

Wabash College Employment Guide For Exempt and Non Exempt Employees

Office of Human Resources
Wabash College

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Chapter 3: Policies and Procedures for College Employees

THE MISSION OF THE COLLEGE

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NON-DISCRIMINATION STATEMENT

Notice of Non-Discrimination

INTRODUCTION

Notice

CHAPTER 1: DEFINITIONS AND GENERAL POLICIES

Employment Requirements
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Regular Employee
Permanent Employee
Exempt Employee
Non-Exempt Employee

Supplemental Pay

Outside Employment		
Work Year		
Year of Service		
Work Week		
Office Hours		
Pay Period		
•		

Pay Rate Review
Personnel Reviews and Evaluations
Emergency Closing

CHAPTER 2: BENEFITS FOR REGULAR EMPLOYEES

2.1.	RETIREMENT PROGRAMS		
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2.2	TERM LIFE INSURANCE		
2.3	WABASH COLLEGE GROUP HEALTH INSURANCE PLAN		
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COBR	A HEALTH INSURANCE COVERAGE CO	ONTIUATION	
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2.4	DISABILITY BENEFITS		
2.7	DISABILITY DENETITS		
2.5	DENTAL INSURANCE		
2.6	VISION INSURANCE		

)	PARENTAL LEAVE POLICY
3	CHILDREN'S SCHOLARSHIP PROGRAM

2.10	STATUTORY PROGRAMS

2.11 BUSINESS TRAVEL POLICY

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

2.13 HOLIDAYS

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2.14	VACATION BENEFITS
2.15	MONTGOMERY COUNTY SERVICE DAYS FOR STAFF
2.16	BENEFITS RESTRICTED TO PROFESSIONAL STAFF AND SUPPORT STAF

2.17	LACTATION SUPPORT IN THE WORKPLACE
2 10	INDIANA MILITARY FAMILY LEAVE
	INDIANA MILITARY PAMILY LEAVE

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CHAPTER 3: POLICIES AND PROCEDURES FOR COLLEGE EMPLOYEES

3.1 PROFESSIONAL CONDUCT POLICY AND PROHIBITION AGAINST HARASSMENT

3.2	ELECTRONIC MEDIA, SERVICES, AND COMMUNICATION POLICY

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3.3	COPYRIGHT	COMPLIANCE AT	WABASH COL	LEGE		

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For additional information on copyright, va and scenarios please refer to the <u>Copyright</u>	rious material formats, common usage questions website.
3.4 INSTITUTIONAL POLICIES AND PROC	EDURES RELATING TO RESEARCH MISCONDUCT
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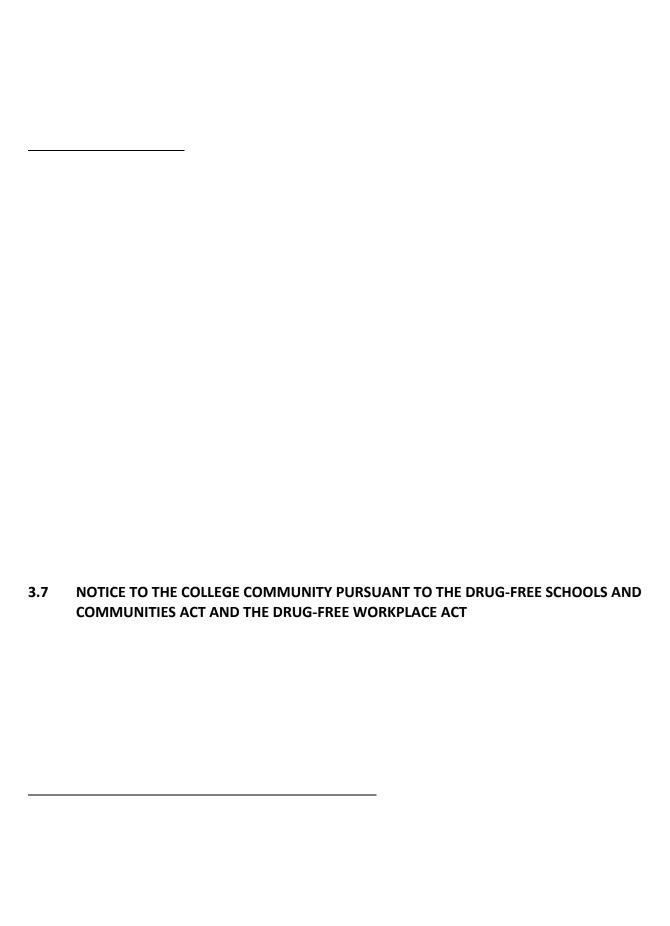
3.5 WHISTLEBLOWER POLICY
3.5 WHISTLEBLOWER POLICY
3.5 WHISTLEBLOWER POLICY
3.5 WHISTLEBLOWER POLICY

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Audit	: Committee Contact Information		
3.6	FAMILY AND MEDICAL LEAVE ACT (FI	VILA)	
			

Substitution For
Family Medical or Employee Military Caregiver
Parenting Medical or Exigency
Leave Leave Leave

Leave Leave



and Sec ri Handbook

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3.8 SMOKING POLICY

3.9 SIGNATURE AUTHORITY POLICY

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3.10	DRIVING COLLEGE AND PERSONAL VEHICLES ON COLLEGE BUSINESS
	king, including vaping and e-cigarettes, and animals are strictly prohibited llege-owned vehicles.

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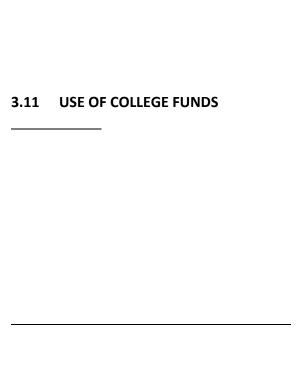
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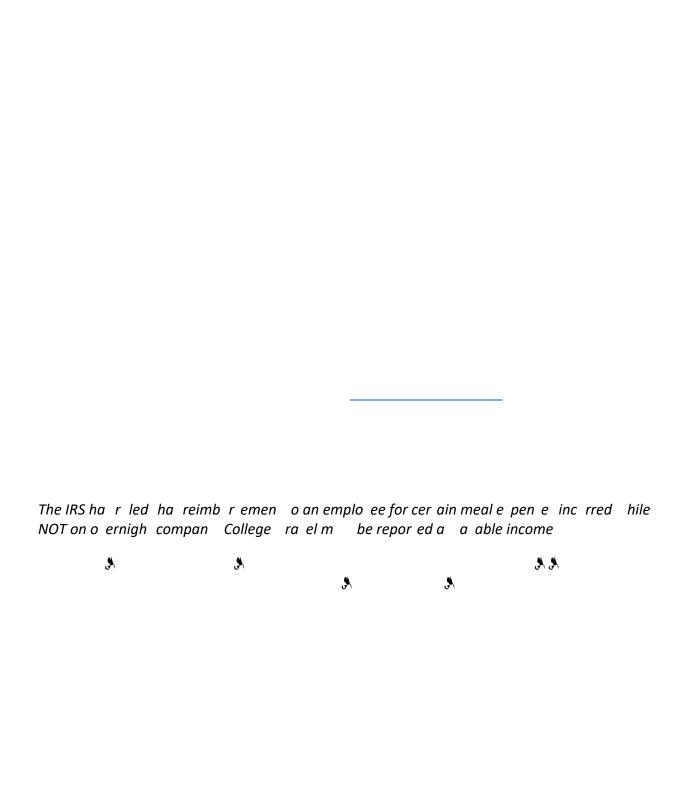
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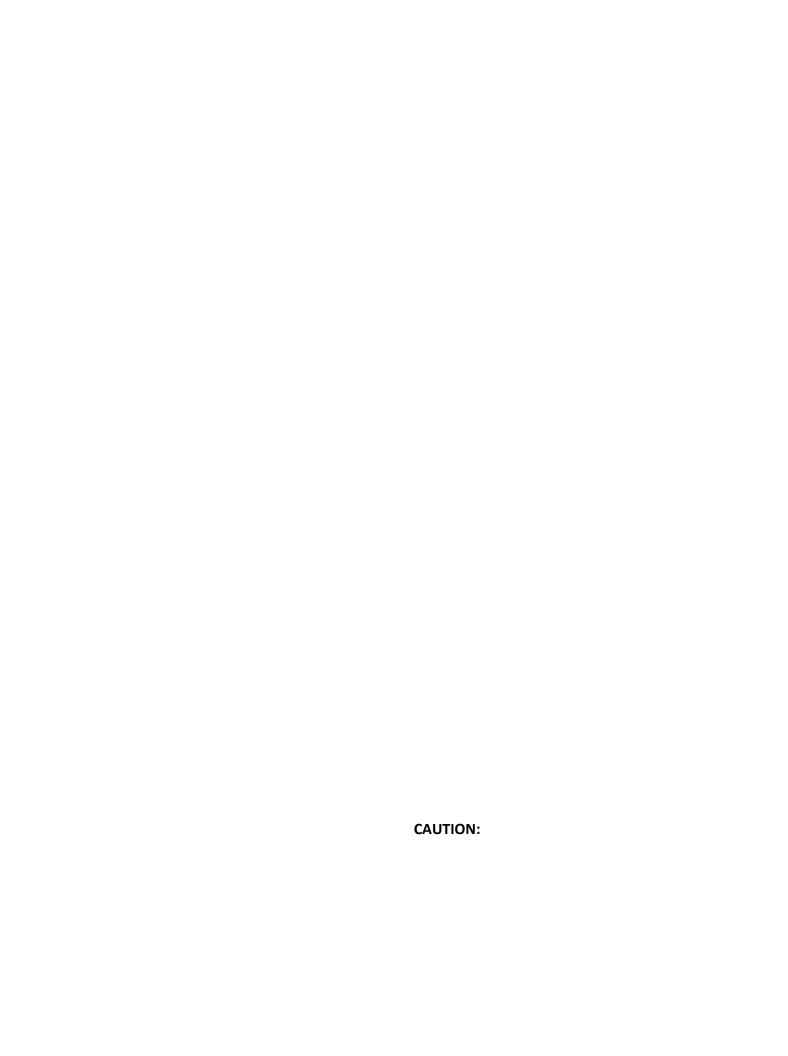
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3.12 POLICY REGARDING POLITICAL INTERVENTION ACTIVITIES Pursuant to Code section 501(c)(3), the College may not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office. 2. College faculty and staff may engage in political activities in a personal capacity, subject to certain restrictions.



4.	The College may conduct voter registration and get-out-the-vote drives.
5.	The College may take a position on public policy issues, including issues that divide candidates in an election for public office, as long as the message does not in any way indicate support or opposition to a candidate.
CAUTI	ON:
6.	The College may allow established student groups to use its facilities for partisan
	political purposes, subject to the following:

CAUTIO	ON:
7.	Participating in a political campaign is different from lobbying. Code section 501(c)(3) organizations are permitted to engage in a limited amount of lobbying, but the
	lobbying may not be a "substantial" part of the College's activities.
College	e Contact Information

3.13	RESEARCH INVOLVING HUMAN PARTICIPANTS
3.14	EMPLOYMENT AND PROMOTION BACKGROUND SCREENING

CHAPTER 4: OTHER MATTERS

Fmplov	ment of	Spouses.	Partners.	or Family	/ Members
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Jury or Witness Duty	
Bereavement Leave	
Job Openings	
Emergency Procedures	

Health, Safety, and Security Handbook

The Heal h Safe and Sec ri Handbook

Harassment and Title IX Workshop
FERPA Training
Wabash Identification Cards
Concerns

APPENDIX A: EXEMPT EMPLOYEES

Vacation Benefit
Moving Expenses
Attendance
Deductions from Exempt Employees' Salaries

APPENDIX B: NON-EXEMPT EMPLOYEES

work Ye	ear		
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	Annual Work Schedule	Benefit Hours/Day	
Time Sh	eet		
•			
•			
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•			
•			

Overtime Pay

worked during a workweek					
Rest Breaks					
Personal Time Off					
Emergency Closing					
Paid Vacation Benefit					
Comple	eted Years A	Annual			
of Serv	ice V	/acation			

Paid Vacation for Terminating Employees
Paid Holidays
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Personal Illness

Attendance

Bereavement Leave

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APPENDIX C: SUMMARY OF PURCHASING CARD POLICIES AND PROCEDURES

General Policies

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APPENDIX D: RECOMMENDATIONS FOR ALTERNATIVE WORK ARRANGEMENTS

Charge		
The Study Group's Guiding Principles •		
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Assumptions		
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Other Thoughts and Considerations

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