



WHEELING UNIVERSITY

Employee Handbook

	<u>PAGE</u>
PURPOSE OF THE HANDBOOK	1
OUR MISSION	1
DIVERSITY	2
EQUAL EMPLOYMENT OPPORTUNITY STATEMENT.....	2
HARASSMENT-FREE WORKPLACE POLICY	2
AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA)	4
ACCOMMODATION OF RELIGIOUS PRACTICES	4
EMPLOYMENT.....	4
EMPLOYMENT CLASSIFICATIONS	4
BACKGROUND CHECKS	5
WORK AUTHORIZATION.....	6
EMPLOYMENT OF FOREIGN NATIONALS	6
INTRODUCTORY PERIOD.....	6
INTERNAL TRANSFERS OR PROMOTIONS.....	7
NEPOTISM, EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS.....	7
PROHIBITION OF ROMANTIC & SEXUAL RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS.....	8
EMPLOYEE PERSONNEL FILES	10
REFERENCE AND VERIFICATION REQUESTS	11
PROGRESSIVE DISCIPLINE	11
SEPARATION OF EMPLOYMENT.....	13
WORKPLACE SAFETY	14
DRUG-FREE WORKPLACE.....	14
WORKPLACE BULLYING.....	16
VIOLENCE IN THE WORKPLACE	17
WEAPONS-FREE WORKPLACE	
SAFETY	18
TOBACCO-FREE ENVIRONMENT.....	18
CHILDREN IN THE WORKPLACE.....	18
WORKPLACE EXPECTATIONS	18
CONFIDENTIALITY	19
CODE OF BUSINESS CONDUCT.....	21
Reporting of Personal Complaints.....	22

CONFLICTS OF INTEREST	22
OUTSIDE EMPLOYMENT	22
PERSONAL BUSINESS	23
ATTENDANCE AND PUNCTUALITY	23
GENERAL ATTENDANCE RULES	23
EXCUSED ABSENCES	24
UNEXCUSED ABSENCES	24
UNIVERSITY DRESS CODE	24
INFORMATION TECHNOLOGY -- ACCEPTABLE USE	25
SOCIAL MEDIA--ACCEPTABLE USE	31
TEXT MESSAGING USE AND GUIDELINES.....	31
SOLICITATIONS, DISTRIBUTIONS AND POSTING OF MATERIALS.....	33
NEWS MEDIA CONTACTS	33
COMPENSATION	33
PERFORMANCE MANAGEMENT AND SALARY REVIEW	33
PAYMENT OF WAGES	34
TIME REPORTING	34
OVERTIME PAY (NON-EXEMPT EMPLOYEES)	35
EMPLOYEE TRAVEL AND REIMBURSEMENT	35
HOUSING PROVIDED AS AN EMPLOYEE BENEFIT.....	35
TIME OFF/LEAVES OF ABSENCE	36
HOLIDAYS	36
VACATION DAYS	36
PERSONAL DAYS	37
SICK DAYS.....	37
MISSION & COMMUNITY LEAVE.....	37
FAMILY AND MEDICAL LEAVE ACT (FMLA)	38
BEREAVEMENT LEAVE	40
JURY DUTY.....	40
VOTING LEAVE.....	41
MILITARY LEAVE OF ABSENCE	41
INCLEMENT WEATHER & REDUCED OPERATIONS.....	41
LACTATION ACCOMMODATION.....	42
Acknowledgement of Receipt of Employee Handbook.....	44
Employee Complaint Form.....	45

PURPOSE OF THE HANDBOOK

The Employee Handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all of the possible applications of, or exceptions to, the University's general policies, procedures, and practices.

Nothing described in the Employee Handbook should be interpreted as constituting an employment contract, and this does not represent contractual terms of employment. The information contained herein is not to be construed in any manner, either implied or expressed, as a guarantee of employment. You are employed at-will, unless you are otherwise provided employment terms in writing, which means either you or the University may terminate your employment at any time, for any reason, with or without notice.

This Employee Handbook supersedes and replaces all previous guidebooks or handbooks for Wheeling University. We reserve the right to exercise discretion when interpreting and applying these policies and may modify the policies at any time, with or without notice. We will communicate such changes to all employees through the supervisors to the best of our ability. This handbook must be carefully read so you have a good understanding of what to expect during your employment at Wheeling University and what is expected of you.

OUR MISSION

Life

The Catholic traditions of educational excellence and service to others guide all of the programs at Wheeling University. By integrating learning, research, and economic development with classical knowledge and Christian revelation, the University seeks to foster competence, creativity, and innovation throughout and beyond the campus community. Graduates of the University enter the world of work with socially responsible goals, a lifelong appetite for learning, and the desire to make our universe a better place.

Leadership

To model the Catholic concern for regional and global neighbors, the University welcomes people of all creeds, races, and nationalities to share in the intelligent pursuit of excellence. The University promotes close student-faculty contacts and encourages students to develop their full leadership potential. Through a grounding in the liberal arts and, above all, the example of Jesus Christ, the University endeavors to produce intelligent, moral leaders who will champion the Catholic values of faith, peace, and justice. Wheeling University envisions a dynamic leadership role for the University in the lives of its students and in the world at large.

Service With and Among Others

In its faculty and students, its research, and outreach, the University is national and international. Yet as the only Catholic institution of higher learning in West Virginia, Wheeling University also values its distinctive mission to the immediate area, educating local men and women and returning them to enrich their own communities. Wheeling University firmly believes its graduates will enter the professional world prepared to use their God-given talents not solely for personal fulfillment but as men and women in service to others.

DIVERSITY

Equal Employment Opportunity Statement

Wheeling University provides equal employment opportunity (EEO) to all employees and applicants for employment without regard to age, citizenship, color, disability, marital status, national origin, race, religion, personal appearance, family responsibilities, matriculation, political affiliation, sex, and genetic information or veteran status or any other basis prohibited by law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Wheeling University expressly prohibits any form of unlawful employee discrimination, harassment, or retaliation based on any of the above-mentioned characteristics. Improper interference with the ability of the employees to perform their expected job duties is not tolerated.

Harassment-Free Workplace Policy

Wheeling University is committed to providing a work environment that is free from all forms of discrimination and harassment. This includes but is not limited to, sexual harassment and any harassment based on age, citizenship, color, disability, marital status, national origin, race, religion, personal appearance, family responsibilities, matriculation, political affiliation, sex, sexual orientation, gender identity and expression, and genetic information or veteran status or any other basis prohibited by law. by or towards anyone, including a supervisor, manager, co-worker, student, vendor, applicant or customer. Unlawful harassment of any kind will not be tolerated.

Prohibited Harassment Defined

Harassment or discrimination on any basis exists whenever: submission of such conduct is made a condition of employment; submission or rejection of the conduct is used as a basis for making employment decisions; or the conduct interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.

Sexual Harassment

Sexual harassment is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a nonexclusive list of sexual harassment examples and for specific details related to this matter employees should reference the Wheeling University Policy Regarding Sexual Misconduct, Retaliation, and Intimidation:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, staring, whistling, making sexual gestures or displaying of sexually suggestive objects or pictures, cartoons, posters or movies. This includes circulating offensive materials received electronically through the University's e-mail, other electronic systems or in any other manner.
- Verbal conduct that includes making or using derogatory comments, labels, slurs or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes or invitations.
- Physical conduct that includes intentional touching, patting, hugging, assaulting, impeding or blocking movements.

Other Forms of Harassment

Also prohibited is harassment and discrimination based upon the characteristics listed above. The following is a non-exclusive list of examples of prohibited harassment:

- Labels or derogatory comments about race, color or national origin.
- Racially motivated damage to personal property.
- Racially offensive graffiti, clothing, hats, etc., including references to racist organizations, people, logos, etc.
- Unequal treatments because of religious beliefs.
- Interfering with employee's work because of sexual orientation.
- Teasing or joking about a person's age, disability or other protected category.

Reporting & Investigating Harassment

If you believe you have been harassed or discriminated against on the job, you must promptly contact your supervisor or Human Resources. The University will promptly and thoroughly investigate your complaint. All employees are expected to cooperate fully with any ongoing investigation regarding a harassment incident. Employees who believe they have been unjustly charged with harassment can defend themselves verbally or in writing at any stage of the investigation.

At the conclusion of a harassment investigation, the complainant and the alleged "harasser" will be informed of the determination. Where appropriate, the "harasser" and the "victim" may be offered mediation or counseling through an employee assistance program (EAP).

Confidentiality of Investigations

All incidents of harassment that are reported will be investigated and handled as confidentially as possible. Complete confidentiality cannot be guaranteed, to the extent that we may be required to share information gathered from one source with other people involved in the investigation in order to ensure that the investigation is effective and complete.

Retaliation

Retaliation in any form against a person who is complaining of harassment, discrimination, or for participating in the investigation of a complaint is strictly prohibited. If a report of retaliation is substantiated, appropriate corrective action, up to and including termination, will be taken.

Liability for Harassment

If we determine that unlawful harassment or discrimination of any kind has occurred, appropriate corrective action, up to and including termination, will be taken.

False Complaint

If we learn that an employee has knowingly lodged a false harassment claim or given untrue information about a complaint, appropriate corrective action, up to and including termination, will be taken.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

Per the Americans with Disabilities Act and its amendments, the University strictly prohibits discrimination based on an individual's disability. Additionally, when needed, the University will provide reasonable accommodations to applicants and employees who are qualified for a job, so they may perform the essential job duties of the position unless doing so would create an undue hardship.

If you believe you need an accommodation because of your disability, you are responsible for contacting your supervisor or Human Resources. After receiving your request, the University will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations. If your disability or need for accommodation is not obvious, the University may ask you to provide supporting medical documentation. The University will keep confidential any medical information that it obtains in connection with your request for reasonable accommodation. The University strives to provide reasonable accommodations to qualified individuals provided that an accommodation can be made without imposing an undue hardship on the University.

Accommodation of Religious Practices

We place a high value on the rights of our employees to observe the tenets of their respective religious faiths. We may approve employee requests for reasonable accommodation of religious practices unless the requested accommodation would create an undue hardship. If you wish to request a reasonable accommodation for religious practices, please contact Human Resources.

EMPLOYMENT**Employment Classifications**

At Wheeling University, all employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following information is intended to help everyone understand employment classifications, employees' employment status, and benefit eligibility.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from the law's requirements concerning minimum wage and overtime. This includes an employee who is eligible for overtime pay because his or her position does not meet the requirements

for exemption contained in applicable federal and state wage and hour laws. These employees are generally paid an hourly pay rate.

Exempt employees are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor. This includes an employee who is not eligible for overtime pay because his or her position meets the requirements for exemption contained in applicable federal and state wage and hour laws. These employees are paid a predetermined salary each pay period.

Wheeling University has established the following categories for employees:

- **Regular:** Employed at-will directly by Wheeling University without a projected date of separation.
- **On-Call:** Employees who are scheduled to work on an as-needed, non-regular basis.
- **Seasonal or Temporary:** Full or part-time employees who are on the payroll for a specific length of time or for a temporary project (typically less than six months).

Full-time, Variable and Part-time

- **Full-time:** Regularly scheduled to work all the designated hours in a regular work week. Full-time employees are scheduled to work 30 or more hours per week, but generally not exceeding 40 hours.
- **Part-time:** Regularly scheduled to work less than 30 hours per week.

Background Checks

To ensure that the people who join us are well qualified and to ensure that we are able to maintain a safe and productive work environment, we may perform pre-employment background checks on applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form, including a review of the applicant's social media activities.

Offers of employment may be conditioned on receipt of a background check report that is acceptable to the University. Background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by employees who are involved in the hiring process.

If information obtained in a background check would lead us to deny employment, a copy of the Adverse Act information will be provided to the applicant and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks, such as a driving record or credit report, may be made on applicants for particular job categories if appropriate and job-related. We also reserve the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Work Authorization

As an employer, we are required to verify each person's authorization to work in the United States at the time of hire. New employees must provide proper documentation within three (3) days of employment. Current employees whose authorization is temporary are responsible for renewing their documents and bringing them to their supervisor before the documents expire. Expired documents will result in a break in service, and if not renewed promptly, may result in separation from employment. Wheeling University is a proud user of the E-Verify system.

Employment of Foreign Nationals

The teaching, research, and service mission of the University is enhanced by knowledge and expertise shared by foreign nationals joining our community as teachers, scholars, and specialists. To employ international faculty, administration, and staff, whether on a temporary or permanent basis, federal law requires that an employer file a petition with USCIS seeking approval of the employment. For the University to complete the petition, certain technical requirements must be met, including attestations to labor conditions.

Petitions for non-immigrant (visa) sponsorship will normally be evaluated only for positions requiring a high level of expertise and/or a terminal degree in the field, or a high-level management or technical position justifying the University's sponsorship. (Faculty members will generally be considered for sponsorship. Administrative and Staff positions will be considered on a case-by-case basis.)

The University only supports petitions that it authorizes and prepares. Petitions for temporary visa or labor certification submitted without the approval of the Human Resource Department are not binding. Privately-retained attorneys do not have the authority to represent the University in these matters unless authorized by the Human Resources Department on behalf of the University. All immigration documents filed by or on behalf of the University must be approved by the Human Resources Department.

Human Resources will be the initial point of contact for all visa and green card sponsorships and will coordinate all activities necessary to obtain the necessary work status assuming employment is expected to continue regularly. This process of assistance is in no way a guarantee of long-term employment.

There are several categories common to WU faculty, administration, and staff such as H-1B, O-1, TN, and permanent residence, and applicants must recognize the significant time constraints and costs depending upon category type. Generally, the applicant should allow several months in advance of the start date to prepare the required paperwork and petition to USCIS.

Introductory Period

The first six (6) months of employment are considered an introductory period. During this time, we will both determine if we are meeting each other's expectations. Additionally, during this period, your supervisor will closely monitor and evaluate your performance. If your performance is unsatisfactory, you may be disciplined, up to and including termination.

Successful completion of the introductory period does not create a contractual commitment to continued employment; regardless, you remain an at-will employee with the University.

Internal Transfers or Promotions

Whenever reasonably possible, vacant positions at Wheeling University are filled from within unless outside recruitment is considered to be in the University's best interest.

We encourage you to explore different areas within the University. Since flexibility is important in our culture, occasionally you may be asked to work in areas other than your original assignment. During your employment with us, you may be cross-trained in other departments or positions.

You may apply for any posted vacancy by completing an online application through our talent acquisition portal when a vacancy of interest exists. Employees will be given fair consideration based on specific guidelines such as:

- Your performance, attendance, and conduct are satisfactory or above.
- An open position exists in the location or division to which you want to transfer.
- You meet the minimum requirements of the job.
- You have been in your current position for at least nine (9) months (exceptions with manager approval).
- You have notified your current supervisor of your intention to apply for a transfer or promotion.
- Your supervisor and Human Resources approve the transfer or promotion.

While you may desire a transfer or promotion at some point in your career, please remember that transfers and promotions are not guarantees; there must be an opportunity available and you must be the most qualified person for that position.

Wheeling University may require employees to make either temporary or long-term job status transfers to accommodate the organization's business needs. Transfers may be initiated by the employer for reasons of business necessity, including but not limited to: temporary workplace imbalances, the desire or need for new or broader experience, the desire to better utilize skills, accommodation for health problems, university restructuring, and staff reductions. Transferred employees will receive benefits associated with the new role, based on available benefit options/ vacation leave accruals.

Nepotism, Employment of Relatives, and Personal Relationships

It is in everyone's best interest to ensure that our supervisors provide objective leadership free of any conflicts of interest. Therefore, it is our policy to prohibit the employment of relatives when doing so may compromise the integrity of the workplace.

Relatives of employees will be considered for employment based on their qualifications. Relatives may not be hired if employment would:

- Create a direct supervisor/subordinate relationship with a relative;
- Have the potential to create an adverse impact on work performance;
- Create an actual conflict of interest.

Generally, an employee may not report to a relative who supervises, evaluates, recommends, or approves, indirectly or directly, a salary increase or promotion. A relative is defined as an immediate family member, including spouse, child, parent, brother, sister, including in-law and step- relationships. This policy must also be considered when assigning, transferring, or promoting an employee.

Additionally, we have the right to reassign employees who have relationships (such as a romantic or live in the same household) that may, in our judgment, interfere with the performance of their duties or their working relationships with other employees or third parties.

We will make reasonable efforts to assign job duties or transfer one of the parties involved to another department or location (if there is a position available and the employee is qualified) to minimize problems of supervision, safety, security, or morale. If a transfer is not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot decide, then management will work with Human Resources to determine who will remain employed.

Prohibition of Romantic & Sexual Relationships Between Employees & Students

Wheeling University (“University”) recognizes that, even when a romantic/amorous or sexual relationship between a student and either a faculty or staff member is consensual, the participants’ inherent unequal institutional positions of power give rise to the risks of coercion of students, lack of freely-given consent, the appearance or existence of bias, conflicts of interest, favoritism/impartiality, the dissolution of trust, and exploitation, even if such results are unintentional. Such relationships, therefore, bear the risk of negatively impacting the integrity of the University’s educational mission and its commitment to providing a safe and non-biased learning and work environment that promotes personal development. Such relationships may affect not only those in the relationship but also others at the institution, and they may give rise to claims of sexual harassment and/or discrimination.

For these reasons, the University prohibits romantic/amorous and sexual relationships between its students and its faculty/staff. This prohibition exists regardless of whether the faculty/staff member is in a direct supervisory role or position of direct power over the student. The unequal institutional power dynamic may exist regardless of whether a direct supervisory role or position of power exists, and the possibility always exists that a faculty or staff member may move into or unexpectedly be placed in a supervisory or other position of direct power over a student.

The University recognizes that sometimes its normal staff members enroll in one or more courses or programs at the University. Faculty members with supervisory responsibility over such a staff member are prohibited from engaging in a romantic/amorous and sexual relationship with the staff member for the duration of the supervisory responsibility.

The University further recognizes that spouses of faculty/staff may enroll as students at the University. Those relationships are specifically excluded from the coverage of this policy. In that circumstance,

however, the student spouse of the faculty/staff member will not be permitted to enroll in courses taught by his/her spouse. If a course is only taught by the faculty/staff member of the student's spouse, the University will explore appropriate alternatives, including having the student's spouse take a different course or enroll in a course outside of the University.

Additionally, the University prohibits romantic/amorous and sexual relationships between student assistants and any students.

Please note that non-consensual sexual relations and sexual misconduct are also strictly prohibited but are not addressed in this policy. See Wheeling University Policy Regarding Sexual Misconduct, Retaliation, and Intimidation.

Pre-Existing Relationships

The University recognizes the possibility that a faculty/staff member and a student may already be in a relationship at the time this policy becomes effective. It also recognizes the possibility that a staff or faculty member may be hired, or a student may enroll at the University, while in a relationship that would otherwise be prohibited by this policy. In all cases of pre-existing relationships, such as those described above, the staff/faculty member in the relationship should immediately report the pre-existing relationship to the Office of Human Resources so that an appropriate plan of action may be determined and implemented on a case-by-case basis.

Definitions

For purposes of this policy, the following definitions apply:

“Faculty” is defined to mean any member of the faculty, including, but not limited to, any instructor or lecturer at the University, regardless of rank, title, tenure, discipline, or any other categorization; and all other academic title holders. “Faculty” does not include student assistants.

“Romantic/amorous and sexual relationship” is defined to mean a consensual relationship of a romantic, dating, and/or sexual nature.

“Staff” is defined to mean any non-Faculty employee of the University, whether full-time or part-time, regardless of rank or position, and regardless of whether the staff member enrolls in one or more classes at the University. “Staff” does not include students who are not regular staff, but who are engaged in work-studies and part-time on-campus employment. Coaches and coaching staff are included in the definition of “staff.”

“Student” is defined to mean any actively enrolled University student and any person engaged in an educational, academic, or sports program taking place at the University, including, but not limited to, high school, undergraduate, graduate, and professional students, whether full- or part-time. A regular staff member who enrolls in one or more classes at the University is not considered to be a “student” under this policy.

“Student assistant” is defined to mean any University student with supervisory responsibility over one or more other students about any academic course or University program (e.g., athletics), regardless of the discipline, offered by the University. Student assistants include, but are not limited to, graduate teaching assistants, lab assistants, and undergraduates who act as teaching assistants.

“Supervisory responsibility” is defined to mean the power to control or influence a student’s employment, academic advancement, grades, assignments, supervision of dissertations, recommendations, and/or extracurricular participation.

Questions, Exceptions, and Reporting Violations

Questions about this policy and reports of a violation or a good-faith suspicion of a violation of this policy should be brought to the attention of the Vice President of Human Resources.

Exceptions to this policy may be granted only in extenuating and extraordinary circumstances, on a case-by-case basis. Such exceptions may be granted only by approval of the President.

Violations and Discipline

Faculty, staff, and student assistants shall be provided with access to this policy and are presumed to know its contents. While this policy applies to both faculty/staff and students, the responsibility for adhering to this policy rests on faculty and staff, as well as on any student assistant about any student(s) over whom he/she has supervisory authority. Thus, faculty, staff, and student assistants are responsible for violations of this policy and may be subjected to discipline for violating this policy.

Violations of this policy by faculty, staff, and student assistants (about students over whom the student assistant has supervisory authority) include but are not limited to any of the following:

- Engaging in a relationship prohibited by this policy;
- Knowingly pursuing a relationship prohibited by this policy (regardless of whether the pursuit is in person by electronic means (social media, email, online, etc.), by telephonic/texting means or by any other means);
- Failing to report a pre-existing relationship;
- Knowingly and intentionally failing to report a violation of this policy; or
- Retaliating against anyone who makes a good-faith report of a violation or suspected violation of this policy.

Violations will normally result in appropriate discipline for the faculty or staff member (or the student assistant, where applicable) involved in the relationship. Voluntarily reporting a relationship prohibited by this policy may be considered as a mitigating factor when the University determines the appropriate discipline.

Employee Personnel Files

Wheeling University maintains employment records that typically include information about job-related decisions, records required by law, and records required by our compensation and benefits systems. Employee medical records are confidential and are maintained in separate files, apart from the personnel records. Internally, information is available only on a need-to-know basis.

To keep your records current and up to date, please notify your supervisor of any changes in name, home address, telephone number, and emergency contact.

Upon written request, current active employees may be allowed reasonable access to view their personnel files. Personnel files may only be examined within the Office of Human Resources during regular business hours and may not be removed. Supervisors are prohibited from maintaining “satellite files” in locations outside of the recognized personnel record. Former employees will not have access to personnel files unless it is specifically required by state or local regulations. Access to personnel files is governed by federal and state law and the approval of the University.

Reference and Verification Requests

It is our policy to keep all matters relating to the employment or termination of employment of any current or former employee confidential. All requests for employment references or verifications should be directed to the Office of Human Resources. In response to a request for an employment reference or verification, it is our policy to only verify dates of employment and last position held by the employee unless an employee has given authorization to provide more details or, if full disclosure is required by law. Salary information will only be released with employee authorization or as required by law.

For additional information on processing and employment verification, please contact Human Resources.

Progressive Discipline

You have the duty and the responsibility to be aware of and abide by existing rules and policies. Also, you have the responsibility to perform your duties to the best of your ability and to the standards outlined in your job description or as otherwise established.

We support the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and performance issues. Our progressive discipline policy has been designed consistent with our values, best practices, and employment laws. Nothing in this policy modifies your at-will employment relationship.

Outlined below are the steps of our progressive discipline policy and procedure. We reserve the right to combine, skip, repeat, or modify steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, and training, the employee's work record, and the impact the conduct and performance issues have on the University.

The following outlines Wheeling University's progressive discipline process:

- **Verbal Warning:** A supervisor verbally counsels an employee about an issue of concern and a written record of the discussion is placed in the employee's file for future reference.
- **Written Warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the seriousness of a written warning.
- **Final Warning:** If there are further violations of discipline or performance standards that occur after a written warning, or where the misconduct is viewed as serious, the University may issue a final written warning to the employee. The final written warning will specify that, if any further violations arise, it may result in the employee's dismissal.
- **Performance Improvement Plan:** Whenever an employee has been involved in a situation that has not been readily resolved, the employee may be placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time, not to exceed ninety (90) days. Within this period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, discipline may occur, up to and including termination.

We reserve the right to determine the appropriate level of discipline for any inappropriate conduct, including verbal and written warnings, suspension with or without pay, demotion, and discharge.

The following is a listing of possible actions that may lead to discipline, up to and including termination. Please note; that this is not intended to be a comprehensive listing, but rather examples:

- Discourteous treatment of students, co-workers, or other University stakeholders
- Swiping another employee's time card
- Taking the property of others without their permission
- Theft or dishonesty
- Falsifying records or information
- Insubordination
- Leaving job without permission
- Sleeping or the appearance of sleeping on the job
- Fighting, immoral conduct, threats, or intimidation
- Gambling
- Being convicted of serious criminal offenses
- Failure to report defective equipment or safety hazard
- Failure to report injury or accident immediately
- Horseplay and violation of safety rules
- Unprofessional or abusive language
- Substandard quality and quantity of work
- Failure to complete reports promptly and accurately

- Unauthorized parking
- Misuse of University bulletin board or other posting violations
- Failure to report absence
- Irregular attendance
- Excessive lateness for work
- Excessive time at rest periods
- Loafing or wasting time
- Unauthorized smoking or eating
- Being under the influence of alcohol or illegal drugs while working

Separation of Employment

Separation of employment can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two (2) weeks' notice in writing, to facilitate a smooth transition out of the organization. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given. We reserve the right to accelerate your effective date of resignation.
- **Retirement:** Retiring employees are asked to contact Human Resources at least three (3) months before the anticipated retirement date to begin to address benefits and other issues that may affect the retirement. The goal of early communication is to allow enough time to properly prepare for the employee's retirement.
- **Job Abandonment:** Employees who fail to report to work or contact their supervisor for two (2) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the second day. The supervisor will notify Human Resources at the end of the scheduled shift of the second workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.
- **Termination:** Any person hired is considered an at-will employee and may terminate or be terminated at any time, with or without cause, and with or without notice. Wheeling University is an at-will employer; thus, nothing in the employment application, policies, or employee documents is intended to create an implied or express contract of employment between the employee and Wheeling University.

Return of University Property

Separating employees must return all University property at the time of separation, including uniforms, cell phones, keys, laptops, University credit cards, identification cards, Valued Associate Program (VAP) Discount Card(s), and any University documents. Failure to return items may result in deductions from the final paycheck. Additionally, they must deliver all passwords in use at the time of termination, a list

of any documents that are password-protected, and the password(s) necessary to access those documents.

Deleting University Files

At Wheeling University, we value the integrity and security of our data and information. To ensure the preservation of critical records and protect the interests of our organization, we strictly prohibit employees from deleting or destroying files, documents, or any digital or physical records before or upon leaving their employment with the University. It is essential to maintain a transparent and accountable work environment, where data and information can be accessed for various purposes, including audits, legal compliance, and business continuity. Violation of this policy may result in disciplinary actions and legal consequences. We expect all employees to adhere to this policy and take responsibility for the proper handling and retention of company records. Your commitment to this policy reflects your dedication to the highest standards of professionalism and ethical conduct at Wheeling University.

Exit Interview

If you separate from employment for any reason, a Human Resources representative may contact you to conduct an exit interview or may send you a written Exit Interview Questionnaire. This is also a good time for you to ask any questions you may have regarding benefit coverage or any other concerns.

Rehire

Employees who were in good standing upon leaving for the reasons of reduction-in-force or voluntary resignations are eligible for re-employment.

- Exceptions relative to awarding prior service recognition may be approved by the Director, Human Resources.
- Length-of-service rules set forth in benefit plan documents supersede this policy where applicable.
- Any employee who received a Separation Agreement & Release or Voluntary Retirement payment will not be considered for rehire.
- Employees will only be considered for rehire one (1) rehire term.

An applicant or employee who is terminated for violating policy or who resigned instead of termination from employment due to a policy violation will be ineligible for rehire.

WORKPLACE SAFETY

Drug-Free Workplace

Wheeling University commits to providing a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees, and the security of our equipment and facilities. For these reasons, we are committed to the elimination of drug and alcohol use and abuse in the workplace.

Work Rules

The following work rules apply to all employees:

- Whenever employees are working, or operating any University vehicle, present on University premises, or are conducting related work off-site, they are prohibited from using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (including possession of drug paraphernalia) and from being under the influence of alcohol or other impairing substances. This includes the illegal use or abuse of prescription drugs.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing University business or while in a University or client's facility is prohibited.
- Employees who take over-the-counter medication or other lawful medication that can be legally prescribed under both federal and state law should inform their supervisors if they believe the medication will impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have some adverse health and safety consequences. Information about those consequences and sources of help for drug and alcohol problems is available from Human Resources.

We will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline or termination due to this or other policies. Such employees may be allowed to use accrued time off, placed on leaves of absence, referred to treatment providers, and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment, including taking and passing follow-up tests.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. Employees are permitted to possess and lawfully use prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely. The employees must promptly disclose any work restrictions to their supervisor and Human Resources. Employees should refrain from disclosing any underlying medical conditions unless directed by the doctor to do so.

Required Testing

The University retains the right to require the following tests:

- **Pre-employment:** Applicants may be required to pass a drug and/or alcohol test before beginning work or receiving an offer of employment.
- **Reasonable suspicion:** Employees may be subject to testing based on objective factors observed by a supervisor or other person in authority of apparent workplace use, possession, or impairment. Human Resources must be consulted before sending an employee for reasonable suspicion testing.

- **Random:** Employees may be selected at random for drug and/or alcohol testing at any interval predetermined by the client and University. Employees will be notified in advance if their location requires random drug and/or alcohol testing.
- **Post-accident:** Employees may be subject to testing when they cause or contribute to accidents that seriously damage a University vehicle, machinery, equipment, or property and/or result in an injury to themselves or other employees that require off-site medical attention. In any of these instances, the investigation and subsequent testing would need to take place within two (2) hours following the accident for the information to be relevant.
- **Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. Depending on the circumstances and the employee's work history, Wheeling University in its sole discretion may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis under mutually agreeable terms, which could include follow-up testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, he or she will be subject to immediate discharge from employment.

Consequences

Applicants who refuse to cooperate in drug and/or alcohol testing or who test positive may not be hired. Employees who refuse to cooperate in required testing may be terminated.

If an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline, up to and including termination. Employees will not be paid for time spent in testing and then suspended pending the results of the test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test. Should the results prove to be negative; the employee will receive back-pay for the time missed from work.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to Human Resources will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Workplace Bullying

Wheeling University defines bullying as "repeated inappropriate, directed behavior, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at work." We do not tolerate bullying behavior. Wheeling University considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing, or maligning a person or his or her family; persistent name-calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.

- **Gesture bullying:** Nonverbal gestures that can convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse, or threats of abuse to an individual or an individual's property (defacing or marking up property).

Individuals who feel they have experienced bullying should report this to their supervisor or to Human Resources before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow Human Resources to take appropriate action.

Violence in the Workplace

Wheeling University strictly prohibits violence in the workplace. If you engage in any violence in the workplace, display threatening behavior, or engage in any behavior that could foreseeably escalate to violence, we will take prompt action to address the situation. The action taken may include corrective action, up to and including termination of employment, mandatory paid or unpaid leaves of absence, professional counseling, and reporting to the proper law enforcement authorities. Talk of violence or joking about violence will not be tolerated.

If you feel that your safety or the safety of others is threatened at any time, or if you witness or experience any of the above behaviors, you have the responsibility to exercise good judgment and report such conduct immediately to your supervisor or Human Resources.

Nothing in this policy is intended to discourage you from contacting law enforcement or emergency personnel if you feel the incident or the behavior warrants immediate intervention by law enforcement.

Weapons-Free Workplace

Wheeling University is committed to ensuring the safety of employees, customers, and visitors, and maintains a weapon-free workplace. All people are prohibited from using, carrying, or possessing weapons or destructive devices while on University property to the extent permitted by law. This applies to all employees, customers, and other visitors. Examples of prohibited weapons and devices include firearms, knives (with the exception workplace provided knives and box cutters), instruments capable of inflicting a heavy blow, explosive devices, and other devices whose primary purpose is to inflict bodily harm.

Employees or other visitors who violate this policy will be asked to immediately leave the premises. If you violate this policy, you will be subject to discipline, up to and including termination. Additionally, employees and nonemployees are subject to arrest and prosecution by law enforcement officials for any criminal acts.

Safety

Wheeling University strives to provide a safe and secure working environment and working conditions for all employees, customers, clients, and guests. The University has instituted safety and security guidelines and policies that all employees are required to follow, located in the **Safety Handbook**. Performing your job safely is an important element of your job responsibility. For clarification or copies of these policies, see your supervisor.

All employees must take every precaution to prevent accidents. It is necessary for you to take responsibility for your safety and for the safety of your co-workers, customers, and vendors. The key is the consistent use of safe work practices. If you observe any unsafe working conditions, you must report them immediately.

All workplace injuries, no matter how slight, must be reported to your supervisor and Human Resources **IMMEDIATELY**. If you have been injured on the job, you should follow your authorized doctor's orders. Any employee who is injured on the job and requires medical attention may be required to submit to a drug and/or alcohol test. If you have additional questions regarding the accident reporting process, please contact Human Resources.

Children in the Workplace

It is inappropriate for any employee (including full-time, part-time, student workers, and graduate assistants) to have children present in the workplace. This policy is necessary for the safety of the child,

to protect the resources and equipment of the University, and to prevent liability exposure to the University.

Employees should arrange for childcare outside the work environment. In extenuating circumstances and on rare occasions, the supervisor is allowed to make an exception to this policy.

Tobacco-Free Environment

To promote a healthy work environment, smoking and the use of tobacco products is not permitted in Wheeling University's buildings or in the University vehicles. This policy applies to all employees, vendors, visitors, or anyone else who might be entering the University's premises. Smoking and the use of tobacco products will be allowed only in designated areas during designated breaks. For information about designated outside smoking areas, please ask your supervisor or contact Human Resources.

WORKPLACE EXPECTATIONS

Confidentiality

If your position gives you access to trade secrets and proprietary, or confidential information, it is your responsibility to handle that information in a manner consistent with Wheeling University's policy both during and after your employment.

Any disclosure or use of any trade secret, proprietary, or confidential information, other than in connection with the University's business or as specifically authorized in writing by Human Resources, could be highly detrimental to the University. You are required to hold, with the strictest confidence, all trade secrets, proprietary, and confidential information unless you receive specific written authorization from Human Resources. Any violation of this policy may result in discipline, up to and including termination.

Definition of Proprietary Information

For purposes of this policy, Proprietary Information includes but is not limited to, University financial and strategic planning information, marketing strategies, staffing information, research and development information, product plans, products, services, client or customer lists (former, current or prospective), customers, markets, developments, processes, formulas and menus, designs, drawings, employee information, and similar business information relating to the University's operations that is not generally available to the public.

Proprietary Information Policy

Proprietary Information must be kept confidential and must not be disclosed, used, copied, or removed from University premises, except as necessary to perform the duties of the job or as specifically directed by University management. Such proprietary information may be disclosed to other employees or other parties only on a need-to-know basis. This obligation to maintain confidential information applies both during and after employment with the University.

This policy is not intended to restrict employees' communications or actions that are protected or required by state or federal law, including exercising protected rights under Section 7 of the National Labor Relations Act.

Ownership of Intellectual Property

As an institution of higher education, Wheeling University places a high value on the development of intellectual property. In cases where university resources are used without authorization, WU does not confer ownership or any associated rights to individuals. WU asserts ownership rights, and employees agree to this ownership for any intellectual property produced by them while employed at WU, as outlined below.

Assigned Duty. WU claims exclusive ownership of any intellectual property produced by a WU employee when produced as a result of an assigned duty except as otherwise provided by a separate written agreement or waiver which is executed by a duly authorized officer of WU.

Incidental Use of University Resources. WU does not claim an ownership interest or a license to use any intellectual property that was developed with only incidental use of university resources except as otherwise provided by a separate written agreement or waiver which is executed by a duly authorized officer of WU. The creator shall own all dissertations, theses, and classroom instructional materials prepared at the creator's inspiration regardless of the physical medium of expression when such theses, dissertations, or materials are produced as a result of routine teaching duties. Further, notwithstanding the foregoing, unless there is agreement otherwise with the creator, the creator shall also own all literary works (such as poems, plays, novels, essays, musical scores, etc.) prepared as a result of the creator's inspiration unless the creator was hired, assigned or directed to create the literary work in question. The scope of ownership, however, does not include elements in the work that are created as a result of an assigned duty of a WU employee, such as a computer programmer, who participates in the development of intellectual property.

Substantial Use of University Resources. WU claims a non-exclusive, irrevocable, royalty-free license to use intellectual property that was developed with the substantial use of university resources except as otherwise provided by a separate written agreement or waiver which is executed by a duly authorized officer of WU. The creator shall retain ownership of the intellectual property but shall grant WU a non-exclusive license to use the intellectual property following this policy in perpetuity. The creator's scope of ownership, however, does not include elements in the work that are created as a result of an assigned duty of a WU employee, such as a computer programmer, who participates in the development of intellectual property. Development or delivery of a distance learning course is considered a substantial use of university resources whether the faculty member is compensated or not. Faculty are strongly encouraged to address any concerns about ownership interests through a separate written agreement before offering the distance learning course. The creator must advise the university's intellectual property policy administrator when the creation of intellectual property involves substantial use of university resources.

Significant Use of University Resources. WU claims an exclusive ownership interest in any intellectual property that was developed with the significant use of university resources except as otherwise provided by a separate written agreement or waiver which is executed by a duly authorized officer of WU. The

creator must advise the university's intellectual property policy administrator when the creation of intellectual property involves significant use of university resources.

Notwithstanding any use of university resources, WU claims a license to use an instructor's materials to complete a course once that course has begun, and when the instructor is no longer available to teach the course.

Code of Business Conduct

Treating people honestly, lawfully, and with respect is both the right thing to do and the way to be successful over the long run in business. Whether dealing with fellow employees, customers, vendors, the media, or regulators, we are committed to honest and fair practices and respectful dealings. It is both this behavior and the reputation for this behavior that will keep Wheeling University a desirable employer and community member.

Guidelines Regarding Conduct

Listed below are rules of conduct that are intended to help make the University a safe, productive, pleasant, and desirable place to work. Guidelines regarding conduct are general and representative in nature and are not intended to be all-inclusive. The University reserves the right to discipline, up to and including termination, based upon unacceptable attendance, conduct, or performance, which detracts from the quality of our products, legal or regulatory compliance, service, the efficiency of operations, the safety of our workplace, or any other business reason. All employees are responsible for maintaining high standards of personal conduct and work performance.

- Verbal or physical conduct that is racially, sexually, or otherwise hostile, offensive or intimidating toward any customer, client, vendor, or employee.
- Committing acts of dishonesty, including falsification of documented or verbal representation regarding operations, finances, employee time records, employment applications, prior employment, or accident reports.
- Destruction, misappropriation, or theft of University property.
- Consumption of alcohol or any illegal substance at any time during an employee's work day, including lunch breaks, while operating any University vehicles, or at any time before an employee's work day that affects an employee's ability to perform his or her job requirements.
- Possession of alcohol or any illegal substance at any time during an employee's work day, including lunch breaks, or while operating any University vehicles.
- Possession of dangerous weapons including, but not limited to, firearms, explosives, or knives.
- Falsification through misrepresentation or omission of information during an investigation or in University records, including but not limited to those required by any statute or regulation.
- Sleeping or the appearance of sleeping during working hours.
- Abandoning employment by leaving the work area before the proper ending time without the express approval of a supervisor.
- Insubordinate behavior toward a supervisor, manager, fellow employee, or third party.
- Refusal to promptly comply with an order or instruction given by a manager, supervisor, or person with authority to issue such order or instruction.

- Improper disclosure of confidential or proprietary information regarding the University, clients, customers, or vendors.
- Use of the University equipment or materials for personal reasons without the prior written approval of a University supervisor.
- Gambling, in any form, on University or client premises including, but not limited to, selling numbers, making wagers of any nature, or distributing raffle tickets during working hours.
- Under certain circumstances, conviction of a felony. In all cases involving employees convicted of a felony, we will consider the nature and number of the current and prior convictions, rehabilitation programs, and past work records.
- Violation of the University's policies, rules, standards, or state/federal statutes, regulations, or standards.
- Working overtime without prior approval.
- Giving away food or University property, giving or taking unauthorized discounts.
- Using abusive or profane language or conduct.
- Soliciting during work hours.
- Unacceptable performance which includes, but is not limited to:
 - Lack of cooperation with other employees, supervisors, or customers.
 - Inability or unwillingness to become proficient with equipment, systems, or processes.
 - Inefficient use of equipment, time, or materials.
 - Excessive absenteeism or tardiness.

Reporting Personal Employee Complaints

Employee complaints must be filed via the Wheeling University Employee Complaint Form. The form is used for complaints including discrimination, harassment, unethical conduct, or safety violations as serious matters. So that we may properly investigate your concern, you are requested to complete the Employee Complaint Form that can be found at the end of the employee handbook. If needed, additional sheets can be attached.

After a prompt and thorough investigation into your complaint, you will be notified of the university's intended action.

Complaint forms should be submitted to the office of the CFO via hand delivery, US Mail, or email to hr@wheeling.edu.

Conflicts of Interest

All employees must avoid any relationship or activity that might impair or even appear to impair their ability to make objective and fair decisions when performing their jobs. At times, employees may be faced with situations in which business actions taken on behalf of Wheeling University may conflict with the employee's interests. University property, information, or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with Wheeling University
- Serving as a board member for an outside University or organization.
- Owning or having a substantial interest in a competitor, supplier, or contractor.

Employees with a conflict-of-interest question should seek advice from Human Resources. Before engaging in any activity, transaction, or relationship that might give rise to a conflict of interest, employees must seek review from their supervisor or Human Resources.

Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from your job with Wheeling University must not compete with, conflict with, or compromise the University's interests or adversely affect job performance and the ability to fulfill all job responsibilities. All employees are prohibited from performing any services for customers on nonworking time that are normally performed by the University. This prohibition also extends to the unauthorized use of any University tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If management determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick or personal leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

Personal Business

Personal business should not be conducted during working hours. As such, you should not be contacted by anyone wishing to conduct personal business nor should you have personal mail or packages sent to you at your location.

Attendance and Punctuality

Regular and prompt attendance on the job is an essential part of every employee's job. The evaluation of job performance includes a consideration of the employee's attendance record.

Absenteeism and tardiness are costly. It disrupts production schedules, creates additional work for your coworkers, increases the University's costs, and negatively impacts morale.

We recognize that a reasonable amount of absence is beyond the control of employees. However, we believe that when absenteeism goes beyond an acceptable level, disciplinary action is justified. The purpose of this policy is to ensure consistent treatment of all employees and to clarify for each employee the expectations concerning acceptable levels of attendance.

Definitions:

Absence - An employee fails to report to work on a scheduled workday.

Tardy – An employee reports to work after the scheduled shift start time.

Early-Leave – An employee leaves the workplace before the scheduled end of the shift.

General Attendance Rules

Employees are expected to:

- Report to work and remain on duty as scheduled.
- Notify their immediate supervisor no later than one hour before the start of their scheduled shift (whichever is earlier in the day) when prevented from reporting to work as scheduled and advise the expected date of their return to work or arrival time.
 - An absent or tardy employee must personally speak to a supervisor on the telephone. Voice-mail or e-mail messages are not acceptable except in extreme emergencies and the employee must leave a phone number where a supervisor can call them back that day. You must be available when called except in extreme emergencies. Employees must call in each additional day of absence unless other arrangements are approved by a supervisor. Failure to call in for two consecutive scheduled workdays will be considered a voluntary resignation.
 - In cases of suspected abuse or to determine any potential work-related restrictions, Wheeling University, may require a doctor's certificate to substantiate a claim of illness or injury and/or before return to work.
 - Certification also may be required under the Family Medical Leave Act (FMLA) and our leave of absence policies.
 - Lunch break times are subject to supervisor approval. For the operation of some departments, breaks may need to be routinely scheduled. See your supervisor regarding dedicated schedules.

Excused Absences

Absence will be documented as excused if absence is due to any of the following reasons:

- *FMLA
- *Authorized Personal Leave
- *Authorized Paid Time Off (Vacation, Personal, Mission, or Sick)
- *Jury Duty
- *Worker's Compensation Leave
- *Leave as a reasonable accommodation under the ADA
- *Other leave required by state, federal, or local law

Unexcused Absences

An employee's absence will be deemed unexcused when an employee fails to call in, gives late notice, fails to give advance notice for an absence that could be anticipated, exceeds the number or length of absences as defined by policy, or authorized in advance by the supervisor or manager. Unexcused absentees are subject to corrective discipline or termination as defined in policies on discipline and separation of employment.

University Dress Code

Employees should come to work in attire that is appropriate for business and reflects an efficient and professionally-operated University. Personal appearance and attire are an integral part of the goal of sustaining the University's image, reputation, and standards.

All attire should be appropriate for a business or professional setting. Clothing that is too tight, too short, or revealing is expressly prohibited. To assist employees with choosing appropriate attire the following listing is provided as a guide for exercising good judgment and common sense when selecting clothing appropriate for business wear:

Appropriate Attire

- Suits
- Dress pants (including Dockers & khakis)
- Skirts
- Dresses
- Dress shirts/ blouses
- Sweaters, vests
- Sport coats, blazers
- Dress shoes (open-toed shoes may be worn as long as they look professional)

Inappropriate Attire

- Tank tops, spaghetti strap tops, midriff tops, tee-shirts, halter tops, undershirts or wrinkled shirts
- Jeans, shorts, cargo-style pants
- Caps, head coverings (head coverings may only be worn when associated with professional or religious affiliation)

All approved attire is subject to the individual employee's specific position. Please contact Human Resources if you have questions regarding appropriate attire.

Implementation

University supervisors are responsible for enforcing dress and groom codes within their designated areas of responsibility. This includes counseling employees who are inappropriately dressed or administering discipline (with the assistance of Human Resources). Reasonable accommodations will be made for employee's religious beliefs and medical conditions.

The University will observe “jeans days” on occasion through a formal announcement from Human Resources. Business or casual dress will be appropriate on these days only, including wearing jeans. Jeans worn during these designated dates should be free from tears, and excessive wear and shall be clean. The University reserves the right to determine if jeans are appropriate.

No dress code can cover all contingencies, so employees are expected to use a certain amount of judgment in their choice of clothing. If you are uncertain about what is considered acceptable work attire, please contact your supervisor or the Office of Human Resources.

Information Technology Acceptable Use

This section is intended to highlight specific components related to the University’s computer and internet policies. To view all **Information Technology (IT) Policies** in their entirety, please contact the IT Department.

Acceptable use conditions are based on a commitment to support the proper and ethical use of computing resources at Wheeling University. This commitment is the responsibility of every user. The use of these resources is a privilege normally extended to all individuals on campus, not a right, and inappropriate use may result in a termination of those privileges. As a user of these resources, you agree to be subject to the Acceptable Use Policies for Computing Resources at Wheeling University. These policies apply to all computer resources provided by the University, including all hardware, software, network components, physical infrastructure, and privately-owned computers connected in any way to the campus network including VPN.

The University is not responsible for loss of information from computing misuse, malfunction of computing hardware, malfunction of computing software, or external contamination of data or programs. Users are responsible for backing up copies of their data, files, and programs.

The policies in this section of the Employee Handbook are not an exhaustive list:

II. General User Responsibilities

The University provides computing resources to give users communication tools to conduct university business.

- Report unauthorized use of your account to the appropriate system administrator.
- Do not share login information for any university system you have access to.
- Users are responsible for backing up copies of their data, files, and programs.
- Student or class accounts may be deleted after a designated period. If a user desires to use information stored in an account after its deletion, it is the user's responsibility to make backups of the information.
- Extension of computer privileges beyond the period of direct association with Wheeling University must be approved by Human Resources.

- Users cannot connect servers to the network without prior approval.
- Exercise appropriate care to protect the university's communication resources against viruses, spyware, malware, or other harmful attacks.
- No user shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the university's equipment and/or access. The university has a right to monitor any aspects of electronic communications and social media usage. Such monitoring may occur at any time, without notice, and the user's permission.

III. Prohibited Activities

Prohibited activities include, but are not limited to:

- Users may not use the Internet for illegal purposes or for unauthorized access to systems, software, or data.
- Attempting to gain access to information owned by the University or by its authorized users without the permission of the owners of that information.
- Sending e-mails using another's identity, an assumed name, or anonymously.
- Using university computing resources to support any commercial venture or for personal financial gain.
- Users are prohibited from using WU technology resources for any unethical purposes, including but not limited to plagiarism, pornography, violence, gambling, racism, harassment, or any illegal activity.
- Providing another individual or organization with access to the University network or the Internet without the express permission of a Wheeling University system administrator.
- Traffic exiting the campus network to the NSFnet backbone or SURAnet is governed by the policies of those networks in addition to the University policies, i.e. users connecting to external networks must abide by the policies of those networks.
- IP addresses are licensed to the University, a user may not change a computer's IP address or use a different IP address without the permission of a system administrator.
- Accessing, uploading, downloading, transmitting, printing, communicating, or posting access-restricted university information, proprietary university information, sensitive university data or records, or copyrighted materials in violation of university policy.
- Users may not permit a non-user to use university resources for any purpose.

- Users may not post photos, videos, or audio recordings taken in the work environment without written consent.
- Users may not use university logos without written consent.
- Users may not engage in any other activities designated as prohibited by the university.

IV. Off-Campus Network Use

Off-campus access must be approved by the appropriate university official and is provided, for academic or administrative endeavors only, by utilizing VPN. Authorized users are responsible for all off-campus use of their accounts.

Internet and Telecommunication Use

The Internet and e-mail services are provided by Wheeling University; the use of these services is a privilege, not a right, of employment. This privilege may be withheld or limited. We reserve the right at all times to specify the terms and conditions for the use of the Internet and e-mail services and to restrict or control the use of the services including, but not limited to, the filtering or blocking of certain Internet or e-mail content that has been deemed inappropriate for the workplace, that poses an unacceptable risk to the confidentiality, integrity or availability of its network, computer systems, information or data, or that creates a potential liability for the University.

The use of the University's telecommunications systems, including computer, phone, cell phone, fax, and voice mail, are meant to operate for the benefit of the University and are to be used for efficient business communications. You should exercise good business judgment in using the University systems. These systems are not to be abused and their use is not to conflict with job duties. Under no circumstances is an employee of the University authorized to use University-owned resources to engage in activity that is illegal under local, state, or federal law.

Employees should not have an expectation of privacy in anything they create, store, send, receive, or view on any University device or e-mail system. The University has the right to monitor any of the aspects of its computer system including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users, and reviewing e-mail sent and received by users.

University email accounts, servers, and computers are the property of the University; all information contained therein is considered University property. Consequently, an employee cannot expect privacy concerning any information maintained on these devices. Whenever an employee terminates, Human Resources will notify Information Technology Services (ITS), and employee access to University-owned email accounts, servers, and computers will be discontinued no later than the close of business on the day of the employee's departure unless previously approved by both ITS and Human Resources. Users of campus email are required to abide by the following guidelines:

- Global mailings to multiple recipients should refer to WU-related activities only. Originating or forwarding unsolicited junk e-mail, for-profit@ messages, chain letters, jokes, virus hoaxes, or

non-WU-sponsored advertisements are not permitted. All virus warnings received should be forwarded to the appropriate IT department.

- WU e-mail systems may be used for brief personal messages. Users should have no expectation of privacy in connection with the use of WU e-mail systems and do so at their own risk.
- E-mail accounts are given for the specific use of the individual to whom they are assigned. Users have the responsibility to safeguard their accounts with a confidential password known only to themselves.
- Misuse of e-mail includes, but is not limited to, the following:
 1. Sending fraudulent, harassing, annoying, disparaging, vulgar, or obscene messages.
 2. Breaking into another user's e-mail account or reading someone else's e-mail without permission.
 3. Forwarding potentially offensive messages that originated outside the campus to employees/students inside the campus.
 4. Intentionally obscuring or forging the date, time, physical source, logical source, or other header information of an e-mail message.
 5. Harassing or threatening other users or interfering with their access to the University's computing facilities.
 6. Use of an e-mail account to participate in a non-academic or non-work-related mailing list.
 7. Policy on Sending an E-mail to all WU students:

Global or mass e-mails to all WU students are permitted from the following university offices only:

 - President's Office
 - University Registrar (with CAO approval)
 - Office of Student Services (with VP approval)
 - Office of Academic Affairs (with CAO approval)
 - Office of Financial & Student Accounts (with VP approval)
 - Office of Title IX (with VP approval)
 - Office of Information Technology (with VP approval)
 - Office of Human Resources (with VP approval)

Note: If an e-mail is sent to all students, the all-student address must be used in the BCC (Blind Carbon Copy) field.

No telecommunications device shall be used to spy or secretly record or film another employee or customer. Any employee caught engaging in such activity may be subject to disciplinary action, up to and including termination.

Social Security Numbers

Social Security Numbers may not be captured, retained, communicated, transmitted, displayed, or printed in whole or in part, where required or permitted by law and following the following standards:

- Going forward, the University does not permit the use of an SSN as the primary identifier for any person or entity in any system, except where the SSN is required or permitted by law, and permitted by University policy.

- Where required or permitted by law and University policy, the SSN may be stored as a confidential attribute associated with an individual or may be used as an optional key to identify individuals for whom a primary identifier is not known.
- Individuals shall not be required to provide their Social Security number, verbally or in writing, at any point of service (unless required for employment purposes), nor shall they be denied access to those services should they refuse to provide an SSN, except where the collection of SSN is required by law or otherwise permitted by University policy.
- Except where the SSN is required by law, the University ID (EMPLID) replaces the use of the SSN and will be used in all future electronic and paper data systems and processes to identify, track, and service individuals associated with the University. The University ID will be permanently and uniquely associated with the individual to whom it is originally assigned
- All newly developed or acquired application software will not store SSN as a data element until a business requirement is submitted and approved by the Executive Vice President and/or other authorities as deemed appropriate.
- Servers housing databases or records containing SSNs should be of a single purpose, with access restricted to system administrators, protected by an approved firewall appliance, and should not be used by individuals to access the Internet or access e-mail.
- Where possible, all records containing an SSN should be stored on network drives with access limited to those individuals or entities that require access to perform a legitimate University job function. Individual workstations, laptops, and other personal computers (PDAs) should not be used to store records containing SSNs.
- All removable or transportable media (e.g., paper forms, reports, cassettes, CDs, USB drives, etc.) containing SSNs must be secured when not in use. Reasonable security measures depend on the circumstances but may include locked file rooms, desks, and cabinets.
- Subject to applicable document retention policies or unless required by law, when no longer required, paper documents and electronic media containing SSNs will be destroyed or disposed of using methods designed to prevent subsequent use or recovery of information.
- SSNs will be released to entities outside the University only where permitted or required by law, or with the express written permission of the individual or entity, or where approved by General Counsel.
- The University will limit access to records containing SSN to those individuals requiring access as determined by job function. Individuals permitted access to SSN will be instructed on the appropriate handling and protection of this data by their management or designated representative.

Cell Phone Usage While Driving For University Business

Wheeling University places a high value on safety and recognizes that the use of cell phones and other mobile communication devices while driving can present significant safety risks. We expect our employees to use good judgment and follow all applicable laws at all times while operating a motor vehicle and performing University business. We do not expect or require employees to use a cell phone while driving. Texting or emailing while driving on University business is prohibited.

If you need to make or receive a call, the safest course is to pull off the road and park in a proper parking area before using the phone. If you are charged with traffic violations resulting from the use of your cell phone while driving, you will be solely responsible for all liabilities that result from such action.

Social Media—Acceptable Use

Below are guidelines for social media use. Employees are encouraged to post only appropriate and respectful content, keeping in mind that their postings could reflect negatively on the employee and/or the University.

When using electronic communication tools and social media for business use, users should:

- Register the official university social media account with the IT department by completing the Social Media Account Inventory form.
- Create and/or link all social media accounts to an official university email account
- Identify the Account Manager who is authorized to post and update content.
- Have all WU logos and icons approved by the appropriate university official to be by the university branding and marketing policy.
- Ensure that titles, usernames, screen names, and other account naming conventions contain “WU” in some way.
- Ensure the security of sensitive or confidential information when communicating electronically or posting the information on internal or external websites including social media.
- Ensure information is accurate before posting on social media sites, university websites, or other electronic media sites. If it is discovered that information is inaccurate after posting, users should work to quickly correct the errors.

When using electronic communication tools and social media for personal use, users should:

- Maintain the confidentiality of the Wheeling University trade secrets and private or confidential information. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Do not create a link from your blog, website, or other social networking site to a Wheeling University website without identifying yourself as a Wheeling University employee.
- Employees are prohibited from representing themselves as a spokesperson for Wheeling University. If Wheeling University is a subject of the content you are creating, make it clear that your views do not represent those of Wheeling University or its employees or students. It is best to include a disclaimer such as “The postings on this site are my own and do not reflect the views of Wheeling University.”

Wheeling University may monitor content on the Internet. Policy violations may result in discipline, up to and including termination.

Information Systems & Social Media—Prohibited Use

When using the university’s Internet and electronic communications media or using social media about the work environment. Employees who engage in prohibited activities may be subject to disciplinary action. Prohibited activities include, but are not limited to:

- Any use that violates applicable local, state, and federal law.

- Accessing, uploading, downloading, transmitting, printing, posting, or storing information with sexually explicit content as prohibited by law.
- Accessing, uploading, downloading, transmitting, printing, posting, or storing fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images.
- Installing or downloading computer software, programs, or executable files contrary university's acceptable use policy.
- Accessing, uploading, downloading, transmitting, printing, communicating, or posting access-restricted university information, proprietary university information, sensitive university data or records, or copyrighted materials in violation of university policy.
- Using proprietary university information, data or records, and social media to locate university customers for personal reasons.
- Posting information or sending electronic communications such as email using another's identity.
- Permitting a non-user to use for purposes of communicating the message of some third-party individual or organization.
- Posting photos, videos, or audio recordings taken in the work environment without written consent.
- Using university logos without written consent.
- Texting, emailing, or using hand-held electronic communications devices while operating a university vehicle or a personal vehicle while on university business.
- Any other activities designated as prohibited by the university.

Text Messaging Use and Guidelines

Text messaging can be used by authorized university officials to relay information about cancellations, closures, admissions and academic requirements or deadlines, registration information, financial aid, and other matters that are time-sensitive and necessary for student success. Each department must appoint at least one authorized official who will be responsible for monitoring and approving text messaging requests on behalf of their department to ensure compliance with the following:

- Students must opt-in to receive text messages from all departments (or the University as a whole) and ensure their contact information held by Wheeling University is current. Exceptions to this rule are limited to the admissions, registrar, and financial aid departments, which may auto-opt students.
- Authorized text messaging officials must abide by all other policies regarding content, as well as ensure the following:
 - Content is accurate.
 - Wording is appropriate.
 - Tone is casual but professional and ends with a question when a response is desired.
 - The list of recipients is correct.
 - Information within the message is directly related to the student and/or their studies.
 - Message clearly states the action that the student needs to take how the information impacts the student and who to contact for additional information.

- The number of messages received by a student should be appropriate to ensure he/she will continue to regard the text messages as important information.
 - Messages are sent with adequate time for the action or activity.
- Text messaging must not be used as the sole means of communicating an essential message or announcement. The text message must be supplemented by some other means of communication, such as an email or paper notice, to ensure that all students, including those who have not opted-in, receive the message.
- Non-emergency text messaging must NOT be used as the or for the following:
 - Sole method of communication.
 - Communicating personal or confidential information.
 - Personal matters (e.g., items for sale, farewell messages).
 - Appeals on behalf of individuals or groups of students (e.g., to attend social, cultural or sporting events, unless the student opted-in for text messages regarding these topics).
 - Sending any messages containing social security numbers, passwords, credit card numbers, or any FERPA-protected data. These are strictly prohibited.
 - Emergency alerts.
- All messages must be tagged with the appropriate identifier so recipients can immediately recognize who it's from. For example, if an authorized official is sending an initial text message, open with, "Hi Becky, it's Chris Smith from Admissions." On all subsequent communications, authorized officials can sign off at the end of a text message: "– Chris Smith, Admissions."
- Individuals wanting a message sent on their behalf must coordinate such message through the authorized official(s) within the said department and receive approval before a text can be sent to students. Authorized officials do not need prior approval to send periodic messages.
- Messages should be as concise as possible (while still maintaining a conversational tone when appropriate) and should address the student directly (e.g., "Your financial aid form is due on Friday," rather than, "Financial aid forms are due on Friday."). They should include essential points and, if needed, further instruction (e.g., "Check your email for full details.").
- Abbreviations and text messaging lingo should never be used.
- All non-emergency text messaging services and software must be approved by the Department of Information Technology.

Solicitations, Distributions, and Posting of Materials

Wheeling University limits solicitation and distribution because those activities can be disruptive and negatively impact productivity in the workplace, annoy stakeholders or coworkers, or otherwise pose a threat to security.

Persons not employed by the University may not distribute literature or solicit on University property at any time or for any purpose. Employees are prohibited from soliciting other employees during working time or distributing literature during working time or at any time in working areas.

Placing solicitation or distribution notices on bulletin boards, e-mail systems, and intranet systems is prohibited unless authorized and approved through appropriate channels. Only materials approved by the University's designee may be posted on University property. For requested approval, please see the Director of University Communications

News Media Contacts

From time to time, members of the news media (press, TV, radio) may approach employees to obtain information about the University. If approached, you are to inform these persons that the only one permitted to give information is the University president or Director of University Communications.

COMPENSATION

Performance Management and Salary Review

Performance Management

Our success depends largely on the performance of our employees. Enabling you to perform to the best of your abilities is our goal. Your supervisor will provide you with periodic evaluations, coaching, and counseling to help you understand your position and the performance expectations of your position. You are encouraged to discuss your performance with your supervisor any time you have questions or concerns.

Performance Appraisal

Our performance evaluation program is designed to identify goals, appraise your performance, increase productivity, and make development plans. After your 6-month evaluation, you will be evaluated annually. Pay increases are based on individual merit and performance as well as the University budget. Pay increases, under no circumstances, are guaranteed.

The evaluation becomes a part of your personnel record. It is a record of your strengths, opportunities for improvement, and developmental plans. You should openly discuss all aspects of your evaluation with your supervisor.

Payment of Wages

Wheeling University's practice is to accurately compensate employees and follow all applicable state and federal laws. To ensure that you are paid properly and that no improper deductions are made, it is your responsibility to review your pay stubs promptly to identify and report all errors.

The University's normal workweek is seven days, Saturday through Friday. Employees will receive their specific work schedule from their supervisor.

Employees are paid bi-weekly on Friday for the pay period that ends on the previous Friday. If a particular payday falls on a holiday, employees will normally be paid on the last business day before the holiday. Employees enrolled in direct deposit will have their pay deposited in their designated account(s) on payday.

The University is required by law to make certain deductions from your pay each pay period, including federal and state income taxes, Social Security (FICA) taxes, and deductions required by wage garnishment or child support orders. All deductions from your pay will be identified on your pay stub. If you have any questions about the deductions, contact Human Resources.

Time Reporting

Nonexempt employees are paid for actual hours worked. It is your responsibility to accurately record your time worked through the explicit use of the university-provided system. The time records must record the actual time you began work each day, the time taken for unpaid

d meal periods, and the actual time you stopped working for the day. You may not start work or clock in until your scheduled starting time unless you have your supervisor's permission to clock in and begin work. You must only clock in and out for yourself.

Incorrect time recordings may result in an incorrect paycheck. Any errors in your time record should be reported immediately to your supervisor, who will attempt to correct legitimate errors. If the error is communicated after the paycheck has been issued, necessary adjustments will be made during the following pay period. Altering, falsifying, tampering with, or repeated failure to accurately record time or discrepancies between your actual work hours and your submitted time record may lead to discipline, up to and including termination. The standard work day is an eight (8) hour day with one-half (1/2) hour paid and one-half (1/2) hour unpaid meal break (Public Safety is the only exception).

Overtime Pay (Non-Exempt Employees)

Nonexempt employees who exceed forty (40) hours of work time in a workweek will be paid at a rate of one and one-half times their regular rate. Paid leave, such as holiday, sick, personal, early dismissal, or vacation pay, does not apply toward work time. All overtime must be pre-approved by your supervisor. If you work overtime without your supervisor's approval, you may be subject to discipline. During busy periods, employees may be required to work extended hours.

Employee Travel and Reimbursement

Employees on business travel must submit expense reports for reimbursable expenses to their supervisor for approval. Approved expense reports will be submitted to the Office of Business & Finance for payment. Policies covering reporting and submitting business travel-related expenses can be obtained from Human Resources and found in the **Travel & Expense Reimbursement Policy**.

In general, when nonexempt employees are required to travel away from their regular work location, the time spent traveling may be compensable. Nonexempt employees are paid for actual travel time

over the employee's normal commute time to and from their regular work site. Actual hours worked during a business trip are compensable at the regular hourly base rate, subject to applicable overtime. Meal times and other incidental activities are not compensable. Complete details regarding the University's travel policies may be obtained from Human Resources.

Housing Provided as an Employee Benefit

At times, Wheeling University may offer housing (either temporary or permanent) to an employee based on the employee's position. Currently, employee housing is provided exclusively in Steenrod Apartments, unless said housing is required within a role in another location on campus (i.e. Residence Life positions that require housing in an undergraduate residence hall location to provide supervision of the same). Employees who must live on campus as a contingency related to their role will be provided housing on a tax-free basis, by IRS guidelines.

As noted, housing will typically be provided in the University's apartment living community (Steenrod) but is at the sole discretion of the University and will be dependent upon the employee's primary responsibilities. Housing assignments will be facilitated through the Office of Student Services and room locations and roommate assignments (where applicable) are at the sole discretion of said Office. Special requests and medical accommodations should be submitted to the Office of Residence Life.

Housing is a taxable benefit (unless acceptance of your position requires acceptance of housing in an on-campus location). The fair value of the University-provided housing will be subject to a "gross-up" calculation. As such, the fair value of the University-provided housing will be included as an addition to your compensation, all applicable statutory taxes, withholdings, and others, will be computed thereon and deducted, and a miscellaneous deduction will be taken for the amount of the housing allowance. The effect of this "gross-up" calculation is equivalent to the fair value of the University-provided housing and all applicable statutory taxes.

Employees who are provided housing on campus are not permitted to have undergraduate student visitors in their housing location(s). Should an employee need to meet with an undergraduate student, they should do so in their provided office location. No student visitors are permitted in the Steenrod Apartments. Any exceptions must be approved by the Office of Residence Life and recorded in writing with specific provisions to the exception. Failure to abide by this policy will result in removal from employee-provided housing

TIME OFF/LEAVES OF ABSENCE

Holidays

The University observes the following holidays as paid holidays:

New Year's Day

Holy Thursday

Good Friday
Easter Monday
Labor Day
Memorial Day
Independence Day
Thanksgiving Break
Christmas Break
New Year's Eve

The number of holidays is at the University's discretion.

Unless otherwise notified, when a holiday falls on a weekend, the holiday will be observed by the federal government's schedule. Only full-time employees are eligible for holiday pay.

Vacation Days

Vacation days are awarded at the start of every fiscal year (July 1). Vacation time must be scheduled at least two (2) weeks in advance, with the approval of your immediate supervisor.

Full-time employees receive an awarded vacation allotment based on the number of months worked. A twelve (12) month position receives a paid vacation allotment of up to 120 hours per fiscal year. After seven (7) years of service will receive 40 additional hours of vacation. Employees working less than twelve (12) months will have their vacation allotment prorated by actual months (or equivalent months) or percentage of time worked during the fiscal year. Vacation can be taken in day or hour increments.

Vacation award time is intended to be used as a relaxation and refuel benefit for University employees. As such, the University will **NOT** pay out any awarded, but unused vacation time upon separation from employment. The last week of employment with the University will not be approved as a vacation week.

New hires will be permitted to use the Vacation time off benefits after 60 days of successful employment.

Personal Days

Personal days are to be used for urgent personal business that cannot be scheduled outside work hours. Personal days cannot be used consecutively to each other. Employees desiring to use a personal day must obtain approval from their immediate supervisor as far in advance as possible, but at least an hour before the start of the employee's shift.

Full-time employees receive awarded personal days allotment based on the number of months worked. A twelve (12) month position receives a paid personal day's allotment of up to 24 hours per fiscal year. Employees working less than twelve (12) months will have their personal days allotment prorated by actual months (or equivalent months) or percentage of time worked during the fiscal year. Personal days can be taken in day or hour increments.

Sick Days

Paid sick days are available for employees who are unable to work due to personal illness, surgery or physician / dental appointments, or the illness, surgery, or physician / dental appointments of either the employee's spouse or dependent (excluding the employee's parents). The University values its employees and trusts that they will not be absent unnecessarily. Employees must report that they will be off by notifying their supervisor before the official start time each day they are absent.

A supervisor may request a healthcare provider's slip at any time for any absence and a healthcare provider's slip will be required for all absences of three (3) or more consecutive work days. The slip should be submitted to Human Resources upon the employee's return to work. Supervisors should notify Human Resources whenever an employee is off three (3) or more work days to initiate any benefits under other policies such as FMLA. Employees who have exhausted their sick days and are subsequently off work more than the required waiting time for short-term disability should call Human Resources to initiate paperwork for short-term disability if they have enrolled in the STD benefit.

Full-time employees accrue their paid sick day allotment by months worked. A twelve-month position accrues those paid sick days at the rate of 4.62 hours days per pay; employees working less than twelve months will have their paid sick day allotment prorated by actual months (or equivalent months) or percentage of time worked in the fiscal and will accrue the prorated allotment at a different rate. Paid sick day accrual begins the day the employee begins work. Employees accumulate accrued but unused paid sick days in a "sick bank" up to a maximum of 240 hours at which point they accrue no additional time.

Mission & Community Leave

The University provides up to five (5) of days for University sponsored and endorsed activities consistent with the University's Catholic mission. Employees must submit requested Mission & Community Leave to the Office of Human Resources for approval.

Family and Medical Leave Act (FMLA)

The federal Family and Medical Leave Act (FMLA) allows eligible employees to take job-protected, unpaid leave for certain qualifying reasons. There are two types of leave available, including the basic 12-week entitlement and military family leave entitlements described in this policy. The University's FMLA policy is governed by all provisions of the FMLA.

Eligibility for FMLA

In order to be eligible for an FMLA leave, an employee must:

- Have at least twelve (12) months of service, which need not be continuous;
- Have worked at least 1,250 hours for the University during the twelve (12) months prior to the commencement of the leave;
- Is employed at a worksite where fifty (50) or more employees are employed by the University within seventy-five (75) miles of that site; and
- Have a qualifying reason for leave

Basic Family Leave

Employees who meet the eligibility requirements described above are eligible to take up to twelve (12) weeks of unpaid leave during a 12-month period for one, or more, of the following reasons:

- The birth of the employee's son or daughter, and to care for the newborn child during the first twelve (12) months following the birth;
- The placement with the employee of a son or daughter for adoption or foster care, and to care for the newly placed child;
- To care for the employee's spouse, son, daughter, or parent with a serious health condition;
- An employee's own serious health condition that makes the employee unable to perform the functions of the employee's job

A "serious health condition" is an illness, injury, impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in daily activities.

Generally, a chronic or long-term health condition that would result in a period of three (3) consecutive days of incapacity with the first visit to the health care provider within seven (7) days of the onset of the incapacity and a second visit within thirty (30) days of the incapacity would be considered a serious health condition. Chronic conditions requiring periodic health care visits for treatment must take place at least two (2) times a year. Other conditions may meet the definition of continuing treatment.

For all types of FMLA leave, the University designates the method used to calculate the 12-month period in which employees can take FMLA leave for qualifying reasons as a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

Qualifying Exigency Leave – Military Family Leave

Eligible employees whose spouse, son, daughter, or parent is on covered active duty or called to covered active status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include: attending certain military events; arranging for alternative childcare; addressing certain financial and legal arrangements; attending certain counseling sessions; and attending post-deployment reintegration briefings.

Leave to Care for Covered Service member – Military Family Leave

Eligible employees, who are the spouse, son, daughter, parent, or "next of kin" of a "Covered Service Member" with a serious injury or illness may take up to twenty-six (26) weeks of leave in a single 12-month period to care for the Covered Service member.

Covered Service member is defined as:

- A current member of the Armed Forces (including the National Guard or Reserves), who is undergoing medical treatment, recuperation, or therapy is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or
- A veteran of the Armed Forces (including the National Guard or Reserves), who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was discharged or released under conditions other than dishonorable discharge at any time during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for him or her.

Requesting Use of FMLA

If an employee's need for FMLA leave is foreseeable, the employee must give the University a notice of thirty (30) days prior to the need to take leave.

When it is impossible for the employee to provide a thirty (30) day, he or she must give notice as soon as possible, generally, within two (2) business days of learning of the need for leave, except in extraordinary circumstances. Failure to provide such notice may be grounds for delaying or denying leave. Employees must complete the University's designated leave request form (obtained through your supervisor).

Certification

Employees must provide sufficient information for the University to determine if the leave may qualify for FMLA protection, as well as the anticipated timing and duration of the leave. Vague, ambiguous, or non-responsive information will be considered insufficient. Employees also must inform the University if the requested leave is for a reason for which FMLA leave was previously taken or certified. Refusal or failure to give reasons for requesting FMLA leave or to provide the requested certification may result in the delay or denial of FMLA leave. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Use of Supplemental Pay for Unpaid leave

FMLA leave is unpaid leave; however, an employee may be eligible for short or long-term disability payments and/or workers' compensation benefits under those insurance plans or policies. Employees will be required to substitute any accrued but unused vacation, personal days, or sick days for unpaid FMLA leave. In other words, FMLA leave runs concurrently with other types of paid leave, to the extent allowed by state law.

Please contact Human Resources regarding the eligibility of any University benefit.

Benefits and Protections

During an approved FMLA leave, the University will maintain the employee's health coverage as if the employee continued to be actively employed. On return from an approved FMLA leave, most employees will be returned to the same position held when the leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Use of an approved FMLA will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Intermittent and Reduced Schedule Leave

Leave because of a serious health condition may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours worked per workweek or workday), if medically necessary. Leave due to qualifying exigencies may also be taken on an intermittent basis. Employees who require intermittent leave or a reduced leave schedule are encouraged to arrange medical treatments and appointments to minimize work disruption.

Additional Information

Upon request and where necessary, the Human Resources department will provide you with supplemental information surrounding the University's practices related to FMLA leave.

Bereavement Leave

In the unfortunate circumstance that it may be necessary, Wheeling University offers paid bereavement leave to eligible employees when absent for reasons related to the death of a qualified family member. An employee must be full-time to receive bereavement leave.

Five (5) working days will be provided to an eligible employee for immediate family members. Immediate family members are defined as brother, sister, grandparent, grandchild, stepchild, aunt/uncle, father/mother (including in-law), and son/daughter (including in-law). If the death involves the employee's husband, wife, child, or parent, the employee will be provided five (5) working days with pay. Days can only be used up to one (1) week following the individual's funeral or designated service.

Jury Duty

As part of being a good citizen, you are encouraged by the University to participate in jury duty when requested. Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, you must notify your supervisor.

Jury duty pay is limited to five (5) working days. To receive jury duty, pay, the employee must provide appropriate documentation to his or her supervisor. Time paid by this benefit will not be calculated as hours worked to pay overtime premiums.

Voting Leave

You are encouraged to vote either before or after scheduled working hours. Should this not be possible, arrangements for time off for voting purposes should be made with your supervisor in advance, with the approval of Human Resources. State guidelines regarding time off to vote will be followed where they apply.

Military Leave of Absence

Wheeling University is committed to protecting the job rights of employees absent on military leave. By federal and state law, it is the University's policy that no employee or prospective employee will be subjected to any form of discrimination based on that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied

employment, reemployment, promotion, or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or University policy. If any employee believes that he or she has been subjected to discrimination in violation of University policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five (5) years of leave of absence.

Employees requesting leave for military duty should contact Human Resources to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave, and job restoration upon completion of leave, contact Human Resources.

Inclement Weather & Reduced Operations

Whenever weather conditions or civil emergencies warrant a reduced operating schedule, designated University officials will confer to determine the proper course of action. If necessary, proper notification will be issued. Absent any notification, employees are expected to report for work at their regularly scheduled times unless otherwise notified or unless they request paid time off from their allotment of accrued but unused vacation or personal days.

The University will reduce operations as necessary per the following:

Delay

Classes will be delayed for students, and the workday start time will also be delayed for employees. When a delay is announced, both classes and the workday will be announced. Employees who believe that reporting for work imposes an undue or unnecessary risk to them personally should contact their supervisor and arrange to take a personal or vacation day. Emergency essential employees will be required to report as close to their regularly scheduled starting time, or earlier if so notified, in as safe a manner as possible.

Closure

Classes are canceled and the University offices are closed for the day. Emergency essential employees will be required to report as close to their regularly scheduled starting time, or earlier if so notified, in as safe a manner as possible.

Employees excused from work due to closure will receive their regular rate of pay for the time lost due to the closure. Full-time employees will be paid their normal salary or rate of pay up to a maximum of eight (8) hours. Part-time and temporary employees will not be compensated during a closure unless the part-time/temporary employee is part of the "Emergency Essential" staff. Employees who had previously scheduled the day as paid time off will not be required to use accrued paid time off for the day. Closure hours will count as non-worked hours and will not accrue to overtime.

Employees will be notified on their official job descriptions if they are considered part of the "Emergency Essential" staff and must report when the University is delayed, canceled, or closed. These employees are expected to report as close to their regularly scheduled time as possible but in as safe a manner as possible. Staff employees who are considered "Emergency Essential" and report for work will receive additional compensation (double time) for all hours worked. Administrative positions that are considered "Emergency Essential" will receive their normal salary as scheduled. Any employees who are considered emergency essential and who cannot make it in must report per the applicable process.

Lactation Accommodations

As required by law, Wheeling University will provide a reasonable break time to accommodate an employee desiring to express breast milk for her infant. Such break time shall, if possible, run concurrently with any break time already provided to the employee by the University.

We will make reasonable efforts to provide the employee with the use of a remote location, other than a restroom, near the work area to express breast milk in private. The room or location may include a place where the employee normally works.

If you require a lactation accommodation, you should advise your supervisor as early as possible so that accommodations may be made. Employees requesting lactation accommodations will be permitted such within the confines of the law, currently one (1) year following the birth of a child.

Acknowledgement of Receipt of Employee Handbook

Please carefully read the following and sign below.

This is to acknowledge that I have received a copy of the Wheeling University Employee Handbook, either in hard copy format or via electronic access (or both). I realize that it is my responsibility to read the Handbook thoroughly, familiarize myself with the content, and comply with the policies contained in the Handbook and any revisions made to it. I understand that this Handbook replaces any previous handbook. I also realize that it is my responsibility to seek clarification from my supervisor or Human Resources for any policies or provisions in this Handbook that I do not understand.

I understand that, except for the policy of at-will employment, the University may modify or rescind any policies, benefits, or practices described in the Employee Handbook at any time without prior notice to me.

I have entered into my employment relationship with the University voluntarily and acknowledge that there is no specified length of employment. I understand that my employment is at-will (unless otherwise provided to me in a written agreement), meaning that I may terminate my employment with the University with or without cause or notice, and that the University may terminate or change the terms of my employment, including but not limited to demotion, promotion, transfer, compensation, benefits, duties, and location of work, with or without cause or notice.

Employee's Signature

Employee's Name (printed)

Date

Employee Complaint Form

Wheeling University takes all employee complaints—including those of discrimination, harassment, unethical conduct or safety violations, as serious matters. So that we may properly investigate your concern, you are requested to fill out this form completely and return it as soon as possible. Please use additional sheets of paper where needed. After a prompt and thorough investigation into your complaint, you will be notified of the company's intended action. Should you have any questions about the process, please set them forth at the end of this form and we'll do our best to answer them. Thank you. Please submit your complaint form to the Human Resources office via mail, US Mail or hand delivered. Email: hr@wheeling.edu

Employee Name: _____ Title: _____

Department: _____ Supervisor Name: _____

1. Please describe in as much detail as possible the nature of your complaint

2. Please attach or identify all known persons, documents and witnesses to your concerns.

3. Are there any other employees you know of with a similar complaint?

4. Please describe how the actions you complain about have affected your ability to perform your job.

5. Please describe any solutions you believe can help resolve your complaint.

6. Please provide any additional matter or comments you wish the company to consider when investigating your complaint (please use additional paper if needed).

I declare that the facts set forth in this complaint form are true and accurate pursuant to the penalty of perjury under the laws of this State.

Employee signature: _____ Date: _____

_____Received date: HR

