Send acknowledgement letter to candidates *
3. Provide search committee with accessibility to files *

F. Select most qualified candidates for further review

1. Determine an appropriate number or proportion of qualified applicants with full search committee participation*
2. Review extent to which this pool includes sufficient representation of minority and women candidates
 - a. If not, consider extending the search process to elicit additional minority and women candidates
 - b. If so, ensure their representation in subsequent reviews
3. Communicate further with these candidates regarding the College and the position and elicit further information and expression of continuing interest
 - a. Send “Frank & Earnest” letter or equivalent telephone call
 - b. Send “no thank you” letter to other candidates
 - c. Request response from candidates
 - Review candidates who respond with a desire to continue
 - If insufficient response from minority and women candidates, directly solicit their continuation through telephone calls

4. Solicit and review letters of reference and responses from continuing candidates *
5. If deemed useful:
 - a. Telephone references
 - b. Telephone candidate(s)
6. Select finalists for campus interviews *
 - a. Review appropriate representation of women and minorities among finalists
 - b. If insufficient, consider extending the search process

G. Conduct campus interviews of finalists

1. Invite candidates and make travel and lodging arrangements *
 - a. Encourage super-saver fares with Saturday stay-overs
 - b. Reserve lodging in St. Clair or a motel if needed
 - c. Prepare meal tickets for candidates
2. Schedule visits with appropriate members of the campus community, including for example: *
 - a. Search committee
 - b. Colleagues in appropriate department or unit
 - c. Open meeting (s) for campus community
 - d. Students
 - e. Potluck dinner
 - f. President
 - g. Triad administrators
 - Dean of the College
 - Dean of Work
 - Dean of Service-Learning
 - h. Other appropriate individuals and groups
3. Develop a detailed itinerary for the visit and appropriate host individuals for each time *
4. Solicit evaluations from all campus members who meet candidates *

H. Extend offer of employment

1. Hiring officer receives and processes evaluation of candidates from the search committee and others who met candidates *
2. Hiring officer recommends candidate to the President, including:
 - a. Rationale for selection of the individual to be offered the position
 - b. Evidence of a thorough reference check
 - c. Satisfaction of appropriate affirmative action procedures (to be coordinated with Director of Human Resources) *
3. President approves extending offer *
4. Hiring officer extends offer to candidate by telephone, seeks verbal acceptance *

5. Send formal letter detailing the terms of the offer and a link to a copy of the Employee Handbook *
 - a. Salary
 - b. Moving arrangements
 - c. Extended contract eligibility for faculty
6. Receive written acceptance from the candidate *
7. Determine interest in campus housing and notify the Human Resources Advisory Committee *
8. Send notification of search completion to remaining candidates *
9. Announce appointment *
 - a. Warren Wilson employee-I or all-I
 - b. Off-campus (as appropriate)

I. Present affirmative action report *

Cards returned by applicants that provide data on affirmative action are collected in Human Resources

J. Establish appropriate personnel records

1. Notify payroll and campus post office.
2. Office personnel file
3. Annual contract
4. Benefit forms

K. Orient new employee to the College

2.070.20 Probationary Period - Staff

All newly hired staff shall serve one probationary period of 90 days beginning the first day of employment, and their performance shall be evaluated. During this probationary period, the staff person is subject to discharge with or without cause, and without recourse.

The evaluation process and the extended contract policy for faculty are contained in the Policy on Academic Staff Evaluation and Contract Renewal, 2.050.70.

2.070.30 Employment of Relatives

Employment of relatives is permitted. However, no employee shall be placed in a position that involves supervision of the job performance or work activities of his or her relative. Temporary summer and break employees are exempt from this policy.

Should marriage subsequent to employment result in an employee directly supervising the job

performance or work activities of a relative, that situation must be remedied by transfer of at least one of the employees, or by other appropriate action.

For the purpose of this policy, "relative" shall mean a parent, foster parent, parent-in-law, child, spouse or same-sex domestic partner, brother, sister, foster sibling, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law, or any family member living in the same household.

(Approved at Staff Forum on 4/23/03)

2.070.40 Employment of Minors

There are legal restrictions on the hiring and permissible duties of minors (persons under 18 years of age). Therefore, no minor may be hired without the prior approval of HR.

2.070.50 Termination of Employment

When termination of employment occurs, whether employee- or college-initiated, proper procedures must be followed to assure equitable treatment of all parties. Termination from the College shall be clearly documented.

The following categories of terminations are recognized by the College and the personnel file of the exiting employee should be appropriately marked:

2.070.51 Resignation

The employment relationship is most typically severed by resignation. This is a voluntary action. (The absence of a staff employee without notification for three days is considered as a resignation in *Section 2.060.60* of this manual.) Staff members should give a minimum of two (2) weeks written notice prior to leaving.

2.070.52 Retirement

Early Retirement may be granted after completing 25 years of credited, full-time service and attaining age 50 or; completing 5 years of continuous credited full-time service and attaining age 62.

Regular Retirement is at the discretion of the employee after attaining age 65. If retirees are covered by the College Insurance Plan at the time of retirement, they may remain on the College Insurance Plan, unless, or until, they are covered by another insurance plan or are eligible for Medicare. If dependents of the retirees are covered by the College Insurance Plan at the time of the employee's retirement, they may remain on the College Insurance until either the retiree is eligible for Medicare or the dependent is eligible for Medicare, whichever comes first (COBRA benefits may be available). The entire amount of

the insurance premium is the responsibility of the retiree. Retirees, as defined, are eligible to remain in homes purchased from the College, or homes built on lots purchased from the College, subject to the provisions of the College Purchase of Existing Homes Provision contained in section 4.500 under Purchase/Sale of College Property Policy.

Employees are expected to notify their supervisors in writing of their intention to retire and the expected date of retirement.

(Approved by the Board of Trustees - October 10, 1997)

Other Retiree Benefits

- the college newsletter and other college mailings
- free use of the college pool/gym
- garbage pick-up if living in housing located on College View, Daisy Hill, and North Lane that was purchased from the College
- continued library privileges for retiree and spouse/domestic partner
- the same tuition remission benefit for children as any similarly situated active employee
- same discount employees receive at campus bookstore
- unlimited free courses for retiree and spouse/domestic partner, subject to availability of space
- discount at college cafeteria
- email account/internet access, upon request
- firewood allocation as described in the firewood policy
- office space on campus, as space permits
- same price for tickets to campus events that current employees pay
- invitations to college-sponsored events
- access to the Student Health Center

2.070.53 Discharge For Cause

This action to terminate is initiated by the College. Such terminations will strictly adhere to the College Disciplinary Action Policy, 2.070.60. The discharge of a employee is an action to be taken with extreme care to assure protection to all parties involved, and this action should be approved by the appropriate Vice President and by the President.

2.070.54 Elimination of a Position

This action by the College results in termination of an employee because of changes in staff structure or cutbacks.

2.070.55 Death

2.070.56 Involuntary Termination may result from cause or from elimination of a position. All involuntary terminations must be approved by the President.

2.070.57 Involuntary Termination - Faculty

In situations requiring involuntary termination, the regulations of the American Association of University Professors shall apply. They are described in the Policy on Faculty Evaluation and Contract Renewal, 2.050.72.

2.070.58 Involuntary Termination - Staff

Persons terminated because of change in staff structure or cutbacks will receive three-months' notice, or pay, or a combination thereof, plus accrued vacation. Persons terminated for other reasons will receive accrued pay and vacation.

2.070.60 Disciplinary Action

Behavior or work habits (absenteeism, tardiness, poor work performance, insubordination, etc.) that lend themselves to correction or improvement will be dealt with through a series of reprimands, including at least a verbal warning and two written warnings, prior to involuntary dismissal.

Incorrigible or intolerable behavior will result in suspension without pay, pending investigation. Such acts include, but are not limited to, disorderly conduct on College premises, falsification of College records, refusal to accept instructions, including failure to perform work assigned, being under the influence of alcohol in the work place, use of illegal drugs, theft or commission of any other crime on College premises, illegal possession of firearms on College premises, acts of moral turpitude, significant employee error, and breach of civil or criminal law that tend to bring discredit on Warren Wilson College. If the investigation confirms employee guilt, the employee will be discharged.

2.070.70 Exit Interviews

In the course of termination, all employees shall be offered the opportunity to participate in a confidential exit interview conducted by the HR Director. In addition, terminating employees shall be allowed to submit confidential comments to the HR Director concerning their work experiences at the College and their reasons for leaving.

Original:

Date Approved: February 13, 2010

Date Revised/Archived: Staff Forum

2.070.10 Internal Job Postings

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - General Policy Statement
 - Procedure
-

Rationale, Purpose, and Background

Warren Wilson College recognizes the importance of providing professional growth and job enrichment opportunities to current employees of the College.

General Policy Statement

This policy is intended to provide employees with professional growth opportunities. With certain exceptions (see next paragraph), announcements for non-faculty positions will be posted for seven calendar days on the college's human resources website indicating that only applications from internal candidates are being accepted. After the seven day posting period, the College will determine if it is necessary to open the search to external candidates.

Some positions may start directly with an external search, not with internal postings. The decision to start with an external search will be made by the president, after consultation with the appropriate President's Advisory Committee (PAC) member, the human resources director, and the search committee. For an external search, internal and external applicants must apply on the same schedule since there will be no internal posting period.

Procedure

Following is the general procedure for positions that start with an internal posting:

1. When a position is posted on the college's human resources website, an email will be sent out notifying employees.
2. After the position has been posted for seven days, the hiring supervisor and the search committee will review the internal applications and determine if they wish to advertise externally.
3. If the hiring supervisor and committee wish to bypass an external search, their recommendation must be supported by the PAC member over the area.
4. If the recommendation has the PAC member's support, the PAC member, hiring supervisor and the search committee consult with the president.
5. Only with the president's approval can the committee be permitted to bypass an external search
6. Whether an internal or external search is conducted, the rest of the procedure should follow the established *Recruiting and Hiring Guidelines*.

Internal candidates are defined as current employees of the college who have completed their probationary periods. Students do not qualify as current employees. Also, there is no requirement in an internal or external search that any internal candidate has to be interviewed.

Original: Archived WWC Handbook and Benefits Book

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved:

Date Revised/Archived:

2.080.00 Sexual Harassment

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - General Policy Statement
-
-

Rationale, Purpose, and Background

General Policy Statement

It is the policy of the College to prohibit sexual harassment of or by any member of the College community, as well as applicants for admission or employment. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic status;
2. any such proposals are made under circumstances implying that one's response might affect the academic or employment decisions that are influenced by the person making such proposals;
3. such conduct is abusive of others and implies a discriminatory hostility toward their personal or professional interests because of their sex or sexual orientation;
4. such conduct has the purpose or effect of unreasonably interfering with an individual's work or learning performance or creating an intimidating, hostile, or offensive working or learning environment; or

5. the sexual attention is unwanted, regardless of consequences and relationships.

Sexual harassment in any situation is reprehensible. It corrupts the mission of the College and threatens the careers of students, faculty, and staff. Sexual harassment is especially serious when it threatens the relationship between student and teacher or the relationship between supervisor and subordinates. Through academic or work grades, wage increases, recommendations for future study or work, promotion, etc., a teacher or supervisor can have a decisive influence on a student's or employee's success and career.

When a person is subjected to unwanted sexual attention, a situation arises that may have devastating implications for the individuals involved and the College community as a whole. Through fear of protesting, an individual may submit to unwanted sexual attention at the price of debilitating personal anguish, or may withdraw from a course or position and possibly be forced to change plans for a life's work.

Conversely, a teacher or supervisor may be inhibited from developing a close and professionally appropriate relationship through fear of initiating a misunderstanding as to sexual harassment. In some cases, a complaint may be due to a misunderstanding or misinterpretation between individuals. Such misunderstandings, if not resolved, can interfere with the educational and administrative process.

Although sexual harassment often occurs in a situation where there is a power differential between persons, this policy also recognizes that sexual harassment may occur between persons of the same College status (i.e. student-student and employee-employee).

Unfounded allegations of sexual harassment are also possible. The procedures described below are designed to help the College deal with complaints in a manner fair to both parties.

Procedure:

A person who believes she or he has been sexually harassed may feel comfortable discussing the matter with the person involved. If not, the person feeling harassed is encouraged to discuss the incident with a trusted friend, colleague, instructor, or counselor. When it seems appropriate to pursue further measures, grievances may be resolved as follows:

Informal Procedures

A person wishing to make a complaint may choose to utilize the services of a Grievance Mediator, who will try to resolve the complaint informally. With the Grievance Mediator acting as a facilitator, an effort will be made to provide a context for both parties to review what has happened and to heighten their awareness of the implications of their actions. The emphasis of using a Grievance Mediator is upon settling the complaint privately to the satisfaction of all parties.

Each year, Student Caucus and Staff Forum shall seek a diverse group of faculty and staff volunteers to serve as Grievance Mediators. The Dean of Students and the HR Director shall be responsible for

making the list of Grievance Mediators well known. A complainant may choose any name on the list, except in cases involving a member of the President's Advisory Council, when the President shall serve as the Grievance Mediator.

Formal Procedures

A person may bring a complaint against a faculty or staff member to the Dean of the College. A person wishing to bring a complaint against a student may contact the Dean of Students. The contacted Dean shall refer complaints between two employees to HR (acting in the capacity of a Staff Grievance Committee), while complaints between two students shall be directed to the Judicial Board. For complaints involving a student and an employee, the Dean shall assemble an *ad hoc* committee consisting of at least three persons, for the sole purpose of reviewing a specific complaint. The Dean shall attempt to include at least one peer of the complainant and one of the alleged offender. An effort will be made to appoint committee members acceptable to both the complainant and the alleged offender. The committee will meet promptly.

For complaints involving a member of the President's Advisory Council, the President shall appoint an outside mediator to direct the formal procedure. After investigating the complaint, the committee will communicate its judgment and recommendation of disciplinary action to both parties and the President. Either party may then appeal the decision to the President. The decision of the President will be final.

For complaints involving the President, the Chair of the Board of Trustees shall appoint an outside mediator to direct the formal procedure. After investigating the complaint, the committee will communicate its judgment and recommendation of disciplinary action to both parties and the Chair of the Board of Trustees. Either party may appeal the decision to Chair of the Board of Trustees. The decision of the Chairs of the Board of Trustees will be final.

The College does not require that the complaint be in writing, but it encourages any individual who believes that she or he has been the victim of sexual harassment to submit the complaint in writing to one of the designated persons set forth above in order to facilitate investigation of the complaint.

Special confidentiality safeguards will be applied in handling sexual harassment complaints. All employees and students should be aware that the privacy of the charging party and the person accused of sexual harassment will be strictly maintained. The College will retain confidential documentation of all allegations and investigations involving employees in a confidential file in the HR Office or, if only students are involved, in the office of the Dean of Students.

No one who makes a charge, testifies as a witness, assists, or participates in any investigation, proceeding, or hearing on a complaint of sexual harassment will be retaliated against, nor will they be coerced, intimidated, threatened, or interfered with in the exercise of any rights under Title VII of the Civil Rights Act of 1964, as amended. This policy also applies to volunteer faculty and staff.

Original: Archived WWC Handbook and Benefits Book

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved: November 20, 2007

Date Revised/Archived:

2.090.00 Prohibition of Consensual Relations Between (1) Undergraduate Students and (2) Employees, Volunteers or Contracting Parties

The well-being of the teaching and learning community at Warren Wilson College depends upon the existence of trust, respect, and fairness among its members. Amorous consensual relations between (1) either an employee, volunteer, or contracting party, and (2) any current undergraduate student can undermine the educational mission of the College by increasing the risk of sexual harassment, exploitation, predatory behavior, favoritism, bias, conflicts of interest, disempowerment, and low morale. The following policy is intended to help protect the academic and institutional integrity of the College and its constituents—especially its students—by reducing the potential for the problems listed above either from occurring or from being perceived to be occurring. It is not intended to discourage interaction between and among members of the community when it is appropriate and ethical.

Amorous Consensual Relationships between (1) either an employee (faculty and staff), volunteer, or contracted party and (2) any current undergraduate student is prohibited by the College. An “amorous consensual relationship” is a romantic or physically intimate relationship. Suspected violations of this policy should be reported to the Human Resources Director or to a member of the President’s Advisory Council who can report the violation to the HR Director. Faculty and staff are advised to report violations of this policy. Supervisors of faculty and staff who are aware of violations of this policy by individuals they supervise are obligated to report the violation, or the supervisor may be subject to disciplinary action for failing to do so.

Procedures for Handling Complaints of Violations of the Consensual Relations Policy

- Any member of the College community may bring a complaint that this policy has been violated.
- Prompt reporting of complaints is strongly encouraged because it may be difficult to substantiate the allegations made in a complaint brought after significant time has passed.
- Reporting of violation must include specific and credible allegations.

The Human Resources Director, in conjunction with the Dean of Students, will contact the student and the accused regarding the allegation. The parties will be advised that a consensual

relationship between (1) either an employee (faculty and staff), volunteer, or contracted party and (2) any current undergraduate student is a violation of college policy. Then the parties will be informed that a complaint has been made against them. Both the student and the accused will be given the opportunity to respond. (The student and the accused do not have to be addressed at the same time.) If both the student and the accused deny the allegation, the investigation will cease unless additional credible information is brought forth.

However if the Dean of Students and Human Resources Director find through their investigation that the policy has been violated, the appropriate Administrative Officer and the President will be notified. Together they (President, Administrative Officer, Dean of Students and Human Resources Director) will resolve the situation to the best of their abilities, such that the employee discontinues the relationship immediately or such that the employee (faculty and staff, or volunteer) leaves the College or such that the contracted party discontinues work for the College. When appropriate, allegations will be handled according to the College's Sexual Harassment Policy and/or the Grievance Procedure. A letter documenting the allegations and the conversation will be written by the Human Resources Director and placed in the appropriate personnel file(s).

All parties involved in the case are to cooperate fully with any investigation and to maintain the strictest confidence throughout the administrative process. A breach of confidentiality or a failure to cooperate in any investigation shall be grounds for disciplinary action.

The college will seek to maintain confidentiality in carrying out the terms of this policy. In addition, the college condemns retaliation against any person who, acting in good faith, makes a complaint under this policy.

Members of the College community who make false and malicious complaints under this policy, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

This policy applies to Resident Directors (RDs) who are not students. However, the following variation of this policy applies to Resident Directors who are students: each student- RD is prohibited from having amorous consensual relationships with Resident Assistants he/she supervises and with students living in his/her residence hall. This policy does not apply to relationships between Resident Directors and their spouses or qualified domestic partners.

Undergraduate students who are qualified domestic partners or spouses of current faculty, staff, or volunteers are exempt from this policy providing the relationship is solely with the qualified domestic partner or spouse.

This statement on Amorous Consensual Relations does not, in any way, detract from, alter, or amend the College's Sexual Harassment Policy, which continues in full force and effect.

(Recommended by Staff Forum November 14, 2007)

Original: Archived WWC Handbook and Benefits Book

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved:

Date Revised/Archived:

2.120.00 Drug-Free Workplace

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - General Policy Statement
-

Rationale, Purpose, and Background

It is the policy of Warren Wilson College to comply with the Drug-Free Workplace Act of 1988, codified at 41 U.S.C. § 701 et seq., as amended. The following provisions are included in all College employment agreements and are to be affirmed by all College employees upon the commencement of employment.

General Policy

1. The employee hereby agrees not to possess or illegally use controlled substances, as controlled substances are defined in 21 U.S.C. § 812 and N.C. Gen. Stat. § 90-89 through § 90-94. The employee also agrees to refrain from the illegal use of alcohol while on duty. The illegal use of alcohol includes, but is not limited to, driving while under the influence of alcohol (G.S. § 20-138.1), driving a commercial vehicle while under the influence of alcohol (G.S. § 18B-302), driving after consuming alcohol while under age 21 (G.S. § 20-138.3), and public intoxication (G.S. § 14-144).
2. Consistent with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or illicit use of alcohol on the College campus or as a part of any College business or activity is prohibited.

3. Each employee is required by the Drug-Free Workplace Act of 1988 to inform the College within 5 days after a conviction for violation of any Federal or State criminal drug statute where such violation occurred on the College campus, on official College business, or as part of any official College activity.
4. Pursuant to the Drug-Free Workplace Act of 1988, any employee violating any provision of this policy will be subject to one or more of the following sanctions, using the standards of application set forth in Provision 5:
 - a) Reprimand;
 - b) Immediate discharge;
 - c) Referral to county authorities for prosecution; or
 - d) Compulsory participation in and successful completion of a rehabilitation program as directed by the College's Employee Assistance Program, administered by the Employee Assistance Network.
5. The above-mentioned sanctions will be applied using the following standards:
 - The sanctions may be used in any order, with the exception that option (a) may only be used for a first offense.
 - Option (a) shall be used for all first offenses unless the first offense involves a conviction to which Provision 3 applies. If Provision 3 applies, the College may choose to bypass option (a) in favor of option (b), (c) or (d).
 - Options (b) and (c) may be combined if the College so chooses.
6. The College recognizes that the illegal use of drugs and/or alcohol results in serious health problems for the user and poses a significant threat to the welfare of those associated with the user.
7. The College's Employee Assistance Program, administered by the Employee Assistance Network, is available to provide information and assistance to employees and will make referrals to community treatment, rehabilitation, and re-entry programs upon request by an employee of the College.
8. A copy of this policy and the drug and alcohol prevention program will be distributed annually to each employee of the College. As a condition of employment, the College requires each employee to abide by this policy and to sign an acknowledgment of receipt of a copy of this policy.

Original:

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved: February 21, 2007

Date Revised/Archived:

2.130.00 Alcohol Policy

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - General Policy Statement
 - Use of College Vehicles
 - Non-alcoholic beverages
 - Events registration when alcohol present
 - College funds may never be used for
 - Trips/events off-campus
 - International Programs
 - Violations of policy
 - N.C. State and City Laws regarding alcohol (selected)
 - Registration form for alcohol events (page 4.)
-

Rationale, Purpose, and Background

Faculty, staff, and volunteers serve as role models for students with regard to attitudes about the use of alcohol and other drugs on campus. The actions of faculty, staff, and volunteers, as well as the way they talk about substance use, has an influence on the way students perceive the College's position on issues associated with substance use. While the College policies permit the responsible and legal use of alcohol by students and others who are over 21, the College does not permit or condone the use of illegal substances, use of alcohol by underage drinkers, or the use of alcohol by anyone that leads to disruptive or dangerous behavior toward anyone in our community. Any actions or publicly expressed opinions that contradict the College's policies may result in mixed messages to students and confusion about the role of the College position as an educational institution. For this reason, a responsible and comprehensive Alcohol Policy that takes all of these factors into account is necessary for any educational setting.

General Policy Statement

Alcohol is not permitted at official, Warren Wilson College academic, service, or work functions. Academic, service, or work functions are considered official when hours or attendance are recorded or required.

2.130.10 College Vehicles May Never Be Used to Transport Alcohol

2.130.20 Non-alcoholic Beverages Must Be Served Along With Alcohol

At College events, meetings, or “socials” where alcohol is served, other non-alcoholic beverages must be served as well. Furthermore, at any event, meeting or “social” the distribution of alcohol must end one half hour before the event ends. At no time, should any College faculty, staff or volunteer coerce, even subtly, a student to drink an alcoholic beverage. Alcohol should be used as an adjunct to the meeting or event, rather than the focus of the event or meeting.

2.130.30 Events Must Be Registered When Alcohol is Present

All other events, meetings, or “socials” when college resources are used and alcohol may be present need to be registered and approved in advance. Faculty, staff, or volunteers hosting such events must obtain and complete a Social/Event Registration form [page 4 of this policy] for approval by the Vice President or Dean to whom the hosts report. A Social/Event Registration form is not required if the establishment has a permit to sell alcoholic beverages.

2.130.40 College Funds Never Used for Undergraduate Events

College funds may never be used to purchase alcohol for undergraduate student events. Presidential and Alumni/College Relations’ dinners and receptions, as well as the year end celebration for faculty, staff and volunteers are exempt from this rule. Events not specifically covered by the above will be submitted to the President for approval.

2.130.50 Trips or Events Off-Campus

When faculty, staff, or volunteers are leading a student group on any trip or event off campus (service trip, field trip, study abroad, etc.), the sponsoring College unit and/or trip leader should establish rules regarding alcohol use for the event. The rules must be consistent with College policy regarding substance use as well as in compliance with the laws and norms in effect at the location of the event. Students will be clearly informed of the trip/event policy regarding alcohol prior to departure. The trip or event leader is responsible for enforcing this policy.

Faculty, staff, and volunteers of Warren Wilson College are required to abide by the North Carolina State Law and any applicable regulations regarding the use and distribution of alcohol. Alcohol must not be provided to or purchased for students who are under the age of 21 or who are intoxicated or appear to be intoxicated. This law applies even when hosting students in private homes or at events off campus.

2.130.60 International Programs

The Office of International Programs Alcohol Policy addresses functions of the International Programs.

2.130.70 Violations of Policy

Violations of this policy are subject to the College's disciplinary action policy (Policy #2.470).

2.130.80 Laws Regarding Alcohol Use

It is the responsibility of the individual to be aware of all laws regarding the use and distribution of alcohol. For complete information regarding North Carolina state laws governing alcohol, consult North Carolina General Statutes, Chapter 18 B. Some highlights are excerpted below.

It is illegal for anyone less than 21 years of age to:

- Possess alcohol
Penalty – a misdemeanor that will become a matter of public record as a criminal conviction and subject one to court costs and/or fines and/or community service.
- Purchase or attempt to purchase alcohol.
Penalty – a misdemeanor resulting in court costs and/or a fine and/or community service and, upon conviction, the Department of Motor Vehicles (DMV) will revoke the defendant's driver's license for one (1) year.
- Use or attempt to use, in order to obtain alcohol beverages when not of lawful age, a fraudulent or altered driver's license; or a fraudulent or identification document other than a driver's license; or a driver's license issued to another person; or an identification document other than a driver's license to another person.

It is illegal for anyone (regardless of age) to:

- Aid and abet an underage person in the sale, purchase, and/or possession of alcohol (including giving alcohol).

Penalty – This offense will be a misdemeanor punishable by a fine of up to \$500 or imprisonment for not more than six (6) months or both, and if the defendant is underage, upon conviction, the DMV will revoke the defendant’s driver’s license for one (1) year.

Sale of Alcohol means any transfer, trade, exchange or barter, in any manner or by any means for consideration of alcohol, etc.

2.130.90 Social Event Registration Form

NOTE: See next page for form required for use of College resources when alcohol may be present.

Social Event Registration

(This form must be completed if College resources are used and alcohol may be present.)

Date: _____

Responsible Party(s): _____

Date of Event: ___/___/___ Start Time: _____ Est. End Time: _____

Description and Location of Event:

Will department funds be used to provide food, department products or any other items?

Yes () No ()

Will a third-party vendor be used to supply alcohol?

Yes () No () If yes, who is the vendor? _____

College funds may not be used to purchase alcohol.

I understand that violations of the Campus Regulations and Practices Related to Alcohol Policy are subject to the College's disciplinary action policy. At College events, meetings or "socials" where alcohol is served, other non-alcoholic beverages must be served as well. Furthermore, at any event, or meeting, or "social" the distribution of alcohol must end one half hour before the event ends.

Responsible Party Signature _____ Date _____

Responsible Party Signature _____ Date _____

Remarks/additional information/restrictions

Approved: _____ Date _____

Appropriate Vice President or Dean

Date

White copy: VP or Dean

Yellow copy: Public Safety

Pink Copy: Responsible Party

Original:

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved:

Date Revised/Archived:

2.140.00 **Tobacco Use Policy**

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
- General Policy Statement

Rationale, Purpose, and Background

The Surgeon General has found that tobacco use in any form, active or passive, is a significant health hazard. Second-hand smoke has been classified as a Class A carcinogen—unsafe at any dose. In light of these health risks, Warren Wilson College joins the American College Health Association (ACHA) in encouraging campus-wide tobacco use policies. The ACHA and the U.S Public Health Service have goals to reduce the percentage of adults who smoke to below 12% by the year 2010 and to positively influence college students to help them remain or become tobacco-free. Efforts to reach such goals have led to significant reductions in the amount of tobacco products consumed, the number of people who smoke and the number of people exposed to second-hand smoke.

Process

The policy on tobacco use and smoking was adopted through a process where a proposed policy was presented to staff forum and the student caucus for approval. Because there were differences from the two bodies in the responses to the proposal a formal compromise committee with members representing students, faculty, and staff was formed to develop an alternate proposal. This was then presented to the President and he has amended the approved the policy. There is a focus on education regarding campus guidelines on smoking and tobacco use.

Tobacco Use and Smoking Policy

Warren Wilson College, in its efforts to create a healthier atmosphere for the campus community, strives to control exposure to secondhand smoke. It emphasizes prevention and education efforts that support non-use and that address the risks of tobacco use.

1. On the Warren Wilson College Campus, smoking tobacco or any other substance is prohibited in the following locations:
 - On all parts of the Central Campus (including the pedestrian bridge) that are outside of designated smoking areas (DSAs*).
 - Inside all campus buildings.
 - Within 25 feet of all campus buildings not on the central campus.
 - Within 25 feet of all athletic facilities, including the Alpine Tower, soccer fields bleachers, and tennis courts.
 - In all College vehicles.

*There are five Designated Smoking Areas (DSAs), which are covered structures at the following locations:

- a. Lower Carson parking lot to the right of the HVAC unit
- b. Near the pedestrian bridge on the central campus side
- c. On the lawn of Sunderland
- d. Near the gravel parking area on the north end of Bryson Gym
- e. Behind the art buildings near the Village Dorms

The number and location of these DSAs may be changed by the President, if needed.

2. The College is committed to prevention and education efforts that support non-use and address the risk of tobacco use. The College also offers programs and services that include practical steps to quit using tobacco products, including smoking-cessation resources.
3. Promotional advertising, sale, or free sampling of tobacco is prohibited on campus.
4. The sponsorship of any campus event by tobacco-promoting organizations is prohibited.
5. Smokers are expected to use ashtrays or otherwise properly dispose of their cigarette butts.
6. Smokers are expected to use ashtrays or otherwise properly dispose of their cigarette butts.

Original: Archived WWC Handbook and Benefits Book

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved: November 10, 1999

Date Revised/Archived:

2.150.00 Grievance Procedure

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - General Policy Statement
-

Rationale, Purpose, and Background

It is the policy of Warren Wilson College to make available to all employees and volunteers an opportunity to present their work-related complaints and to appeal management decisions through a formal grievance procedure. Under this policy, the College attempts to resolve promptly all appropriate grievances brought by any employee or volunteer. In these matters the HR Director reports directly to the President.

Employees, their witnesses, and their advisors will not be penalized in any way for proper use of the Grievance Procedure. Time spent in grievance discussions with management will be considered time worked with pay.

DEFINITION

A grievance, for purposes of this Procedure, shall be defined as an employee's expressed feeling of dissatisfaction concerning any interpretation or application of a policy or procedure by management or other employees. A grievance may also be a formal expression of disagreement or dissatisfaction with a decision or action affecting the employee's employment, including alleged discrimination based on race, color, creed, religion, national or ethnic origin, gender, age, marital status, disability, or sexual orientation; demotion; suspension without pay; loss of compensation; termination; or dismissal.

PROCEDURE

It is the intent of the College to redress and resolve grievances informally whenever possible and practicable. The first step to resolve the problem is through informal communication. In the event informal communication is unsuccessful, this Procedure presents the proper avenue for seeking redress of a complaint through a formal hearing process.

All grievances, investigations and appeals through the administrative process are to be held in strictest confidence by all parties involved in the case, including any person questioned pursuant to an investigation arising out of any grievance. All employees, including the parties to the grievance, are to cooperate fully with any investigation initiated pursuant to a grievance. A breach of confidentiality or a failure to cooperate in any grievance investigation shall be grounds for disciplinary action, including dismissal for serious violations.

The following steps are to be taken in filing a grievance:

FORMAL

- 1a. Discussion with immediate supervisor. The employee shall report a grievance, *in writing*, to his or her immediate supervisor within 10 working days of the employee's awareness of any issue or incident giving rise to the grievance. The immediate supervisor shall investigate and discuss the situation with the aggrieved employee within 10 working days of the grievance report. Once a discussion and investigation, if necessary, have taken place, the supervisor shall render a written decision of how to redress the situation, if any redress is warranted. The supervisor shall also make and maintain written record of the grievance and the action taken in response, copied to human resources and all other appropriate parties.
- 1b. Discussion with HR Director. In the event the grievance of the employee is against his or her immediate supervisor, the employee shall present his or her grievance to the HR Director, *in writing*, who shall either investigate and resolve the conflict informally or direct the aggrieved employee to the proper individual to attempt to resolve the grievance in accordance with the procedure set forth above. The findings of this investigation will be reported, in writing, to the President, and all appropriate parties.
- 2a. In the event a grievance cannot be resolved through the above procedure, the aggrieved employee shall present the grievance, *in writing*, to the respective Vice President or Dean of his or her department, with a copy to the HR Director. A formal grievance must be filed by the employee within 10 working days of receipt of an unsatisfactory response from his or her supervisor or the HR Director, as set forth in the procedure above.
- 2b. In the event a grievance is directed toward a Vice President or Dean, then the next step in the process is to move directly to step 4. In the event a grievance is directed toward the President, the next step in the process is to move directly to step 5b.
3. Determination by Vice President or Dean. In the event a formal grievance is filed, the respective Dean or Vice President shall review the grievance and response thereto, and within 10 working days shall inform the employee of his or her determination, *in writing*.

4. Mediation. The parties to a grievance may agree, at the recommendation of the Vice President, Dean, or HR Director, to mediate the issue(s) involved. The HR Director shall facilitate such mediation using an outside mediator paid for by the College. Results of all mediation shall be reported, in writing, to the Vice President or President, as appropriate.
- 5a. Request for hearing. In the event mediation or other administrative remedies are unsatisfactory to an aggrieved employee, he or she may file the grievance and a request for hearing, *in writing*, to the HR Director within 10 working days from the receipt of the response of the vice president or dean, or the results of mediation. Within 5 working days from the filing of the written grievance and request for hearing, the HR Director shall convene HR, in its role as Personnel Grievance Committee, and shall notify the parties in writing of the procedure.
- 5b. In the event a grievance is filed against the President, the grievance shall be submitted to the chair of the Board of Trustees, who shall appoint a committee of the board who shall sit on a Special Grievance Committee. The Special Grievance Committee shall render a final decision, *in writing*, within 15 working days following receipt of the grievance (proceed to step 8).
6. HR. HR is a standing committee of the Staff Forum of the College, and consists of 3 elected faculty members and 3 elected staff members. By nature of their positions, the Controller and HR Director are also members of the committee. The HR Director shall serve as the nonvoting chair and will advise the committee concerning matters of due process. In the event that any member or members of the committee are a party to the grievance, they will be excused from the committee. In the event the HR Director is a party to the grievance, then an administrator shall be appointed by the President to serve as the nonvoting chair.
7. Hearings. Within 10 working days of the filing of the grievance and request for hearing, the Personnel Grievance Committee shall hold a formal hearing, at which time all parties to the grievance may present their respective claims and relevant information. The hearing is an administrative procedure, not a judicial procedure. An attorney may be present as an advisor, but not to present the case. Following the hearing, the Personnel Grievance Committee shall submit written findings and recommendations within 15 working days to the President, who shall render a final decision *in writing* within 10 working days of the receipt of the Personnel Grievance Committee's report.
8. A copy of the final decision shall be sent to the aggrieved party, the party or parties against whom the grievance is made, the HR Director and any appropriate Vice Presidents or Deans, as circumstances of the grievance may warrant. In appropriate circumstances, the resolution may be made public, in consultation with the involved parties.

(Approved by Staff Forum on November 10, 1999)

Original: Archived WWC Handbook and Benefits Book

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved:

Date Revised/Archived:

2.160.00 Personnel Files

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
-

Rationale, Purpose, and Background

The HR Director shall be responsible for the keeping of personnel records for every employee. Any employee may at any time schedule an appointment with the HR Director to review his or her records. Data to be kept shall include at least the following:

Employment Application or Vita
Performance Appraisals
Salary History
Job Description

All requests for employment verification or job references received by departments should be sent to the Human Resources Office for handling. Except in unusual circumstances, the HR Director should release only the information that has been authorized for release by the employee. Copies of requests for release of information from a personnel file shall be kept with the employee's personnel records.

Original: Archived WWC Handbook and Benefits Book

Date Approved: May 10, 2010

Date Revised/Archived:

2.170.00 On-campus Solicitation for External Agencies Policy

Contents This policy includes the following main sections:

- Rationale
- General policy statement
- Guidelines and Restrictions
- Definitions

Rationale

Striving to instill a culture of giving and of service, the College understands that staff or student community members will seek to raise funds or to collect donated items from fellow community members for an external agency on College property.

On-campus Solicitation for External Agencies Policy

In order to facilitate those who wish to raise funds or collect items for an external agency, the community member must provide the following:

1. The community member must seek written approval from the Vice President for Advancement explaining the scope of the fundraising project, length of time for the project, estimated goal for the project, and attest that the community member will not financially benefit from this project. If the project will entail soliciting outside campus entities, such as local businesses for gift certificates, etc., a list of prospects must also be furnished.
2. The written request will also include evidence that the intended recipient of the funds or items is a 501(c)(3) organization of at least two years in standing from the date of the initiation for the project.

Occasionally, the recipient might be an individual and not meet the 501(c)(3) requirement. In this case, both the VP for Advancement and PAC must approve the project.

3. The VP for Advancement shall poll the Advancement staff for any possible direct or indirect conflicts. The VP will also confirm that the project meets the guidelines below and does not violate any of the restrictions listed. Once approved, the community member may proceed with the project.

4. In the case of cash contributions, the community member will provide an original receipt from the recipient organization showing the amount given from the “Warren Wilson community.” This receipt will be kept on file in the Advancement office. Any donor who participated in the project will be allowed to make a photocopy and note their portion of the gift. The College shall not provide any individual receipts nor attest to the amount of the individual gift.

Guidelines and Restrictions

Under no circumstances shall College materials, other than scrap or recycled items, be used or consumed as part of the fundraising project unless directly replaced or reimbursed. Permission to use or consume College materials, including estimated replacement costs, must be obtained in writing in advance from the supervisor of the department contributing the materials.

If the project needs building manager approval or if a division or crew equipment is to be used, the community member’s responsibility is to seek required approval. College equipment may be used in the project such as rooms, computers, tools, and vehicles. Any consumables must be reimbursed by the community member or from the funds collected. These shall include but not be limited to the following: paper, ink, photocopies, gasoline, other fuels, and direct costs for food.

Employees and students must seek supervisor approval if any work time is to be missed for the execution of the project.

Past fundraising projects and events will not form a precedent for future events and projects.

The Warren Wilson Church is exempt from this policy.

Under no circumstances will a project be open-ended or ongoing in length of time. The project in no way is allowed to conflict with a College fundraising project, goal, or major event. For example, the following are not allowed:

- A. Fundraising for another college or agency scholarship fund.
- B. Any solicitation for another college/higher education institution.
- C. Political event as determined by the IRS tax code designation of such.
- D. Illegal activity.
- E. Project deemed to be in conflict with the mission of the College.

F. Event in conflict with a scheduled College program.

G. Projects using employees or volunteers from the external organization for direct solicitation except for occasions like a United Way appeal presentation.

H. External organization employees and volunteers are expressly forbidden from direct solicitation on campus. These include but are not limited to Hare Krishna type airport solicitations or bell ringers, unless said Krishna or bell ringer is a community member.

I. Bells shall not ring louder than 60db at two meters from the footprint of the body ringing the bell.

J. Individual children of staff members selling cookies or candy are exempt from this policy unless the cookies or candies violate the restrictions above (A.-I.), such as cookies for Guilford College.

Definitions

Project – fundraising event, program, item collection, or product.

Community Member – current employee, student, volunteer.

Bell Ringer – person or persons asking for direct cash gifts at the entrance of a building or event dressed in a festive costume.

501 (c) (3) Organization – an organization certified as “tax-exempt” by the Internal Revenue Service. Such organizations have a specific “tax-exempt ID” unique to their organization.

Non-profit organization – See 501(c)(3).

Original: Archived WWC Handbook and Benefits Book

Date Approved:

Date Revised/Archived:

2.180.00 Fringe Benefits

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - General Policy Statement
-

Rationale, Purpose, and Background

The College offers its employees a number of fringe benefits. They are listed below and further explained in the Employee Benefits Fact Sheet found in Section VIII of this manual. In every case, the benefits and their cost are subject to revision because of legal requirements or College review.

2.190.00 LEGALLY REQUIRED BENEFITS

2.190.10 Social Security

All College employees are required by law to participate in Social Security under the Federal Insurance Contributions Act (FICA). The mandatory employee portion of FICA and Medicare taxes will be withheld from employees' wages and forwarded with the College-matching contribution to the Internal Revenue Service as required by law.

2.190.11 Workers Compensation

At College expense, all employees are covered by Workers Compensation, which provides benefits in the case of work-related illness or on-the-job accidents. All injuries occurring at work and all work-related illnesses must be reported through the employee's supervisor to the Accounting Department in order to facilitate necessary reporting and filing of claims.

2.180.12 Unemployment Insurance

As required by state law, unemployment insurance provides, at no cost to employees, a schedule of unemployment benefits for employees terminated for any qualifying reason defined in the law.

Original: Archived WWC Handbook and Benefits Book

Date Approved:

Date Revised/Archived:

2.200.00 Health Related Benefits

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - General Policy Statement
-

Rationale, Purpose, and Background

The College provides Full-Time and Part-Time I employees with the opportunity to participate in the following health care programs:

2.200.10 Comprehensive Medical and Hospitalization Insurance

Details of the current plan are contained in the plan document available in the Human Resources Office. Employees will pay one-third of the premium (through payroll deduction/reduction) for either individual or family coverage, and the College will pay two-thirds.

2.200.20 Dental Insurance Plan

Details of the current plan are available in the Human Resources Office. The College pays the full premium of the employee's coverage. Employees may elect to insure dependents through payment of additional premiums (through payroll deduction/reduction).

2.200.30 Long Term Disability Insurance

Details of the current plan are contained in the plan document available in the Human Resources Office. The College pays the full premium of the employee.

2.200.40 Term Life Insurance

At College expense, eligible employees receive term life insurance coverage equal in amount to twice their annual salaries. The policy also has accidental death and dismemberment benefits. Details of the current plan are available in the Human Resources Office.

2.200.50 Long-Term Care

At their own expense, employee may purchase insurance through UnumProvident Insurance that provides benefits for long-term needs. Details are available in the Human Resources Office.

Original: Archived WWC Handbook and Benefits Book
Date Approved: September 18, 2009 by Executive Committee of Board of Trustees
Date Revised/Archived:

2.210.00 Domestic Partners Benefits

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
- General Policy Statement

Rationale, Purpose, and Background

Warren Wilson College has always been a leader in diversity and innovation. The aim of recognizing domestic partner relationships is to release the tremendous creative power and potential of the College's employees by honoring the differences that make us human. This policy applies to both same-sex and heterosexual couples in committed relationships.

Benefits for Domestic Partners

Warren Wilson College will extend the following benefits to domestic partners (and their children who are IRS dependents) who are in a committed relationship with an employee of the College. A Declaration of Domestic Partnership form must be on file in the Office of Human Resources. Benefits extended are: medical and dental insurance, tuition remission, tuition exchange, use of college facilities (gym, pool, cafeteria, library, health center, etc.), employee assistance program, Telco Community Credit Union, parental leave, family and medical leave and survivor rights for homes/land purchased from the College. Some benefits may be taxable, as required by law.

Declaration of Domestic Partnership forms are available from the HR Office. Once a Declaration of Domestic Partnership form has been filed, should the relationship end, the HR Office must be notified by completing a Statement of Termination of Domestic Partnership form. The form must be filed with the HR Office. Partnership termination date is the date of the execution of the form. A copy of the form is to be mailed to the domestic partner by the party authorizing such action. Any subsequent Declaration of Domestic Partnership may be filed only after a period of six (6) months has elapsed since filing the Termination of Domestic Partnership. The six (6) month waiting period will be waived only if another Declaration is filed for the same domestic partner within thirty-one (31) days.

Original: Archived WWC Handbook and Benefits Book

Date Approved:

Date Revised/Archived:

2.220.00 Tax-Deferred Retirement Income Plans

Contents This policy includes the following main sections:

- Tax-Deferred Retirement Income Plans
 - Basic Annuity Plans
 - Supplemental Annuity Contributions
-

TAX-DEFERRED RETIREMENT INCOME PLANS

Eligible employees may participate in several programs designed primarily to provide retirement income. Each is a defined contribution program. One is with the Teachers Insurance and Annuity Association/College Retirement Equity Fund (TIAA/CREF) and the other is with Diversified Investment Advisors. Plan documents are available in the Human Resources Office.

Basic Annuity Plans

The College offers a choice between TIAA/CREF and Diversified Investment Advisors defined contribution retirement programs. To participate, an individual must agree to contribute 3 percent of his or her salary each month on a tax-deferred basis. The College will make an additional contribution equal to 10 percent of the individual's salary.

Supplemental Annuity Contributions

An employee may also elect to contribute amounts in excess of the 3% required by the basic annuity plan. Such supplemental amounts are not matched by the College, but are tax deferred up to the limits established by federal regulations. These supplemental amounts can be contributed to the basic plan or a supplemental plan if one's basic participation is in that plan, or to a TIAA/CREF Supplemental Retirement Annuity regardless of which basic plan has been selected.

Original: Archived WWC Handbook and Benefits Book

Date Approved: March 28, 2001

Date Revised/Archived:

2.230.00 Further Education Benefits

Contents This policy includes the following main sections:

- Tuition Remission and Tuition Exchange
 - Retirees
 - Full-time Enrollment
 - Spouses/Domestic Partners
 - Dependents
 - Courses with Relatives
 - Professional Development
-

2.230.10 Tuition Remission and Tuition Exchange

Full-Time Enrollment – Employee, Spouses, or Domestic Partners*

Provided that space is available, regular full-time employees and their spouses or domestic partners, as defined by the College's policy [2.210.00], may enroll in College undergraduate courses on a degree or non-degree basis, tuition-free. The limit for each semester is 4 credit hours, and the permission of the course instructor and the employee's supervisor is required.

Part-Time Enrollment – Employee, Spouses, or Domestic Partners*

Tuition remission will be granted to regular part-time employees and their spouses/domestic partners on a pro-rated basis.

Retirees

When a full-time employee of Warren Wilson College retires (as defined by the College's Retirement Policy), he or she will be entitled to register for 4 credit hours per semester tuition free, provided there is space available. The retired employee is responsible for payment of books, registration, laboratory, or other fees, if any, charged for the course.

Spouses/Domestic Partners*

Spouses or domestic partners of full-time employees (as defined by the College's policy) are eligible for tuition remission (up to 18 hours per semester) at Warren Wilson College. Spouses or domestic partners must be degree seeking and are limited to the benefit for a maximum of 128 credit hours; benefits will be pro-rated for transfer students. Exceptions may be made for spouses/domestic partners seeking a second degree or certification on a space-available basis, with approval by the Vice President for Academic Affairs.

Dependents

Degree-seeking dependents, as determined by Title IV of the Regulations of Federal Student Aid, are eligible for Student Aid, and to receive tuition remission. The employee is responsible for payment for extra hours, course fees, travel abroad fees, books, laboratory fees, charges above regular tuition, if any, charged for the courses, or above regular room and board. Dependents are limited to the tuition benefits for a maximum of one hundred twenty-eight (128) credit hours; benefits will be pro-rated for transfer students. If a degree-seeking dependent of a full-time employee begins a program with remission benefits and his or her dependency status changes per Title IV definition, he or she may complete the degree as long as there is not a break in enrollment.

When a full-time employee of Warren Wilson College retires (as defined by the College's policy) or dies with a minimum of 25 years of full-time employment, the College will provide tuition remission for the surviving legal dependents or for those who were legal dependents at the time of the employee's death. If a full-time employee of Warren Wilson College dies while the legal dependent is enrolled at the College, the legal dependent may finish his or degree at the College with tuition remission benefits. "Legal dependents" is defined by Title IV of the Regulations of Federal Student Aid. All regulations governing dependent tuition remission shall apply. The Office of Human Resources will notify the family of this benefit and add information to the employee's permanent file.

<p>All employees who have spouses or dependents participating in the tuition remission program must comply with the procedure requirements as described below.</p>

Tuition Program Procedures

All full-time employees who will be participating in any portion of the tuition remission program must apply in the HR Office to receive this benefit. The application must meet with the regular admission schedule. Failure to make timely application may disqualify the employee from this benefit.

All spouses/domestic partners and dependents of employees who are degree-seeking are required to file a financial aid application with the Student Financial Aid Office. Failure to do so will result in the denial of any tuition benefit.

Employees, spouses/domestic partners, and dependents seeking a degree are required to follow regular admission requirements. Each is subject to entrance requirements at Warren Wilson College. A \$100 comprehensive fee is due on May 1st for Fall Enrollment and by November 15th for Spring Enrollment.

The tuition benefit that a spouse can receive will be equal to the cost of tuition less applicable financial aid, scholarships, and outside grants. The dependent will receive tuition remission for the cost of tuition and regular room and board less applicable financial aid (including work), scholarships, and outside grants. Students must make satisfactory progress toward graduation.

*A qualified domestic partner must meet the College's definition of a domestic partnership according to the College's current policy.

*A Declaration of Domestic Partnership form must be on file in the Office of Human Resources.

(Approved by Forum – March 28, 2001)

2.230.20 Courses with Relatives

Teaching a relative or enrolling in a course taught by a relative is allowed under certain conditions and must always be preceded by a conference with the Vice President for Academic Affairs. In consultation with the instructor and the academic department chair, special arrangements must be made for evaluating and grading the student's work in the course, including arranging for a second reader for papers and essay tests, excluding from the calculation of the course grade subjective measures such as "class contribution," and, as appropriate, providing for alternative means for the student to demonstrate knowledge that might otherwise be graded as "class contribution." Special course arrangements must be approved by the Vice President for Academic Affairs.

For the purpose of this policy, "relative" shall mean a parent, foster parent, parent-in-law, child, spouse or same-sex domestic partner, sibling, foster sibling, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law, or any family member living in the same household or considered a dependent by the IRS.

(Approved by Forum - April 21, 2004)

2.230.30 Tuition Exchange

Under reciprocal agreements with other colleges, children of Warren Wilson College regular full time employees may make application to attend institutions covered by exchange agreements. If accepted, the students may attend tuition-free or at a reduced rate. More information is available in the Human Resources Office.

Original:

Date Approved:

Date Revised/Archived:

2.240.00 Professional Development

Contents This policy includes the following main sections:

- Faculty Financial Support
 - Staff Financial Support
 - Educational Assistance
 - Eligibility for Participation
 - External Financial Support for Grants/Contracts
 - Participation and Service in Outside Organizations
 - Holidays
 - Leaves and Vacations
-



Warren Wilson College encourages its employees to engage in programs that will enhance their personal, professional, and organizational development skills. Such activities might include participation in conferences, workshops, and seminars, both on- and off-campus. The College also encourages employees to remain current in information in their professional fields through appropriate means.

2.240.10 Faculty Financial Support

Faculty members in the natural sciences, social sciences, and humanities may receive financial support for professional development activities through the earnings of the Mellon Endowment for Curriculum Innovation and Professional Development or from the NEH Faculty Development Fund. Earnings from the Weizenblatt Professorship Fund may provide financial support for faculty in the professional areas. Mellon funds may apply to all faculty activities related to general education. The availability and amount of financial support available for professional development in any budget year will depend on the endowment earnings and number of requests. When requests exceed funds, collaborative procedures will be used for establishing priorities and allocating funding. Submit all requests for funding, with explanation, to the Vice President for Academic Affairs.

2.240.20 Staff Financial Support

Staff members should consult their supervisors for information regarding the availability of funds for professional development activities and procedures for allocation of such funds.

2.240.30 Educational Assistance

It is the policy of Warren Wilson College to provide educational assistance to its full-time staff. The educational assistance program provides financial assistance to individuals endeavoring to increase their knowledge and improve job skills. For courses offered at Warren Wilson College, refer to the Tuition Remission policy, 2.230.10. This benefit may be taxable.

Eligibility for Participation

All full-time staff of the College with one year of full-time service to the College are eligible. Assistance for faculty is provided under a different program.

Program Criteria

Program must meet the following criteria:

- Employee must be working toward a degree or certification.
- Program must be beneficial to the employee and the College.
- With the endorsement of the supervisor, an employee may take a maximum of four reimbursed courses per fiscal year. Courses must be taken outside of normal working hours.
- Courses must be taken at an institution accredited by one of the Regional Accrediting groups: MSACHE, NEACS, NCACS, NASC, SACS, WASC.

NOTE: When a staff member is required or encouraged by his/her supervisor to enroll in a class or specific program, this is considered “training” or “professional development,” not educational assistance. Expenses will be paid by the staff member’s department.

Reimbursement Policy and Procedure

- Reimbursement will be for tuition only, not for books, supplies or travel.
- Reimbursement for tuition will be paid at the amount of equivalent to the cost of one class at a local public institution.
- An employee may receive tuition payment prior to completion of a class, if a payroll deduction form for the amount of the class or classes is signed. After completing the class or classes the employee is to forward grade reports to the Human Resources Office within two weeks of the end of the

semester. If grade reports are not forwarded to Human Resources within two weeks of the end of the semester, the payroll deduction form will be submitted to Payroll for processing.

- If an employee resigns before completion of the course, he/she is expected to reimburse monies paid for the incomplete course to the College, if payment for course was made in advance.
- Course must be completed with a passing grade of C or better, and by the end of the semester in which the course is taken.

Procedure

- Complete Educational Assistance Application Form.
- Obtain Supervisor's endorsement.
- Submit form to Human Resources Office.
- In consultation with the appropriate officer of the College, Human Resources will review the request and notify employee of approval.
- An Educational Assistance Application Form must be submitted each time reimbursement for a course is requested.

2.240.43 Travel Reimbursement Procedure

Requests for financial support for professional development travel must include a completed Travel Request Form, obtainable from the Office of Academic Affairs or the Accounting Office. Employees must complete the top portion of the form, estimate expenses, and obtain approval from the individual responsible for the appropriate budget (Vice President for Academic Affairs, for faculty) at least one week prior to the proposed travel.

Employees request reimbursement for their expenses by completing the lower portion of the form, recording all expenditures and attaching receipts, within one week of returning from the travel. In exceptional cases, employees may request advance payment for travel expenses but this requires significant extra work for the Accounting Office. Thus, the College encourages employees to use the following procedures:

1. Have the College billed directly for expenses paid prior to the trip (e.g., air fares, reserved through College-approved travel agents; conference registration fees, paid directly from the Accounting Office), and
2. Pay other expenses (hotel, meals, etc.) with employee's charge card.

Reimbursement requests filed immediately upon return from travel will result in payment prior to the charge card billing. Reimbursement for unaccounted-for expenditures will be denied if submitted more than 30 days from the completion of the travel, and unaccounted-for advances will be charged to the employee through payroll deduction.

2.240.50 External Financial Support for Grants/Contracts

The College encourages employees to apply for external funding to enhance their professional competence and to pursue research (both basic and applied) and scholarships appropriate to their academic interests and the mission of the College. All proposals for outside funding require approval by the Vice President for Academic Affairs and the Vice President for Advancement. Please discuss ideas for seeking outside support well in advance of application deadlines.

Policy

The primary obligation of Warren Wilson College educators lies in teaching and student advising. Within this context, the College encourages its faculty and staff to apply for and secure outside funding in the form of grants and contracts for research and scholarly purposes, to the extent that these activities do not interfere with its primary mission. In accordance with our academic freedom policies (1.500), faculty and staff members are free to investigate topics of their professional choice and to report results in appropriate ways. Activities supported by such funding must be consistent with the mission of the College. The College must exercise its prerogative to control such activities and provide safeguards to ensure that such activities do not endanger continuity of general institutional activities or develop dependency on temporary outside funding. Funds must be administered following institutional fiscal policies, and the College must approve use of outside funds for summer salary or salary supplements.

2.240.60 Participation and Service in Outside Organizations

Service rendered beyond the campus may constitute important personal development. We encourage employees to participate in academic, governmental, religious, and other related groups outside the campus (provided such service does not interfere with an employee's responsibilities at the College). Such service will provide leadership experience and will be seen by the community as another contribution to the College.

Original: Archived WWC Handbook and Benefits Book

Date Approved: March 28, 2001

Date Revised/Archived:

2.250.00 Holidays

Holidays are announced annually at the beginning of the school year. Generally, July 4, Thanksgiving Day and the day after Thanksgiving, Christmas Day, and New Year's Day are observed as holidays. On these days, all offices will be closed except those necessary for essential operations and emergencies. Regular non-exempt staff employees will be given a day off with pay for each holiday observed. Regular employees who are required to work during a scheduled holiday will be given an equivalent amount of time off during the following week. Holidays falling on a Saturday or Sunday will be observed on Friday or Monday respectively.

In addition, there are three scheduled breaks in the academic schedule: Fall, Winter, and Spring. During the breaks, staff employees may normally take one half of the break as additional holidays, except during the Winter break staff employees take ten days plus the two holidays (Christmas and New Year's Day). As the College will be open during the breaks, supervisors are responsible for scheduling employee time off so as not to hinder College operations (including special projects that can best be accomplished during breaks). With the approval of their supervisors, staff employees who are not able to complete their time off during breaks should take an equivalent amount of time off during the following month.

During the Winter break, all offices will be closed during the week between Christmas and New Years. Staff will take some of their holidays during this week except those employees necessary for essential operations and emergencies.

Original: Archived WWC Handbook and Benefits Book
Date Approved: March 28, 2001
Date Revised/Archived:

2.260.00 Leaves and Vacations

Contents This policy includes the following main sections:

- Staff Annual Leave [Vacation]
 - Study Leaves of Absence
 - Jury Duty
 - Sickness or Disability Leave
 - Parental Leave
 - Family and Medical Leave (FMLA)
 - Leave Without Pay
 - Extended Leave of Absence
 - Military Service
-

2.260.10 Staff Annual Leave [Vacations]

Annual leave is earned in varying amounts for each month a staff employee is in a pay status with the College. Annual leave is accrued and accounted for on a fiscal year basis, which runs from July 1 through the next June 30. All annual leave not taken by the end of the following fiscal year will be forfeited. Annual leave may not be carried forward, except that, with special approval of the supervisor and the Vice President for Business Affairs, employees may carry forward annual leave to accommodate special plans. After successful completion of the probationary period, staff employees shall earn annual leave as follows, beginning with the most recent date of hire:

1. Staff employed before December 1987 and all administrative officers continue to earn annual leave at the rate of 1.83 working days per month. (22 working days)
2. Staff employed after December 1987 shall earn annual leave as follows:

- a. During the first and through the fifth years of employment, each staff employee earns annual leave at the rate of .83 working days per month. (10 working days)
 - b. During the sixth and through the tenth year of employment each staff employee earns annual leave at the rate of 1.25 working days per month. (15 working days)
 - c. Beginning at the eleventh year and in each succeeding year of employment each staff employee earns annual leave at the rate of 1.66 working days per month. (20 working days)
3. Regular part-time employees shall earn annual leave on a pro rata basis depending on their classification and/or length of service to the College.

Upon termination of employment, employees will be compensated for earned but unused annual leave. In the event of the death of an employee while in an active pay status, earned but unused annual leave shall be paid in a lump sum to the person legally entitled thereto or to the employee's estate. Payment for annual leave shall be made at the employee's base rate of pay and shall not include any premiums or allowances.

Request for annual leave should be submitted to the supervisor as far in advance as possible in order that proper arrangements may be made to accommodate the employee's absence from work.

2.260.20 Study Leaves of Absence

The College annually provides for study leave opportunity for eligible faculty. Study leaves are for the purpose of research and writing, preparation of new courses, programs, or procedures, advanced study at a major university or library center, public service that is non-salaried, or other appropriate professional development activity approved by the Dean of the College and the President. Study leaves may be for one semester or an entire academic year. A maximum of two (2) faculty per year may be approved for full-year study leave with up to full pay; additional study leaves without pay may be approved.

Professional librarians who are members of the eligible faculty shall also be eligible for library study leave at full salary for a total time of six (6) months spread over a two (2) year period.

Library study leave shall consist of the month of January plus two (2) summer months not used for vacation for two (2) consecutive years. The leave may begin in January or the summer. No more than one (1) librarian at a time may be on library study leave.

Faculty members with a minimum of six (6) years of full-time appointment at Warren Wilson College (or 6 years since their last study leave) are eligible to apply for study leave. Requests for study leave should be discussed with the Dean of the College prior to October 15 of the academic year preceding the academic year in which the requested leave would occur. A written proposal must be submitted by November 1. The proposal should indicate the purpose of the study leave, its benefits to the faculty

member's professional development and the College programs, and an indication of the impact of the faculty member's absence on his or her program. All proposals will be reviewed by the Study Leave Review Committee, consisting of faculty members who have taken study leave during the prior two (2) years, and the Dean of the College. Their recommendations will be forwarded to the President for final decision, preferably by December 1. All applicants will be informed of the President's decision.

Recipients of paid study leave must agree to return to service at Warren Wilson College for at least one full academic year or to reimburse the College for all salary and benefits paid during the study leave. Assigned housing will be held during the period of absence. However, the College may use it for other purposes.

Upon return from study leave, the recipient shall submit a written report to the Dean of the College, including an evaluation of the professional activities engaged in during the leave. It is expected that those returning from study leave will give a public presentation of their study leave work during the academic year following their return.

2.260.30 Jury Duty

Leave for Jury Duty with pay shall be approved by a supervisor when an employee is summoned to appear for duty as a juror in a local, state, or federal court. Pay for such service shall be at the employee's regular daily rate of pay upon submission of proof of service. Allowances provided to the employee by the court for service shall not be refunded to the College. An employee must return to work on early dismissal from jury duty.

2.260.40 Sickness or Disability Leave

The College recognizes there are times when an employee must miss work because of sickness or disability. To support such absence, the College may require confirmation from the employee's physician of the nature and extent of the illness or disability, and may also require a similar confirmation on a periodic basis thereafter if the absence is for more than a week.

Employees returning from such an absence may be required to provide a physician's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees.

A disability leave because of pregnancy will be up to six weeks as granted under the Parental Leave policy unless a longer period of disability is specified by an attending physician.

During a sickness or disability leave, the College will meet salary or wages for a period not to exceed 90 days for regular Full-Time or Part-Time I employees, provided that all required medical confirmations have been received. After 90 days, the College's Group Long-Term Disability Insurance

may provide benefits. An employee is not entitled to salary or wages in lieu of unused sickness or disability leave.

2.260.50 Parental Leave

A regular or Part-Time I employee may be granted a paid parental leave, at the discretion of the President or his or her designee of up to six (6) weeks for the birth of a child or the placement of a child with the employee for adoption. Employees seeking additional leave should review the Sickness or Disability Leave policy and the Family and Medical Leave policy.

2.260.60 Family and Medical Leave

Pursuant to the Family and Medical Leave Act of 1993, an eligible employee may be granted up to a total of 12 weeks of unpaid, job-protected family and medical leave during any 12 month period for one or more of the following:

- a) Because of the birth of a child of the employee and in order to care for such child;
- b) Because of the placement of a child with the employee for adoption or foster care;
- c) In order to care for the spouse, or a child, or parent, of the employee, if such person has a serious health condition; or
- d) Because of a serious health condition that makes the employee unable to perform the functions of the position.

The required notice of the Act shall be kept posted on the College's Bulletin Board in the Campus Post Office. Also, information about the Act may be found in Section VIII of this Manual and from the Human Resources Department.

2.260.70 Leave without Pay

In unusual circumstances, regular employees, with the approval of the President, may take a personal leave for a period of up to one year without sacrificing employment. Such leave shall be without pay but with benefits (to the extent allowed under the terms of the various plans), with premiums paid by the employee. Assigned housing will be held during the period of absence. However, the College may use it for other purposes.

2.260.80 Extended Leave of Absence

In unusual circumstances, extended leaves of absence of more than one year may be granted to regular full-time employees with a minimum of one year of full-time service, upon approval of the President. A request for extended leave must be submitted in writing and must indicate the intention to return to work on a specific date. Such leave granted will be without pay but with continuation of benefits (to the extent allowed under the terms of the various plans) with premiums paid by the employee. Campus

housing will be forfeited upon taking extended leave. When the employee returns to work from extended leave, every effort will be made to place the employee in a position of like status, if it is not possible to hold open the position held before the leave. Should a position not be available upon an employee's return, eligibility for all benefits provided under the termination policy will apply. Returning employees retain their seniority.

2.260.90 Military Service

Leave without pay shall be granted to regular employees of the College who receive orders to report for extended active duty in the U.S. Armed Forces. If, within 90 calendar days of discharge from the armed forces, the employee gives notice of intent to return to the employment of the College within one year, upon return he or she will be placed in a position equal in status, benefits, and pay to the position held prior to military service, with any other rights and privileges that would have been extended to him or her as an active employee during the period of leave for military service.

Any regular employee who is a member of a Reserve component of the U.S. Armed Forces and is required to attend an annual period of training or other temporary military leave must submit a written request for military leave to his or her supervisor, accompanied by a copy of the official military orders. The employee will then be placed on leave with pay for the duration of the training. Upon completion of the training, the employee shall report to work no later than the beginning of the next regularly scheduled work period following release from training and expeditious travel to the College.

2.260.00 EMPLOYEE BENEFIT ELIGIBILITY TABLE

Note: Column A = Full-time Column B = Part-time I Column C = Part-time II
 Column D = Part-time III Column E = Adjunct Faculty

Full-time = staff who work 40 hrs. per wk. or faculty who teach 24 credit hrs. per year
 Part-time I = staff who work 30–39 hrs. per wk. or faculty who teach 18-23 credit hrs. per year
 Part-time II = staff who work 20–29 hrs. per wk. or faculty who teach 12-17 hrs. per year
 Part-time III = staff who work fewer than 20 hrs. per wk. or faculty who teach 11 credit hrs. or fewer
 Adjunct Faculty = persons employed to teach a specific course(s) term-by-term or semester long

Section	Benefit	A	B	C	D	E
2.180.20.10	Social Security	X	X	X	X	X
2.180.20.20	Worker's Compensation	X	X	X	X	X
2.180.20.30	Unemployment Insurance	X	X	X	X	X
2.180.30.20	Dental Insurance	X	X			
2.180.30.40	Life Insurance	X	X			
2.180.30.30	Long Term Disability Insurance	X	X			
2.180.30.10	Medical Insurance	X	X			
2.180.50	Pension Annuities	X	X	X		
2.180.60	Tuition Remission	R	R	R	R	
2.180.60.20	Tuition Exchange	R				
2.190.00	Holidays	R	R	R	R	
2.190.20	Staff Annual Leave (vacation)	R	R	R	R	
2.190.30	Study Leave of Absence	R				
2.190.40	Jury Duty	X	X	X	X	X
2.190.50	Sickness or Disability Leave	X	X			
2.190.60	Parental Leave	X	X			
2.190.70	Family & Medical Leave	*	*	*	*	*
2.190.80	Leave Without Pay	R	R	R	R	
2.190.90	Extended Leave of Absence	R				
2.190.100	Military Service	R	R	R	R	
2.210.10	Business Use of Automobile	X	X	X	X	X
2.210.20	Moving Expenses	R				
2.260.00	Campus Housing	R				

R (regular) = Certain benefits available to eligible regular employees only - one whose term of employment is expected to last for at least one year and is eligible for continuation, subject to review; for faculty, an academic year satisfies the one year requirement.

*There are statutory rules governing Family & Medical Leave. See 2.190.70.

Original: Archived WWC Handbook and Benefits Book

Date Approved:

Date Revised/Archived:

2.280.00 Travel Reimbursement

Contents This policy includes the following main sections:

- Business Use of Personal Vehicles
 - Moving Expenses
-

2.280.10 Business Use of Personal Vehicles

Use of a personal vehicle by an employee while conducting College business must have the prior approval of an employee's supervisor, and the employee must have liability insurance in at least the required legal minimum amount. Reimbursement shall be made to the employee for this approved use at the current established rate per mile. Such requests must be submitted within thirty (30) days of use.

2.280.20 Moving Expenses

A new full-time regular employee who relocates to the College from outside a radius of 50 miles may be offered moving expense reimbursement up to a maximum of \$1,000. Reimbursement for moving expenses must be approved by the Vice President for Business prior to commitment. Proper submissions for reimbursement must be submitted to the Accounting Office within 30 days of the move. Reimbursement for moving expenses will be subject to taxation.

Original: March 14, 2009

Date Approved: March 14, 2009

Date Revised/Archived:

2.280.30 Relocation and Moving Expenses

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - General Policy Statement
 - Eligible Moving Expenses
 - Reimbursement
 - Applying for Reimbursement
-

Rationale, Purpose, and Background

Warren Wilson College recognizes that relocation is costly. It has long been the practice of the College to grant some reimbursement of normal moving expenses to employees selected as the result of a national search.

General Policy Statement

The College will provide reimbursement for eligible moving expenses, up to the maximum dollar amounts listed below, to newly appointed full-time faculty, staff and administrators who must relocate their primary residence in order to accept employment at Warren Wilson College. Reimbursement is provided when the move occurs so that the employee can accept employment with the College. Full-time faculty members hired in a one year temporary position and full-time staff members hired in an interim position are eligible for reimbursement up to the maximum dollar amount allowable. Employees hired for part-time assignments are not eligible for moving expense reimbursement.

Eligible Moving Expenses

- Eligible moving expenses, subject to the maximum amounts outlined below, are in accordance with IRS guidelines and include reasonable expenses for moving household goods and personal effects from the former home to the new home and

traveling (including lodging) from the former home to the new home. This includes mileage reimbursement when a personal vehicle is driven.

- New employees must move at least 50 miles to be eligible for this benefit.
- Moving expenses must be incurred within one year of the date of employment.
- Moving expense payment/reimbursement category of the new employee must be indicated in the offer letter.
- Exceptions to this policy must be approved by the President.

Reimbursement

The maximum amount of moving expense eligible for reimbursement is based on distance moved, as outlined below.

Distance Moved ---- Maximum Reimbursement

Less than 1,000 miles --- up to \$2,000

1,000 – 1,999 miles --- up to \$3,000

2,000 or more miles --- up to \$4,500

Applying for Reimbursement

Original, itemized receipts for moving expenses are to be submitted to the Office of Human Resources for processing.

Original: Archived WWC Handbook and Benefits Book

Date Approved:

Date Revised/Archived:

2.290.00 Miscellaneous Benefits and Campus Features

2.290.10 Banking Services – Direct Deposit

Direct deposit of paychecks at local banks is available through the Accounting Office.

2.290.20 Campus Store

The College maintains a Campus Store as a convenience for faculty and students in obtaining the necessary textbooks and required reading materials. In addition, it carries a variety of notions, office supplies, records, greeting cards, and novelty apparel. All employees are welcome and are encouraged to use the store on the same basis as the students.

2.290.30 Church

The Warren Wilson Presbyterian Church and College Chapel is located on the campus. All employees are welcome to participate in Church activities.

2.290.40 College Press

As time permits, the College Press will accommodate personal printing needs at a modest cost to employees.

2.290.50 Counseling - Personal and Family (Employee Assistance Network)

The College maintains a contract with the Employee Assistance Network in Asheville as the provider of our Employee Assistance Program. Phone: 828-252-5725. Additional information on the Employee Assistance Program is available in the Human Resources Office.

2.290.60 Credit Union

The services of Telco Credit Union are available to College employees. Contact HR for information.

2.290.70 Cultural and Athletic Events

College activities are many and varied, including concerts, workshops, exhibits, lectures, and athletic events. Many events are free or at a reduced cost to employees. Check the weekly Bulletin for upcoming events.

2.290.80 Driving and Parking

Vehicles must be registered and display a parking permit, which may be obtained from the Accounting Office Cashier's window (Ogg Building). Parking is allowed only in appropriately designated areas. Maximum speed on campus is fourteen miles per hour and pedestrians have the right of way at all times.

2.290.90 Employee Assistance Network (EAP) [See Counseling, above]

86 Victoria Rd., Medical Center Bldg. B, Asheville, NC 28801
Phone: 828-252-5725

2.290.100 FAX Service

WWC Campus FAX is located in the Campus Post Office and is available for personal use. The FAX number is (828) 299-4841. There is a charge for outgoing messages.

Original: Archived WWC Handbook and Benefits Book
Review Bodies: Forestry Manager/ Staff Forum/President
Date Approved:
Date Revised/Archived: May 10, 2010

2.290.10 Firewood Benefit Policy

Contents: This policy includes the following main sections:

- General policy statement

Firewood Policy

When available, full-time employees will be eligible to receive up to one-half cord of firewood each year for use in their own homes. The Forestry Crew, as convenient to their other duties, will produce firewood as a normal product of forest management and clean up on campus. Long-term objectives of College Forest management will not be sacrificed for the production of firewood. Useable waste wood produced on other college lands may also go into the community firewood supply, for distribution by the Forestry Crew.

Each fall the Forestry Crew will announce a firewood pickup day three weeks in advance by campus mail to full-time employees. Those replying by the deadline on the form will be able to pick up their firewood allotment on the designated day. Those residing on campus will have the option of having their firewood delivered to their homes if they choose.

2.290.120 Garden

In season, produce from the garden is available at an attractive rate. Usually, the produce is marketed twice a week. Individual family garden plots are available upon request to the Garden Manager.

2.290.130 Health Center Visits

The College maintains a Health Center (primarily for students of the College). To the extent that time and resources are available, its services are available to all employees and members of their households at nominal charges.

2.290.140 Library

Use of the library resources and services is available to all employees. Members of their immediate families may check out library materials, and use some of its other services. The same regulations, loan periods, fines, and lost book charges apply to all borrowers. Library hours are posted, and books may be left in the book return box outside of the library during closed hours.

2.290.150 On-Campus Dining Facilities

All employees and their families who wish to dine in the Gladfelter Dining Hall may do so at a reduced rate.

2.290.160 Campus Post Office (CPO) – Substation of U.S. Post Office

The CPO provides mail service for employees living on the campus. Individual box numbers are assigned by the Director of Student Services. The CPO also distributes packages. Hours for the CPO are posted. Personal mail should be addressed as follows:

Name
WWC - CPO _____
P.O. Box 9000
Asheville, NC 28815-9000

Some employees may wish to keep a Swannanoa address they have already established. If so, they are requested not to have the Asheville address as well.

Only College business mail should be metered. All metered mail must indicate in the return address a name and department or code number to which postage may be charged. Personal mail must be paid for by the individual. The CPO cannot accept any COD packages unless prior arrangements have been made with the Post Office staff.

Post Office, United States Substation

The U.S. Postal Service maintains a substation at the College. This office provides all the usual post office services including stamps, money orders, special delivery, registered mail, and parcel post. Hours are posted. There is also a U.S. mailbox located in front of the Ogg Administration Building.

2.290.170 Recreational Opportunities

There are many recreational opportunities on campus. The athletic facilities are open to the College's employees and their immediate families. There are tennis courts, a gymnasium, and an indoor swimming pool with schedules for lap swimming and aerobic exercise as well as general recreational swimming. There are miles of hiking trails on and around the campus. A Hiking Trail map is available in the Human Resources Office or the Outdoor Leadership Studies Office. Opportunities for participating in theater or musical presentations abound, as well.

2.290.180 St. Clair Guest House

Guest housing is provided on a limited basis to friends and family of College employees, as well as alumni, parents of students, and official College guests. Accommodations are available on a first-come, first-served basis, with priority given to official College guests. Rates are posted at the guest house; reduced rates are available for family members of employees. No pets are permitted, and a stay of more than three days will require special permission. Reservations are made through the St. Clair's Guest Manager (s). The First Floor of the St. Clair Guest House is scheduled through the President's Office.

2.290.190 Hiring Student Help

It is possible to hire students for housework, childcare, gardening, painting, tutoring, etc. The Career Services Office keeps a register of students seeking part-time work and will contact possible workers, on your behalf.

2.290.200 Trash and Recycling Pickup

There is a trash pickup on campus each week. A special effort is made to recycle as much waste as possible, and this is accomplished as part of the waste pickup system and through campus collection sites. Directions on how and what to recycle, and pickup schedules, are posted in Gladfelter; they are also available from the Waste Management Office.

2.290.210 Express Packages

Express companies will pick up and deliver to the campus. Use the 701 Warren Wilson Road,

Swannanoa, NC, 28778 address. United Parcel Service and Federal Express deliver and pick up from the campus post office. Use the 701 Warren Wilson Road, 28778 address.

Original: Archived WWC Handbook and Benefits Book

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved:

Date Revised/Archived:

2.300.00 Housing On Campus

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - General Policy Statement
-
-

Rationale, Purpose, and Background

Originally, housing was part of the benefits for everyone who worked at Warren Wilson College. At that time, most, if not all, of the faculty and staff worked for very low wages and housing was actually part of their salary. Living on campus helped build community during a time when most of the employees held similar beliefs and values. Included, was the belief that the “opportunity for education for the less favorable was a message of hope” they brought to the world. [History of Warren Wilson College by Henry Jenson.]

However, as the years passed, the College grew and transformed itself into a modern educational institution. There were more employees than available houses. Salaries were brought up to more equitable levels to attract the best faculty and staff to carry out the Triad Mission of the College. Many employees wanted to live on campus but there was not enough housing for everyone. In an effort to be as fair as possible in awarding housing, procedures were worked out to reward housing based mostly on seniority. Also, some of the housing was sold to employees to rid the College of the price of housing maintenance.

General Policy Statement

Rental housing is offered to full-time employees by the College on a space-available basis. After July 1, 1996, new tenants of campus housing and tenants who move to new campus housing are required to:

- pay a \$200 security deposit and \$200 pet deposit, if applicable;

- pay 100% of their utilities;
- Sign an annual lease;
- Pay actual charges related to water usage; (If a residence does not have a meter, there is a monthly charge for water via payroll deduction). If a residence does not have a septic tank, there will be a monthly charge for sewer via payroll deduction. The cost for residences with one occupant will be \$10.00 for water and \$10.00 for sewer. For residences with two or more occupants the cost will be \$20.00 for water and \$20.00 for sewer.

2.300.10 Campus Housing Assignments

It is the responsibility of the President, based upon recommendations from HR, to make housing assignments.

Campus housing priority will be given to the President, and to other employees whose contract requires living on campus. In exceptional cases, when it is in the interest of the College, the President has the right to make an assignment that does not strictly follow the criteria in force.

HR will use a point system that acknowledges family size and seniority. This system is described below:

- 5 points given per IRS-defined dependent living in home
- 5 points given per 5 years of full-time employment, and 1 additional point given for each year thereafter.

In the event that point totals equal, the Committee will consider space needs as a basis to form their recommendations. Individual campus housing space need is defined in the context of the number of bedrooms required which is based on the number and relationship of persons occupying the house. Minimum need is established in the following priority order from lowest to highest:

<u>Household Size</u>	<u>Minimum Need</u>
Employee or Couple	One Bedroom
Employee or Couple/One Child	Two Bedrooms
Employee or Couple/Two Children same sex	Three Bedrooms
Employee or Couple/Two Children different sex	Three Bedrooms

Children are considered part of a household as long as they are considered dependents under IRS Guidelines. Other family members, such as dependent parents, living in the home will be taken into account in need determination.

*Children of employees who have a Domestic Partnership Declaration form on file in the Office of

Human Resources will be treated as IRS dependents.

Leases

Tenants are required to sign a one-year lease and cannot apply for different on campus housing during the initial one-year lease.

Changes in Minimum Need

If the minimum space need of a household changes because of increase in family size, or the employee had earlier accepted housing below his or her minimum space need, a request for reassignment to larger quarters may be made whenever an appropriate unit is advertised.

An employee who changes housing to meet his or her minimum space need is required to sign a new one year lease and remain in that unit for the period of the lease before being eligible to apply for a different unit.

Employee must pay the required security deposit against the new assignment in the event the original Security Deposit is needed for repairs.

Seniority Rules Where Applicant Needs are the Same

In selecting between eligible applicants for a particular housing unit where needs are the same, decision will be determined by seniority except where exceptional circumstances dictate otherwise.

(Revised policy recommended by Staff Forum 2/7/07 and approved by the President 2/13/07.)

2.300.20 Obtaining Housing

Employees interested in a particular unit will apply for it directly to the Human Resources Office (or through the Vice President for Academic Affairs or Human Resources Director for distant new employees) during the set period of time specified in an *employee-l* announcement. HR, at its first meeting after the close of the application period, will review the applications received and, following current housing selection policy, make a recommendation to the President by inter-office memo immediately following the meeting. Upon approval by the President, the HR Director will notify all applicants by letter.

The HR Director and Facilities Management representative will inspect the unit and make an initial determination of improvements and repairs needed. The prospective tenant may be part of this inspection or may request a separate inspection through the HR Director.

Facilities Management is responsible for maintaining structural components (e.g., roof and gutters, exterior walls, foundation, heating plant, water heater, and screens/storm windows) and normal repair to fixtures and appliances. The tenant is responsible for the balance of the interior, the yard (except

driveway), and the interior of storage areas. Before or soon after the tenant assumes occupancy, the tenant will be given a Move-In/Move-Out Inspection Form to be completed. Once completed it needs to be sent to the HR Director, who will copy it to the Facilities Management for action items. A copy will remain on file in the Business Office. A copy will also be kept on file in Facilities Management, along with records of improvements made. The most recent previous Check List will be made available to the prospective tenant upon request.

If the prospective tenant finds conditions that require attention, and the Facilities Management representative agrees, a date for reinspection will be established. On or before that date, the Facilities Management representative will contact the prospective tenant to schedule a new inspection or, in the case of unavoidably delayed work on the unit, to reschedule the reinspection. In some cases, tenants may agree to do the required work themselves or agree to the work being done after they have assumed occupancy. In either case, the work to be done needs to be documented in writing, and a copy sent to the HR Director to be kept on file in the Business Office.

If the prospective tenant and the Facilities Management representative cannot agree, they will meet with HR no later than at its next regularly scheduled meeting to work on a compromise. If a compromise cannot be reached, the offer of housing will be withdrawn from the prospective tenant and offered again.

As soon as a prospective tenant and the Facilities Management representative are in agreement, the prospective tenant will sign a lease and be given the keys and tenancy. If tenants move in after the first of the month, rent will be prorated on a weekly basis.

2.300.30 Vacating Housing

Tenants choosing to vacate campus housing--including those moving into another campus unit--will notify the Human Resources Office of the date for their departure from current housing. Tenants who become ineligible for campus housing will be given a specific date for departure by the Human Resources Director. The Human Resources Director and a Facilities Management representative will jointly inspect the housing unit on or before the date of departure to determine whether the task items have been completed and to assess any damage to the unit using the standard inspection check list and a copy of the inspection signed by the tenant at the time of the occupancy. Tenants may be held responsible for the repair of damage beyond normal depreciation for the period of their occupancy

Tenants who are planning to leave the area immediately may request a faculty or staff member to witness the inspection on their behalf. If damage beyond normal wear is found, or tasks are found not to have been done, the Facilities Management representative will point out the damage or undone tasks to the tenant at the time of inspection and provide an estimate of the amount that will be requested from the tenant as a result. If this amount is in excess of the damage deposit, the tenant will be billed for the excess.

Should tenant and Facilities Management representative disagree as to the responsibility for, or extent of, damages, about the estimated cost to repairs or the doing of undone tasks, the matter will be referred to HR. The committee will meet within 30 days with the Facilities Management representative and the tenant (or tenant's representative) to determine the amount, if any, owed by the tenant.

Upon the termination of the Lease, the College may deduct from the Security Deposit amounts sufficient to pay (a) any damages sustained by the College as a result of tenant's nonpayment of rent or non-fulfillment of the term of lease; (b) any damages to the Premises for which tenant is responsible; (c) any unpaid bills which become a lien against the Premises due to tenant's occupancy; and (d) any other damages. The College may then be permitted to use the Security Deposit under the laws of the State of North Carolina. After having deducted the above amounts, the College shall refund to tenant, within thirty (30) days after the termination of the Lease and delivery of possession, the balance of the Security Deposit, along with an itemized statement of any deductions.

Campus Housing is considered vacated when the following have been completed:

1. Residence has been cleaned (e.g., refrigerator, stove, carpet, floors).
2. Utilities have been transferred into the College's name.
3. Keys have been returned to Human Resources.
4. All items belonging to the tenant have been removed from the house.
5. Trash has been moved from the house and yard.
6. Yard has been mowed.

2.300.40 Leases

There shall be written housing leases for all campus housing describing the responsibilities of the tenants and of the College.

2.300.50 Renter's Insurance

Tenants are urged to obtain their own "renters' policies" to provide insurance protection for their personal belongings and any liability exposure. The College insurance only protects the interests of the College.

2.300.60 Fire Protection for Campus Housing

Fire Extinguishers

Every campus housing unit is equipped with one small dry chemical (5:BC) extinguisher for use on grease, oil, or electrical fires. Tenants are responsible for knowing the extinguisher locations and for checking from time to time to see that they are fully charged.

Smoke Detectors

All campus housing units are equipped with smoke detectors. Tenants are responsible for knowing the location of their detector(s). As most detectors are battery operated, tenants are also responsible for testing the detector(s) to make sure they are working and their batteries charged. Tenants are urged to change batteries on a regular basis (e.g., every New Year's Day).

(Approved by Staff Forum May 9, 2001)

2.300.70 Purchasing College Property

General Statement of Policy

The purpose of this Policy is to provide a well-defined, equitable procedure for staff/faculty members (hereinafter sometimes referred to as "Purchaser" or "Purchasers") of Warren Wilson College to purchase from the College building lots or existing homes as primary residences. The principles included here have historically been applied to properties on Daisy Hill and College View. Exceptions to this Policy may be made by the Executive Committee of the Board of Trustees upon recommendation of the Business Affairs Committee.

2.300.71 Eligibility for Purchase

First priority is given to those employed at least half-time for two years or more, in order of seniority. Second priority is given to full-time volunteers with at least two years of service at the College, in order of seniority. Purchasers must use their properties as primary residences.

2.300.72 College Sale of Building Lots

Undeveloped lots will be sold by the College for a nominal amount (e.g., \$1) to be determined by the Executive Committee of the Board of Trustees, in lieu of the current market value, with the College retaining a long-term interest in the respective properties through subdivision restrictions, design review and approval, campus residence regulations, and Right of First Refusal by the College.

With regard to design and construction of the residence, the Purchaser must do the following:

1. Arrange for a preliminary hearing before the Business Affairs Committee for a briefing on design requirements and approval of building plans.
2. Submit architectural plans for approval to the Business Affairs Committee. Approval will depend on compatibility with campus pattern language and campus building style. Energy efficiency and conservation in building design and materials will be preferred. Living space will range from a minimum of 1200 square feet to a maximum of 2200 square feet, depending on the style of the

residence.

3. Begin construction within six months of the design approval date. Complete construction within two years of the design approval date. Failure to comply with this schedule requires that the property be sold back to the College at the same price plus the cost of any improvements made.
4. Submit plans for any later additions or architectural changes to the Business Affairs Committee for approval.

2.300.73 College Purchase of Existing Homes

Upon notification to the College of the staff/faculty member's intent to sell, the College will exercise its Right of First Refusal and offer to purchase the property at a price established by an appraisal, paid for by the College. If the staff/faculty member does not agree to sell the property at the appraised value, the staff/faculty member may obtain an additional appraisal at his or her expense. A third appraisal will be obtained at mutual expense if a compromise price cannot be reached. The appraisal(s) will establish separate values for the components of land, and the house itself, on account of the purchase price of the land.

2.300.74 College Sale of Existing Homes

After the purchase by the College, the property will be advertised to the College community in *WWC This Week* at the same price paid to the former owner. The purchase price shall identify the cost of the land and the cost of the house (minus a service credit of \$200/year for employees, a credit not retroactive to home purchases made prior to July 1, 1990). Offers reflecting the advertised price will be entertained by the College; seniority will determine the offer accepted by the College. At closing, title will be conveyed to the Purchaser for the house and land, subject to a Right of First Refusal to the College.

If no staff/faculty member desires to purchase the property, the Executive Committee of the Board of Trustees may authorize the short-term rental of the property at an amount reflecting the College's investment in the property. Rental to staff/faculty would be the first priority.

The current subdivision restrictions can be summarized as follows: (1) residential use only; (2) one residence per lot; (3) listing of activities prohibited; (4) main structure only a residence; (5) minimum and maximum square footage; (6) building setbacks; (7) utility and drainage easements; (8) signs allowed and prohibited; (9) lot as dumping ground prohibited; (10) sight line limitations; (11) individual sewage disposal system approved by County Health Department; (12) approval in writing by the College of building and other property improvements requires plans and specifications; (13) time requirement for construction completion after vacant lot purchase; (14) right of first refusal and right to buy property by College; (15) covenants binding and running with the land; (16) enforcement of any

covenant; (17) covenants not affected by invalidation of any one covenant; (18) exclusive option to buy by the College at the death of last surviving Purchaser or the termination of College employment (except by normal retirement or long-term disability) of the Purchaser; (19) leasing the property by the Purchaser; (20) agreement binding.

In addition, the Purchaser must abide by the following campus residence regulations:

1. Maintain the premises in a clean and orderly condition.
2. Use the home only for residential and educational purposes and refrain from activities that will disturb neighbors or be inconsistent with principles and policies of the college.
3. Use the home for family only.
4. Keep domestic pets under restraint as required by Buncombe County Ordinance.

Furthermore, the staff/faculty spouse (but not a divorced spouse) can continue to live in the residence after the death of the staff/faculty member; however, if a staff/faculty member leaves the employment of the College, except through retirement or long-term disability, the staff/faculty member must offer the residence for sale to the College within one year of leaving employment.

Original: WWC Handbook and Benefits Book

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved:

Date Revised/Archived:

2.310.00 Volunteer Program

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - Determining the Need
 - Recruiting and Screening
 - Supervision
-

Rationale, Purpose, and Background

Volunteerism is a tradition as old as Warren Wilson College. The Board of Trustees, the Alumni Board, the Board of Visitors and the Board of Church Visitors are all volunteers. Other volunteers include campaign workers and friends of the College who recruit students, solicit funds, and build important relationships for the College.

Another group of volunteers contribute to the College by filling full- or part-time faculty or staff positions. In this manual, the term "volunteers" refers to these members of the College community. Other policies governing volunteers are available from the Office of the Volunteer Coordinator.

2.310.10 Volunteers – Determining the Need

The President's Advisory Council is responsible for determining the volunteer needs of the College. After the needs have been identified, job descriptions for the positions will be prepared by the Volunteer Coordinator, with the assistance of the Human Resources Director. All inquiries about possible service as a volunteer are to be directed to the Volunteer Coordinator.

2.310.20 Recruiting And Screening

Under the direction of the Volunteer Coordinator, the College will use appropriate recruiting and

screening procedures for volunteers. Volunteers will be engaged by letters of invitation describing their functions, time commitments, durations of service, and benefits (if any).

2.270.30 Supervision

All volunteers shall be supervised as though they were employees, and shall be expected to fulfill their responsibilities in a competent and professional manner. All volunteers working half-time or more shall have written performance objectives and periodic evaluations.

PART III

Campus Safety and Emergency Policies

Original: Archived WWC Handbook and Benefits Book

Review Bodies: Human Resources Advisory Committee/ Staff Forum/President

Date Approved:

Date Revised/Archived:

3.010.00 Campus Safety and Emergency Policies

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - General Policy Statement
-

Rationale, Purpose, and Background

It is an accepted principle of employment law that employers are responsible for the health and safety of their employees. At Warren Wilson College our system of self-governance makes each of us responsible for keeping the campus safe by paying attention to what's going on and reporting any of our concerns to the Public Safety Officer.

General Policy Statement

3.010.10 Campus Safety

The Director of Public Safety and the Campus Watch Crew are responsible for securing buildings and property, patrolling the campus, enforcing campus motor vehicle regulations, assisting with traffic and crowd-control at College-sponsored or conference events, responding to calls for emergency assistance, and providing crime prevention education. At night they patrol the entire campus, including residential areas, to check for safety problems, damage, and unauthorized persons.

The Director and Crew do not have the authority to make arrests. As the liaison between the campus and the police, they encourage and will assist students, faculty, and staff in reporting crimes to the appropriate law-enforcement agency. They cooperate fully with state and local police agencies.

Original: Draft WWC Handbook and Benefits Book
Review Bodies: Human Resources Advisory Committee/ Staff Forum/President
Date Approved: Recommended by Staff Forum on April 11, 2007, and
approved by the President on May 25, 2007
Date Revised/Archived:

3.020.00 Pet Policy

Contents This policy includes the following main sections:

- Rationale, Purpose, and Background
 - General Policy Statement
 - Buncombe County Code of Ordinances for Animals
-

Rationale, Purpose, and Background

While recognizing that pets can be positive and uplifting in people's lives, the college has a duty to make sure that the safety, health, and well being of all people working, studying, living, or visiting the College take priority over all other considerations. Every person has a right to a safe and healthy workspace. Pet owners who bring their animals onto college property must take into consideration that many people have allergies, fears, or other valid reasons why pets may interfere with their ability to work, study, or otherwise feel welcome and secure. In addition, pet owners must realize that their co-workers may feel reluctant to discuss such matters with them. College personnel are reminded that students are not allowed to bring pets to campus and work except as allowed in the student handbook.

The Business Affairs Committee has drafted this policy under the advisement of the college legal counsel and in consideration of the Buncombe County leash law and the liability of the college. Pets on campus are subject to Buncombe County Animal Control and Noise Ordinances (see attached summary) except in cases where WWC has stated a change below. Pets in violation are subject to impoundment by Public Safety personnel or animal control officers.

General Policy Statement

WWC Staff and Faculty Pet Policy

1. Employees may have their pets within their respective workspaces as long as they are under control and within sight. Pets must be leashed on commonly used areas such as roads and trails, and in the workspaces of others, and on other people's personal residences.

2. Should any employee or student worker sharing the workspace with the owner of a pet in the workplace express a legitimate desire at any time to the building manager or the Business Affairs Committee that the pet not be present, then the pet must be removed.
3. Should there ever be a documented attack by an animal resulting in physical injury or harm, that animal shall be removed immediately from the workplace by his/her owner permanently and is subject to enforcement under the Buncombe County laws. If an animal should ever have three nuisance offenses documented with Public Safety, that animal shall be removed. -
4. Owners of pets must clean up after their pets on core campus and inside buildings.
5. Owners of pets shall be held solely financially responsible for any personal damage, property damage, or insect infestation inflicted by their pets.
6. For the safety of both humans and animals, pets are prohibited from Gladfelter, art studios, dining situations, kitchens, laboratories, libraries, areas whose main purpose is to house hazardous materials, or any building with a need to restrict them as judged by the building manager or safety officer. In buildings without a building manager, it will be decided by the Business Affairs Committee **or** Occupational Safety and Training Coordinator. These restrictions do not apply to service animals brought to campus to provide assistance to persons with disabilities.
7. Pets must not be left or tethered outside buildings on core campus. They must not be left unattended in automobiles if the health of the pet is endangered or if the pet is creating a nuisance.
8. In cases where a pet lives in a college building, an individual employee must take full responsibility for the care of that pet. If no one is willing to take full responsibility, the animal must be removed. Providing that rules 1-8 are met, and that a regular college employee has notified the Business Affairs committee that he or she is responsible for that animal, the pet may continue to stay in the college building.

Buncombe County Code of Ordinances for Animals

Ordinance summary pertinent to the residential and academic setting of Warren Wilson College property. Paraphrased from the November 4, 2003 ordinance #03-11-12 (<http://www.buncombecounty.org/governing/ordinances/>) by the Business Affairs Committee on April 6, 2007

Note: The following is an incomplete summary of the county codes regarding animals. For detailed language and special circumstances (show dogs, procedures for impoundment, fines, etc.) please refer to the full Buncombe County document.

Sec. 6-56. Rabies Control

- All pets must be currently vaccinated against rabies.
- All pets must bear their current vaccination tags at all times.
- An animal may not wear the vaccination tag of another animal.
- Animal bites must be reported to the animal control officer within 24 hours of incident.

Sec. 6-57. Public Nuisance

- The keeping of an animal in such a way as to constitute public nuisance is prohibited. This includes, but is not limited to:
 - Litter or odors of any animal that emanate from the property of the owner,
 - The keeping of an animal that is frequently at large (loose and unaccompanied),
 - The keeping of an animal that is dangerous to persons or property,
 - Pets kept in outdoor cages less than 10 feet from the property line of the pet owner or 50 feet from the nearest household,
 - Allowing a pet to damage the property of anyone other than the owner,
 - Keeping animals in such a way that their waste can accumulate and run off onto another owner's property or stream,
 - Maintenance of the owner's property in a way that is offensive, annoying or dangerous to the public health, safety, or welfare of the community because of number, type, variety, density, or location of the animals on the property,
 - Keeping an animal that is diseased and dangerous to the public health through transmission of a zoonotic disease (a disease communicable from animals to humans under natural conditions),
 - Failing to confine a female dog or cat while in heat as to result in unintentional breeding.

Sec. 6-58. Animal Care

- Owners must provide pets with adequate food, water, shelter, and veterinary care when needed.
- Owners may not abuse or inflict suffering on their animals in any way.
- Owners must not abandon pets.
- Animals must not be transported in any way that could result in pain, suffering, or unreasonable risk of pain or death to the animal.

- Animals transported in pickups on public roads must be secured in a manner that they cannot fall or jump over the side. (This does not apply to farm dogs being used for agricultural purposes on private property, private roads, or secondary roads within one mile of property owned, leased, or otherwise used for farm purposes.)
- Owners of animals must not confine animals in motor vehicles under such conditions or for such a period of time as to endanger the health or well-being of such animal due to temperature, lack of food or drink, or any such other conditions as may reasonably be expected to cause suffering, disability or death.
- If an animal is hit with an automobile, the driver must notify the owner of the animal if ownership information is available. If it is not available, animal control or law enforcement must be notified.
- Animals must not be tethered to a stationary object for a time or under conditions that might be deemed cruel or harmful to the animal as deemed by an animal control officer or animal cruelty investigator, and must not be tethered off the owner's property.

Sec. 6-61. Wild Animals

- No person, firm, or corporation shall keep, maintain, possess, or have within the county any venomous reptiles or any other wild or exotic animal. This does not apply to zoological parks.

Sec. 6-76. Restraint of Animals

- Every person owning or having possession, charge, care, custody or control of any animal shall keep such animal exclusively upon his or her premises. However, such animal may be off such premises if it is under control of a competent person and restrained by a chain, leash, harness or other means of physical control. Service dogs trained to provide assistance to handicapped persons for sight, hearing, mobility, or other similar purposes do not have to be under physical restrains while off the owner's premises if the dog is under the handicapped person's direct control and is obedient to that person's commands.

(Recommended by Staff Forum on April 11, 2007 and approved by the President on May 25, 2007)

3.030.00 Community Watch

All employees are requested to notify the Public Safety Office if they observe unknown persons acting suspiciously and/or in unauthorized areas such as dorms, or if they observe unusual occurrences that might prove detrimental to the College community. During the day, the Campus Watch office number is extension 4357 or 3029. The cell phone number for the Public Safety Officer on duty is (828) 230-4592.

3.040.00 EMERGENCIES

In the case of an emergency that requires immediate assistance (an ambulance, the sheriff, or fire department), call 911 on an outside line. If the emergency occurs on campus, also call the Public Safety Office (extension 4357 or 3029 during the day). The cell phone number for the Public Safety Officer on duty is (828) 230-4592.

3.050.00 Fire

If the emergency on campus is a fire, also call the campus fire marshal (extension 4357 or 4592 during the day). The cell phone number for the Campus Fire Marshall is (828) 230-9081.

3.060.00 Blood-borne Pathogens Exposure Control Policy

The purpose of this program is to comply with the Federal and State law and regulations regarding blood-borne pathogens in the workplace and to minimize exposure of employees, students, and volunteers to blood and other potentially infectious body fluids, and materials, that may transmit blood-borne pathogens.

This policy covers all employees, student crew members and volunteer workers who could be reasonably anticipated to come into contact with blood and other potentially infectious material as a result of performing their employment or work functions.

The College shall adhere to the program standards for the control of potential exposure to HIV and HBV as outlined in the OSHA regulation "Occupation Exposure to Blood-borne Pathogens" standard 1910.1030 or as amended. This policy shall be enforced at all times while performing work functions.

"Occupational exposure" includes any potential contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. Universal precautions shall be

in force at all times as follows: in dealing with the cleaning or decontamination of any blood or body fluid, all blood, body fluid and potentially infectious material shall be handled as if infected.

The Exposure Control Officer (ECO) (Occupational Safety and Training Coordinator) shall ensure that:

All elements of the Exposure Control Plan, including but not limited to exposure determination, work practice standards, Hepatitis B vaccination procedures, training requirements, and recordkeeping, are met.

The Exposure Control Officer is responsible for assuring that all faculty, staff, students, volunteers and contract workers have access to a copy of Warren Wilson College policy and exposure control plan, pursuant to the State and Federal law and regulations. The Plan will be maintained in the OST Office and at the work office locations of identified crew who have the greatest potential for exposure.

Exposure Categories:

Category I Employees and work crew members who routinely work at tasks that involve exposure to blood, body fluids, or tissues. All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them, are Category I tasks.

Category II Community and Work crew members whose normal work routine does not include tasks that involve exposure to blood, body fluids, or tissues, but whose employment may require performing unplanned Category I tasks.

Category III Community and work crew members whose routine work does not include tasks that involve exposure to blood, body fluids, or tissues. These individuals are not called upon as part of their employment to provide or assist in emergency medical care or first aid, or to be potentially exposed in some other way

Job titles classified under each exposure category:

The following employees and work crew members have been identified as having the highest potential for exposure to Blood-borne pathogens in the course of fulfilling job requirements.

Category I Academic Building Services, Building Services, Guest Housekeeping, Health Care Center, Mountain Area Child & Family, Ogg Maintenance, Plumbing, Pool Recycling/Solid Waste, Residence Hall Maintenance, and Outdoor Leadership, Athletic Trainers, Coaches

Category II Cowpie Café, Dinning, Sage Café, Wellness/Activities, Safety and Training, Public Safety, Carpentry, Farm, Landscaping, Natural Resources, Residence

Directors and Assistants, Paint, Electrical, HVAC, Auto-shop, Garden,
Chapel

Training Requirements:

Category I & II employees and work crew members who have, or are reasonably anticipated to have, occupational exposure to blood-borne pathogens (those in Categories I and II) shall receive through annual training conducted by the Occupational Safety and Training Office or other equivalent.

Category III employees and work crew members and new employees shall receive annual awareness-level training in order to familiarize them with appropriate actions and responsibilities for this program. This essentially means that all employees, student workers, and volunteers will receive annual update training.

Hepatitis B Vaccine

Employee and work crew members in Categories I and II will be offered the Hepatitis B vaccination without charge. Community and work crew members who elect not to be vaccinated at that time will be asked to sign a declaration form acknowledging knowledge of the possible risks associated with their work responsibilities.

Employee and work crew members who have waived the Hepatitis B vaccination may change their minds and receive the vaccine free of charge while still in the employment of the college.

Blood-borne Pathogens Exposure Control Plan Process

The entire written program and policy will be kept for public view and review at the Occupational Safety and Training Office. Review and update will be conducted annually.

Anti-Discrimination Statement

The College shall not discriminate against any applicant, employee, or student with a disability, including an individual who has or is suspected of having HIV infection or AIDS. An employee with HIV infection or AIDS may continue to work as long as the employee is able to satisfactorily perform the essential functions of the job and there is no medical evidence indicating the employee's condition is a direct threat to the health and safety of co workers, students, volunteers, contract workers, or the public.

(Recommended by Staff Forum 3/7/07 and approved by the President 5/28/07)

3.070.00 Firearms and Dangerous Weapons

Warren Wilson College strictly prohibits the use, possession, or storage of weapons of any type by faculty, staff, students and visitors on all college property, including roadways and parking lots. Violators are subject to expulsion, termination, criminal prosecution or any combination of sanctions.

Any violation of this policy should be reported immediately to the Office of Public Safety and the Sheriff's Department. Possession of firearms or dangerous weapons could be cause for immediate dismissal or criminal arrest.

If a faculty or staff member or student desires to bring a weapon on to campus for an educational purpose (i.e. class demonstration), they must first receive prior permission from the appropriate member of administrative council.

This policy does not apply to staff or faculty members that reside in private homes located on the property owned by the College; however, if a weapon is located in a private residence, it cannot be brought on to the core campus without serving an educational purpose and having prior permission. Furthermore, anytime a firearm is transported to and from the residence, it must be unloaded.

The term "Weapons" includes the following: firearms (concealed or visible) and without regard to the validity of any permits; grenades, explosives, bombs or any other deadly object; any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), fireworks or any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

Legal Reference: N.C.G.S. § 14-269.2