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Approved 6/21/2017
PREFACE TO THE WESLEY COLLEGE STAFF HANDBOOK

This Staff Handbook is a guide and reference to policies, regulations, and other information relevant to staff of Wesley College. It is subject to revision by the President’s Cabinet and approval of the President and the Board of Trustees. Staff members are advised that the current handbook is available on the Human Resources webpage at: http://wesley.edu/campus-services/human-resources/staff-policies. In addition, staff members should review the above website to become familiar with all of its contents.

MISSION STATEMENT

Wesley College is a United Methodist institution of higher education that seeks to be among the finest student-centered learning communities in the liberal arts tradition. Consistent with our Methodist heritage, the College affirms meaning and purpose in life through justice, compassion, inclusion and social responsibility that enhance community life and respect for the environment. Wesley College exists to liberate and empower its students with the knowledge, skills, ethical attitudes and capacity for critical thinking needed to achieve personal and professional goals and to contribute to the local and global society.

NON DISCRIMINATION

Wesley College does not discriminate against any person on the basis of race, color, national origin, sex, gender identity, sexual orientation, marital status, disability, age, genetic information, pregnancy status, or status as a veteran in admission to, access to, treatment in, or employment in its programs, activities, or employment. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

**Students**
Dean Dr. Wanda Anderson
Deputy Title IX Coordinator & Dean of Students
120 North State Street,
College Center 125
Dover, Delaware 19901
(302)736-2443

**Faculty and Staff**
Dawn Howard-Bailey
Title IX Coordinator & Director of Human Resources
120 North State Street
College Center 324
Dover, Delaware 19901
(302)736-2306

**Disability-Related**
C. Justin Berg, M.S.
Deputy Title IX Coordinator & Director of Disability Support Services
120 North State Street
Parker Library 112B
Dover, Delaware 19901
(302)736-2739

Inquiries concerning the application of non-discrimination policies also may be made to:

Office for Civil Rights
Philadelphia Office
Wanamaker Building
Suite 515
100 Penn Square East
Philadelphia, PA 19107
T: 215-656-8541
F: 215-656-8605
Email: OCR.Philadelphia@ed.gov

Equal Employment Opportunity Commission (EEOC)
http://www.eeoc.gov/contact
ORGANIZATION OF THE COLLEGE

Board of Trustees
Board members are elected on the basis of a commitment to the programs and purposes of Wesley College. The Board establishes the broad guidelines of philosophy and institutional purpose and names the President to execute those guidelines. Various segments of the Board, including the Executive Committee, meet periodically during the year. The full Board of Trustees meets several times throughout the year.

Authority for Organizational Changes
As charged by the Board of Trustees, the President is responsible for changing the organization of the College to meet the needs of the College community. Such organizational changes may include the creation of new positions, elimination of some positions, and/or re-definition of existing positions. The determination of which positions shall be advertised or posted following re-organization shall be made in accordance with the following guidelines:

1. If a re-organization causes the job description of an employee to be altered without removing him/her from the division or unit, the President shall determine whether the change in job description is a promotion, transfer, or re-classification to a lower position; the President shall determine whether the position is to be posted or if the employee shall be placed in a new position for a probationary period. If a position is re-classified to a higher level via organization, the promotion requires only the notification of the Finance Office, the employee’s supervisor, and the employee.
2. Employees may be transferred from one location to another in the same or similar position to accomplish a re-organization within a division or unit; when such a transfer is made, no posting or advertisement is required.

EMPLOYMENT

Equal Opportunity
Wesley College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its employment or educational opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Wanda Anderson, Dean of Students, 120 North State Street, Dover, DE 19901; Tel. 302-736-2443. You also may contact the Office of Civil Rights in the Philadelphia Office, Wanamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19104; 215-656-8541.

Title IX/Sexual Harassment
Title IX is a federal law under the Department of Education’s 1972 amendment (amending the Higher Education Act of 1965) that protects all individuals from discrimination based on sex in educational programs or activities. These include but, are not limited to sex based discrimination in sports, against pregnant and parenting students, or women in STEM programs (science, technology, engineering and math). It also addresses sexual harassment, gender based discrimination and sexual violence. Sexual violence covers attempted or completed rape or sexual assault, as well as sexual harassment, intimate partner violence, stalking, exhibitionism, verbal or physical sexuality based threats or abuse and voyeurism. The Title IX Policy is located at the following link: http://wesley.edu/wp-content/uploads/2015/03/Title-IX-Policy-2-15-17.pdf.
Drug-Free Campus and Workplace

In support of the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act of 1989, it is the policy of Wesley College to maintain a safe and healthful environment for its students and employees. Therefore, College policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on College property or during College activities.

Violation of this policy constitutes grounds for disciplinary action up to and including immediate termination for an employee. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S.C., 84 e seq; T.C.A. 39-6-401 et seq.). Local ordinances also provide various penalties for drug and alcohol related offenses. The College is bound to take all appropriate actions against violations which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved alcohol or drug abuse assistance or rehabilitation program.

Individuals who are paid by Wesley College from federal grants must notify the College of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. The College is, in turn, required to inform the granting or contracting agency of such violation within ten (10) days of the College’s receipt of notification.

Accommodation of Disabilities – (Updated 7/19/2017)

On September 25, 2008, President Bush signed the Americans with Disabilities Act Amendments of 2008 (ADAAA). Employers with 15 or more employees must comply with the federal ADAAA law and state law in regard to the new amendments, and must apply the standard most beneficial to the employee. The ADAAA is effective as of January 1, 2009.

The Amendments Act expands the protections of the original ADA to include more individuals with less severe impairments.

The Act retains the ADA’s basic definition of a disability as:
- Having a physical or mental impairment that substantially limits one or more major life activities;
- Having a record of such an impairment; or
- Being regarded as having such an impairment.

However, the ADAAA has expanded the definition of “major life activities” to include:
- Caring for oneself
- Performing manual tasks
- Walking
- Standing
- Learning
- Reading
- Concentrating
- Thinking
- Communicating
- Working
- Lifting
- Bending
- Speaking
- Breathing
- Seeing
- Hearing
- Eating
- Sleeping
- Walking
- The operation of a major bodily function
The ADAAA also adds a new major life activity category – “major bodily functions”, which includes, but is not limited to:

- Functions of the immune system
- Digestive, bladder, and bowel functions
- Respiratory and circulatory functions
- Reproductive functions
- Cell growth
- Neurological and brain functions
- Endocrine functions

Wesley College is committed to full compliance with the ADAAA and will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship. An employee with a disability is responsible for requesting an accommodation in writing to Human Resources and provide appropriate documentation. Human Resources will work with the employee’s supervisor to identify which essential functions of the position are affected by the employee’s disability and what reasonable accommodations could enable the employee to perform those duties.

**Conflict of Interest**

An employee of the College shall be considered to have a conflict of interest if such person has existing or potential financial or other interests that impair or might reasonably appear to impair such person’s independent judgment in the discharge of his/her responsibilities to the College. All employees shall disclose to their supervisor any possible conflict of interest at the earliest practical time. Employees engaged in activities that constitute or appear to constitute a violation of this policy shall be subject to a review and evaluation of these activities by the President. Upon the completion of this review, a determination will be made, and, if necessary, a course of remedial action will be outlined in order to secure good-faith compliance with this policy. It shall be the policy of the College that any such activity that results in a conflict of interest with the proper discharge of employment responsibilities will be prohibited. The judgment or opinion of the President will prevail should a difference of opinion exist.

**Confidential Material**

Many employees will have occasion to come in contact or to deal regularly with records or circumstances of a confidential nature. Employees should practice discretion and care in discussing confidential matters of any nature that are part of their everyday work. Under no circumstances should matters of a confidential nature be discussed with any unauthorized persons.

**Political Activity**

As a not-for-profit institution, serving a wide variety of elements of the community, the College cannot endorse political candidates, nor take positions on political issues. While employees are encouraged to carry out their responsibilities as citizens, they are not to campaign for political candidates or political issues during working hours or on College premises. Political speakers and other political activities may be scheduled on campus only through the usual procedures for facilities reservation and with the approval of College officials.

**Intellectual Property**

Employees are permitted to use the letterhead and name of Wesley College in the identification of professional affiliation in the conduct of official College business and in scholarly and professional research activities. Employees are not authorized to use the Wesley College letterhead or name and are not to imply College endorsement when engaged in private or public activities or personal business. Faculty and staff
personnel are not authorized to use College postage or bulk mailing permits for private or personal documents or to use College employees in the preparation of such documents.

**Full-Time Employment**

A regular full-time employee of Wesley College is a person who is appointed, by the President or his designee, to an authorized, full-time position in a specific component of the College, and ordinarily, one whose position requires no less than thirty-five (35) hours of service each week for nine months or more in a twelve-month period. Security staff regularly work forty (40) hours in a work week.

**Part-Time Employment**

A part-time employee of Wesley College is a person who is appointed, by the President or his designee, to an authorized position in a specific component of the College, for either special projects or assignment to a particular area on a regular basis, for 34 hours or fewer per week for nine or more months in a twelve-month period.

**Offer of Employment**

When the appropriate supervisor has made his or her selection of an applicant for an authorized staff position, a conditional offer of employment will be extended to that individual by the appropriate administrator and/or President of the College.

**Probationary Period**

Refer to [2.1 – Policy on Probation](#) located on the Human Resources Staff Policies webpage.

The probationary period is designed to be used to orient the new employee to the College community, job training, and allow a reasonable amount of time for the College and the employee to evaluate the employee’s suitability for the position in question. All employees are employed on an at-will basis and are subject to a ninety (90) calendar day initial probationary period. Upon completion of this period, vacation and sick leave time shall begin to accrue effective with the employee’s date of hire.

**Resignation (Added 7/11/2017)**

A resignation is to be submitted in writing to your immediate supervisor including the effective date of separation. A minimum of two weeks’ notice is expected. Upon receipt of the resignation, the immediate supervisor shall immediately forward the resignation to Human Resources for processing. The immediate supervisor will acknowledge receipt of the resignation as soon as it is received. Human Resources will calculate the applicable vacation leave payouts, benefits termination dates, and begin the off-boarding process.

**EMPLOYMENT CLASSIFICATION AND OVERTIME**

**Employee Classifications**

All full-time employees of Wesley College are classified according to the following:

- College Officers
- President’s Cabinet
- Exempt Staff
- Non-exempt Staff
**Overtime Policy**

Refer to [3.1 – Policy on Overtime](#) located on the Human Resources Staff Policies webpage.

A timesheet must be submitted to the Payroll Office approved by the supervisor verifying the overtime hours claimed. This timesheet must be submitted to the Payroll Office no later than six business days prior to date of pay to ensure adequate time for processing.

**EVALUATION OF STAFF**

The President of the College is evaluated by the Board of Trustees, Officers Cabinet Members are evaluated by the President. Staff members are evaluated by the administrator to whom they report. Evaluations shall occur in accordance with procedures set forth by the Office of Human Resources and will be communicated accordingly. Corrective action should only occur in consultation with the Office of Human Resources.

The evaluation process includes, as a minimum, the following:

- An initial conference between the employee and the evaluator prior to May 15 to establish mutually acceptable objectives for the ensuing fiscal year
- A conference between the employee and the evaluator during the fall semester to discuss progress toward the objectives
- A conference between the employee and the evaluator during the spring semester to review accomplishments and assess possible areas for improvement
- Evaluation reports are signed by the evaluator and placed in the employee’s personnel file
- Each person evaluated may attach to the evaluation report any other material he/she so desires

**NEPOTISM**

Refer to [1.5 – Policy on Employment of Members of the Same Family (Nepotism)](#) located on the Human Resources Staff Policies webpage.

All employment appointments are made on the basis of experience and qualifications. However, no relative, by blood or marriage, of any supervisory officer may be appointed to any position under the supervisor’s jurisdiction. Such exception is to be made only with the approval of the President or designee.

**PERSONNEL FILES**

The Human Resources department, in cooperation with the President’s office, shall maintain personnel records pertaining to all employees of the College. Employee files will be retained in accordance with federal and state guidelines upon an employee’s departure.

Under normal operating conditions, access to the personnel file of an employee may be granted to the President, members of the Human Resources department, the employee’s division head or the employee’s supervisor. Employee files are the property of Wesley College and not the employee.

With reasonable notice and during regular business hours, an employee may request to review the contents of his/her personnel file, subsequent to his/her employment. Request for such review must be made in writing and will occur in the presence of a representative of the Human Resources department. The employee may
take notes regarding information in the file, but documents contained in the file may not be reproduced, except as provided by the Human Resources Director.

Wesley College participates with The Work Number for employment verifications. If you are asked for proof of your employment or income, provide the verifier with Wesley College’s employer code of 100903, your Social Security Number and then direct the verifier to www.theworknumber.com. If an employee would like to opt out of this service, s/he should email payroll@wesley.edu to make the request.

**PAYROLL INFORMATION**

*Change of Personnel Information*
Employees of the College should provide updates to the Human Resources department through the use of the Personnel Change Notice form available at the following link: http://wesley.edu/wp-content/uploads/2016/07/Wesley-Personal-Data-and-Self-Identification-Form-1.pdf.

*Payroll Periods*
All staff are paid on a semi-monthly basis. The pay schedule is located on the HR website here: http://wesley.edu/wp-content/uploads/2018/01/2018-Faculty-and-Staff-Semi-Monthly-Payroll-Schedule.pdf.

*Direct Deposit*
The College highly encourages direct deposit for all new employees. If an employee would like to make a change to his/her direct deposit, changes must be submitted by no later than one week prior to the paydate. Additionally, there will not be any reissues of paychecks until confirmation of non-payment has occurred. Please contact payroll@wesley.edu for additional information or if you have any questions related to your direct deposit.

*Deductions*
The College withholds all mandatory deductions as required by federal and state law. Employees should complete the tax withholding forms and keep them current on file with the Human Resources department.

**EMPLOYEE BENEFITS**

*Medical Insurance*
Wesley College provides optional medical insurance for each full-time employee. Any full-time employee may elect to participate in the College’s medical insurance group. The plan is “contributory” (employee contributes a specified amount according to coverage chosen in addition to Wesley College’s contribution to the annual premium) and authorized payroll deductions are made each pay period.

Employees with previous continuous coverage elsewhere become eligible under the Wesley College program on the first day of employment. All others become eligible under the plan the first day of the month following the date of employment.

*Short-Term Disability*
Wesley College provides short-term disability benefits for all full-time employees. Upon the expiration of all accrued sick and vacation leave, short-term disability benefits in the amount of 75% of salary are available for
up to 26 weeks. Short-term disability is managed by a third party vendor (Sun-Life) who reviews and determines eligibility for the benefit. In all cases, medical documentation is required for determining eligibility and short-term disability eligibility is not guaranteed. Short-term disability benefits replaces regular wages and are subject to taxation.

**Long-Term Disability**

This insurance is offered to all full-time employees upon hire and premiums are paid by the employee through payroll deduction. After the first six (6) months of total disability, this plan provides 60% of the employee’s salary, to a maximum of $3,000 per month less the sum of benefits from other sources that apply to the same month (e.g., Social Security, workers’ compensation, state disability, etc.). In no event will the monthly income benefit be less than $100 or 10 percent of the monthly income benefit before benefits from other sources are subtracted. Benefits start the first day of the month after the end of the elimination period which is six (6) months.

**Life Insurance**

All full-time employees are eligible to enroll in group term life insurance at an amount equal to one’s annual earnings rounded to the next thousand. Employees become eligible under the plan on the effective date of their employment. This benefit is currently provided on a “non-contributory” basis (Wesley College pays annual premium in full and no contribution is made by employee) to full-time employees. However, the percentage of College contribution is subject to change at any time. The employee can add optional life insurance at a specific amount for themselves, their spouse and their dependents. The optional plan is paid for by the employee and is deducted through the semi-monthly payroll process.

**Tuition Exchange**

Refer to [4.10 –Policy on Tuition Exchange](#) located on the Human Resources Staff Policies webpage.

Wesley College is currently a member of two separate associations which provide tuition grants for dependent children of full-time employees at member institutions. These associations are the Council of Independent College Tuition Exchange and the Tuition Exchange Program. Program terms over which Wesley has no control are subject to change without notice. Additional information regarding tuition exchange is available from the Office of Human Resources.

**Tuition Assistance**

Refer to [4.11 –Policy on Tuition Assistance at Wesley College](#) located on the Human Resources Staff Policies webpage.

The College offers financial assistance to the employee and his/her dependent(s) in the form of tuition assistance for courses taken at Wesley College. Full-time personnel are granted tuition assistance for themselves, his/her spouse, and/or his/her natural born or legally adopted dependent children as shown on the IRS tax form as part of his/her benefit program.

The tuition benefit is considered a form of financial aid and is subject to the same guidelines, limitations, and restrictions as other forms of financial assistance. In applying for the tuition benefit the employee, spouse, or dependent is required to apply and be accepted for admission, file a Financial Aid Form, and ask that the analysis of this form be sent to the College. The employees will be responsible for any fees.
Coursework at Wesley College
Full-time staff are allowed to take one course per semester during normal work hours with prior supervisor approval. The employee will not be compensated for the time he/she is absent from his/her workstation. The employee taking coursework at Wesley College during normal work hours must receive schedule change approval through his/her immediate supervisor. Employees in the undergraduate program are limited to two classes per term. Employees in the graduate program are limited to one class per term.

RETIRED ANNUITY PLANS
Retirement Annuity Plans are provided for eligible employees through Mutual of America (MOA) and Teachers Insurance and Annuity Association (TIAA). All full-time, part time and adjunct employees of the College are eligible to participate. Student employees are excluded from the plan.

There are a number of advantages to contributing to Wesley College’s 403(b) Plan.
- Pre-Tax Contributions: Through salary reduction, your contributions are deducted from your paycheck before they can be taxed as ordinary income. You pay less in income taxes now, because your 403(b) contributions lower your taxable salary.
- Tax-Deferred Growth: Any investment or interest earnings are not subject to federal income tax until they are withdrawn.
- Possibility of Lower Tax Bracket at Retirement: Chances are your federal income tax bracket will be lower at retirement. As a result, your future income tax obligation for your 403(b) withdrawals could be less than if federal income taxes had been paid in your current tax bracket.
- Compounding: Compounding is the principle of reinvesting your earnings. The earlier you start saving, the longer the period of time over which you can accumulate investment return.
- Roth IRA: an after-tax option with tax exempt earnings

The Wesley College 403(b) Plan includes an employer Matching Contribution that is dollar for dollar up to 6% of an employee’s annual base compensation.

LEAVE POLICIES

Vacation Leave
Refer to 4.2 – Policy on Vacation Leave located on the Human Resources Staff Policies webpage.

Effective 7/1/99, all full-time, regular twelve-month staff employees of Wesley College, will accrue vacation upon satisfactory completion of a 90-day evaluation period. Vacations must be scheduled in advance and are subject to prior supervisor approval.

Sick Leave
Refer to 4.3 - Policy on Sick Leave located on the Human Resources Staff Policies webpage.

All full-time employees of Wesley College shall accrue sick leave upon satisfactory completion of a ninety (90) day probationary period effective as of the date of hire.

Maternity Leave Policy
Refer to 4.4 - Policy on Maternity Leave located on the Human Resources Staff Policies webpage.
The purpose of Wesley College’s Maternity Leave policy is to promote balance between employee’s responsibilities at work and parenthood. It is the intent of the College’s Maternity Leave policy to comply with the Family and Medical Leave Act of 1993, which grants an eligible employee up to a total of 12 workweeks of unpaid-leave in any 12-month period for certain circumstances. Generally, the employee’s maternity leave is unpaid. However, an employee may use accrued sick leave and vacation as part of his/her maternity leave.

**Holiday Leave**

Refer to 4.5 – Policy on Holiday Leave located on the Human Resources Staff Policies webpage for updates.

The holidays currently observed each year are:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Holiday</th>
<th>Holiday</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Easter Monday</td>
<td>Labor Day</td>
<td>Day After Thanksgiving</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>Memorial Day</td>
<td>Veteran’s Day</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Independence Day</td>
<td>Thanksgiving Day</td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

The President reserves the right to designate additional closure days each year.

**Bereavement Leave**

Refer to 4.6 – Policy on Bereavement Leave located on the Human Resources Staff Policies webpage.

Bereavement Leave may be granted in the event of death within an employee’s family. Please refer to the policy noted above for specific information.

**Military Leave**

Refer to 4.7 – Policy on Military Leave located on the Human Resources Staff Policies webpage.

Wesley College complies with all of the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA), and will grant military leave to all eligible employees. Please refer to the above policy for applicability.

**Jury Duty**

Refer to 4.8 – Policy on Jury Duty Leave located on the Human Resources Staff Policies webpage.

An employee summoned for jury duty or witness service, upon presentation of the summons, is authorized to be absent from his or her work for the actual time required by such service. An employee so summoned must notify his or her immediate supervisor as soon as possible after receipt of the summons.

**Family Medical Leave Act of 1993**

Refer to 4.9 – Policy on Family and Medical Leave located on the Human Resources Staff Policies webpage.

All employees who have been employed for at least 12 months by the College and have worked at least 1,250 hours for the College over the 12-month period prior to the leave request, are eligible to apply for Family and Medical leave under (1), (2), (3), (4), (5), and (6) below.

1. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
2. Because of the placement of a son or daughter with the employee for adoption or foster care.
3. In order to care for the spouse, the spouse's parent, or a son, daughter or parent, of the employee, if such spouse, spouse's parent, son, daughter or parent has a serious health condition (as defined below).
4. Because of a serious health condition (as defined below) that makes the employee unable to perform the essential functions of his/her position, either work-related or non-work related.
5. Because an employee is a parent, spouse, child, or the nearest blood relative of a soldier with a serious injury or illness (as defined below).
   a. Other types of FMLA leave may not be combined with the Service Member Medical Leave to exceed the 26-week limitation in a single 12-month period.
6. Because of a qualifying active duty exigency (as defined below) where the employee is a parent, spouse, child, or the nearest blood relative of a soldier who is on or who has received an order to active duty status in the United States Armed Forces in support of a contingency operation.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Leave Without Pay**

Refer to 4.1 – Policy on Leave of Absence Without Pay located on the Human Resources Staff Policies webpage.

Employees who utilize all available leave and are unable to work, will not receive pay and will be placed in a Leave of Absence Without Pay status. During this status, vacation and sick leave will not accrue. If the individual is not covered under FMLA, the employee will be responsible for the employee and employer contributions to benefit plans, which must be maintained.

In addition, employees who are in a Leave of Absence Without Pay status just prior to the observation of a designed holiday, will not receive pay for such holiday.

**Worker’s Compensation**

All accidents must be immediately reported to the Human Resources department upon occurrence but no later than forty-eight (48) hours after the accident has occurred in order to file the appropriate paperwork.

**MISCELLANEOUS POLICIES AND INFORMATION**

**Discounts and Privileges**

Barnes and Noble offers full-time Wesley College employees a 10% discount from regular retail prices on any merchandise regularly carried at the College Bookstore. A discount will be granted on all sales of $1.00 or more and will not apply to sale merchandise.
Further, those employees and their immediate families are admitted free to many Wesley College-sponsored athletic events, lectures, community forums, and all activities sponsored directly by the Student Life Office. To receive the above discounts and privileges, presentation of a valid Wesley College Identification Card may be required.

**Travel Expense**

It is the policy of the College to reimburse employees for all reasonable and necessary expenses incurred while traveling on pre-authorized College business. Prior approval of such expense must be obtained from the appropriate supervisor and/or cabinet member. Items eligible for reimbursement include transportation, lodging, meals, telephone, entertainment of business clients and similar related expenses and must be accompanied by documented receipts.

Transportation will be scheduled in the most practical, economical manner. Air travel will be reimbursed for coach sections only.

Entertainment is an authorized expense only if it is clearly defined as a necessity on behalf of the College. Such payments must be itemized on an Expense Report. Entertainment expenses incurred by employees alone or accompanied by other Wesley employees are not reimbursable except as noted above.

Expense reports should be submitted weekly for continuous travel and within one week following the conclusion of a trip for intermittent travel.

Insurance coverage should be declined when renting a car to conduct College business. Employees are covered under the College master plan which covers vehicular damage to rental automobiles up to $25,000. Rental units above this value should not be rented. Employees traveling with rented vehicles should carry the College’s insurance information. This information can be obtained from the Office of the Vice President for Finance and Administration.

Reimbursement for the use of a personal car will occur in accordance with designated rates. On trips of over 1,000 miles, the reimbursement will be limited to the cost of an air coach ticket for that particular destination. In the event of termination, settlement of all open expense accounts is required before issuance of a final payroll check.

**Campus Closure**

In the event of bad weather, a decision on the closing of offices and/or cancellation of classes, or postponement of starting times, will be made in a timely fashion by the President and/or designee(s). Decisions regarding closure and/or cancellation of classes will be communicated through the College’s emergency text notification system and college email.

**Parking Regulations**

All employees must register motor vehicles driven to the College with the Office of Safety & Security. A hanging registration tag is to be placed on the rearview mirror.

**Mail**

Mailboxes are located on the ground floor of the College Center. Personal mail may be mailed from the mailroom but must possess the adequate postage.
**Telephone Usage**
Under no circumstances are personal calls to be placed long-distance and billed to the College.

**Staff With Faculty Rank**
In consultation with the appropriate department chair, the Provost may recommend that academic rank be granted to College employees. Such recommendations require approval of the President. Employees considered for faculty rank must meet the required criteria for appointment to a teaching position. In all cases, such employees remain subject to the provisions of the Staff Handbook for all things related to his/her staff position.

**Job Opportunities**
Refer to [1.4 – Policy on Job Opportunities for Current Employees](#) located on the Human Resources Staff Policies webpage.

Employees are welcomed to apply for posted positions however an interested employee must satisfy the experience and skill requirements of the posted position, have served a minimum of one (1) year in his or her current position, and have satisfactory evaluations. All job assignments will be made with the best interests of the College in mind.

**No Solicitation**
Solicitation by non-campus personnel is prohibited, unless otherwise approved in advance by the appropriate senior administrator.

**Smoke-Free Workplace**
The Delaware Clean Indoor Air Act prohibits smoking in any indoor enclosed area to which the general public is invited or permitted, including all public and private workplaces, schools, and healthcare facilities; restaurants, bars, and casinos, and public transportation vehicles. To that end, no smoking, which includes the use of e-cigarettes, is permitted within 50 feet of any entrance of any building on campus. All buildings on campus are smoke free environments.

**External Communications**
Refer to [5.1 – Policy on External Communications](#) located on the Human Resources Staff Policies webpage.

To ensure effective dissemination of information concerning the College, please refer to the above named policy.

**Solicitation-Accounting of Funds**
All funds collected by an employee, except for funds collected by and for fraternities or sororities, shall be deposited in a duly established account through the Controller and each deposit must be duly receipted, with the receipt sent to the donor for tax purposes. All bills to be paid from these accounts must be duly documented and sent to the Controller through the authorized person or persons designated to control said account. The Vice President for Finance and Administration shall establish such other procedures as may be needed to:

- Maintain proper accounting procedures to protect the College from possible illegal acts by its agents
• Protect the donor or others by ensuring it is a tax-deductible gift
• Protect the College’s tax-exempt status

**Fund-Raising for the College**
Efforts of any employee to procure funds for the College are welcomed. However, any employee wishing to solicit funds for the College must consult the Office of Institutional Advancement for detailed policies and procedures and receive clearance/approval from the Vice President for Institutional Advancement prior to the solicitation. The purpose of the solicitation management procedure is to enhance the efficiency, equability, and effectiveness of the College’s total fund-raising effort.

**Duplication Services**
Office Services, located on the ground floor of the College Center, provides photocopy duplication services, according to the following guidelines:

• Duplication must be in compliance with copyright regulations
• Charges for duplication of personal documents must be paid at the time of duplication
• Only authorized personnel may operate duplicating equipment

**Use of Wesley Facilities**
The use of Wesley Facilities is handled by the Events Planning Office. Please find the necessary information regarding the use of Wesley Facilities at [http://wesley.edu/campus-services/student-affairs/facilities-reservation-request](http://wesley.edu/campus-services/student-affairs/facilities-reservation-request).