

STAFF HANDBOOK

**IOWA WESLEYAN UNIVERSITY
STAFF HANDBOOK**

This *Handbook* replaces and supersedes any previous employee handbook published and issued by the University. The recipient is responsible for reading and understanding its contents, including any updates which may occur at any time.

ISSUED TO: _____
 Print Name

I hereby acknowledge that I received a copy of the *Iowa Wesleyan University Staff Handbook (Effective April 2012)* and will read and comply with the provisions contained therein.

Signature

Date

Return a signed copy of this page to Human Resources to be placed in your employee personnel file.

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Purpose of the Handbook

The *Iowa Wesleyan University Staff Handbook* provides information concerning the University's organizational structure and the procedures the University has adopted to carry out its mission. The *Staff Handbook* contains general statements of University policy, but should not be read as including the specific details of each policy. It is not intended to be all-inclusive, and should not be interpreted as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. Iowa Wesleyan University reserves the right to interpret, change, alter, suspend and cancel all policies and practices without advance notice. The University will periodically update the *Staff Handbook*, but there will be times when policy will change before material in the *Staff Handbook* is revised.

Nothing contained in the *Staff Handbook* should be construed as a contract or guarantee of continued employment. All staff employees of the University are hired on an at-will basis for no specific term of employment, and the University reserves the right to terminate the relationship at any time.

The University is an equal employment opportunity employer. No person may be unlawfully discriminated against in employment because of race, color, religion, gender, age, sexual orientation, national orientation, disability or veteran status.

The office of the Senior Vice President is responsible for revision of the *Staff Handbook* and for the interpretation of statements made in it.

Historical Sketch of the University

The historic founding of Iowa Wesleyan University is rooted in the religious, educational and cultural aspirations of early settlers in the frontier settlement of Mt. Pleasant. Their aspirations were shaped by an impelling vision and a bold determination to build an institute of learning in the rapidly developing southeast corner of the Iowa Territory. On February 17, 1842, the Territorial Legislature granted a charter for the Mt. Pleasant Literary Institute, later named the Mt. Pleasant Collegiate Institute.

On March 8, 1843, Aristides Joel Priest Huestis, a New Englander by birth, signed a contract, the first dated document of the Institute, to act as Agent for raising money and supervising construction of the Institute Building. Three days later, four Mt. Pleasant residents donated twenty acres of land in four adjoining plots so that trustees could “within three years from this date erect a substantial building on some part of said donation, which building shall be used and forever appropriated as an institution of higher learning.”

Nearly three years later, in their minutes of November 11, 1845, trustee’s record: “Resolved by the board of Trustees we deem it expedient to elect a faculty and open a school on the first Monday in January next.” On that same date, they also named Huestis the President of the Institute.

Classes began in the Institute Building, now known as Pioneer Hall, with two professors: President Huestis, who taught Natural and Moral Science and belles lettres, and Johnson Pierson, who taught ancient languages and literature. Mathematics was added to the curriculum later that year.

James Harlan was named President of the Institute in 1853. Known as a man of national and political interests, Harlan, an Iowa City lawyer and businessman, determined to advance the educational status of the Institute. He successfully raised funds to construct a second building, now Old Main, and expanded the curriculum, adding political economy and theology, as well as piano, drawing, French and German classes. At his urging, on February 15, 1855, the Institute’s name was changed to Iowa Wesleyan University to emphasize its enlarged University program and its sponsorship by the Iowa Conference of the Methodist Episcopal Church, granted in 1849.

The first University-level graduate of Iowa Wesleyan was Winfield Scott Mayne who earned a B.A. degree in 1856. In 1859, Lucy Webster Killpatrick was the first woman granted a B.A. degree at Iowa Wesleyan. Belle Babb Mansfield, the first woman to be admitted to the bar in the United States, graduated from Iowa Wesleyan in 1866. Susan Mosely Grandison, the first female black graduate, earned her degree in 1885. Keyroku Miazaki from Tokyo, Japan, attended 1890-91, the first documented international student. In 1958, Iowa Wesleyan graduate James Van Allen discovered the earth’s radiation belts. These radiation belts now bear his name. In October, 2007, Peggy Whitson, NASA astronaut, became the first female commander of the International Space Station. She set the U.S. record with 377 days in space on two missions:

2002 and 2007-08. On July 1, 1912, Iowa Wesleyan University became Iowa Wesleyan University.

Through the years, the University has pioneered in such features as coeducation, the laboratory approach to teaching in the sciences, and service learning, adopted in 1967. More recently it has implemented an experiential learning program that integrates its Life Skills emphases with service learning and career experience into each student's education. To prepare students for responsible citizenship and fulfilling careers, this program combines a broad-based liberal arts curriculum with community service learning opportunities and field experience in the chosen field of study.

Iowa Wesleyan maintains a close affiliation with the United Methodist Church, from which it derives its sensitivity for spiritual values in social justice and human welfare, local, national and international. In its distinctive role among the many institutions of learning in America, Iowa Wesleyan holds fast to the ideals of its founding vision, while fostering creativity and the pursuit of truth in its developing curricular framework of Learning in Community.

Mission

The mission of Iowa Wesleyan University is to prepare students to succeed in a changing global environment. Iowa Wesleyan is a four year liberal arts University providing quality individualized learning experiences that combine the development of the intellect with adaptive life skills. The University is affiliated with the United Methodist Church with which it shares a commitment to spiritual values, social justice and human welfare.

Academic Vision

The story of Iowa Wesleyan University is a story of *community*; its founding, *an act of community*; its long history, *an affirmation of community*. Its defining vision draws on a *community of memory* even as it forges a dynamic future.

More than a century and a half ago, Iowa Wesleyan University was born in a frontier settlement imbued with a yearning for culture, a Methodist-led zeal for education, and a bold, impelling vision. The impulse and the forces for action were at work in the founding of the University.

In January of 1842, a bill “to incorporate a Literary Institute at Mount Pleasant” was passed by the Iowa Territorial Legislature. Trustees were authorized to begin the work of arranging finances, appointing professors and drawing up rules of conduct. On March 11, 1843, nine years after the town was settled, four Mount Pleasant citizens donated twenty acres in four adjoining plots to enable the trustees to “*erect a suitable building on some part of the donation, which should be used and forever appropriated as an institution of higher learning.*”

Iowa Wesleyan University pioneered daring and unconventional educational policies and practices. Soon after its founding, it admitted and graduated women, its first black student, its first international student and its first female law student who had earlier become the first woman admitted to the bar in the United States. Though Wesleyan’s history records repeated challenges to its stability, resilience and faith in the future have continued to draw the University through turbulent times.

Energized and guided by historic memory, Iowa Wesleyan University respects individuality within the context of a community with common moral purpose, a community that welcomes persons of diverse backgrounds and world views. In so recognizing both immediate and global dimensions of civic membership, individual aspirations are tied to the aspirations of all, echoing John Wesley’s declaration “The world is my parish.”

Committed to joining the development of the intellect with the realities of life, the Iowa Wesleyan experience values service to others, preparation for a life of rewarding work, and the acquisition of enduring knowledge to enhance the ability to engage in common discourse and appreciate varieties of expression. It fosters a love of learning, a desire for civility, and the release of human potential.

Iowa Wesleyan University is bold to expect that every graduate will

- make reasoned choices that will enhance personal and civic virtue
- work harmoniously with others in pursuit of common goals

- become a responsible member of the community, joining personal and social identity
- recognize and strive to remove barriers that divide peoples and nations
- evolve a code of ethics for personal choices and public decisions
- practice environmental stewardship
- speak and write persuasively with sensitivity and respect to those with differing viewpoints
- demonstrate the ability to think and read critically
- cultivate an appreciation of the arts
- become fluent in use of modern technology
- develop adaptive personal and career skills
- explore a variety of academic disciplines beyond the familiar
- engage in on-going search for truth and justice
- deepen personal faith and devotion to God

Accreditation

Iowa Wesleyan University is a four-year coeducational University of liberal arts and sciences related to the United Methodist Church. Iowa Wesleyan University is accredited by the Higher Learning Commission of the North Central Association of Universitys and Schools. The Commission is located at 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504. Telephone: 1-800-621-7440. www.ncahlc.org

Iowa Wesleyan is also accredited by the State Department of Education, and the University Senate of the United Methodist Church. The Nursing Program is approved by the Iowa Board of Nursing (IBON, Riverpoint Business Park, 400 SW 8th St., Suite B, Des Moines, IA 50309; 515.281.3255). and is in candidacy status for initial accreditation by the Accreditation Commission for Education in Nursing(ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404)975-5000). The University is approved by the government training program under the Veteran's Bill (550 and 894).

Compliances

It is the policy of Iowa Wesleyan University not to discriminate on the basis of race, color, national origin, gender, disability, age, religion, creed, sexual orientation or gender identity in the provision of its educational programs and in its employment policies and practices. Questions, concerns or complaints should be addressed to the Office of Human Resources, 319-385-6209.

Iowa Wesleyan University complies with the Family Education Rights and Privacy Act of 1974—Public Law 93-380. A full statement of the policy of Iowa Wesleyan University on the Access to and Release of Student Data/Information is on file with the Vice President for Academic Affairs, the Director of Admissions and the Dean of Student Life.

Board of Trustees/General Organization

The Board of Trustees is the legal governing body and the chartered legal entity for Iowa Wesleyan University. As such, it is the final institutional authority and grants all earned degrees awarded by the institution, upon recommendation of the faculty. Its primary responsibility is the articulation of general educational policies and academic goals. In so doing, it is obligated to husband the financial resources of the University and to relate them to the likely needs of the future, and to assure that the Methodist tradition serves as a prelude to and inspiration for the future of the institution. While maintaining a general overview, the Board entrusts the conduct of administration to the President and through him to other administrative officers of the institution.

Iowa Wesleyan University operates under the *Restated Articles of Incorporation and By-Laws* granted by the State of Iowa. The University is affiliated with the United Methodist Church, but is an independent entity under Iowa law.

The governing body of Iowa Wesleyan University is the Board of Trustees, and the President of the University is the Executive Officer.

President

The President is appointed by the Board of Trustees, with the involvement of the faculty and students in the selection process. As the chief executive officer of the institution, the President supervises and directs the affairs of the University. It is the duty of the President to assure that the standards and procedures in operational use within the institution conform to the policies established by the Board of Trustees and to the standards of sound academic practice. The President shares responsibility for the definition and attainment of goals and for operating the communications system which links the components of Iowa Wesleyan University (IWC), and is largely responsible for the maintenance of existing institutional resources and the creation of new resources. As the chief spokesman and representative of Iowa Wesleyan University the President works for public understanding. In all these areas, the responsibilities are to plan, organize, direct, represent, and evaluate. Specifically the President will:

- Develop a distinctive, dynamic and inclusive vision that permeates the academic, student, and religious life of IWC.
- Lead the University in strategic planning linked to multiple year budgets; implementing the shared vision; bringing a broad knowledge of relevant trends in higher education to the institution; cooperatively working with, and encouraging the faculty in developing excellent new academic programs; discovering new ways in which technology can be implemented in the overall life of the University, including new learning paradigms.
- Give renewed leadership to the IWC capital campaign, including creative strategies for accomplishing major goals; building new programs for attracting alumni, foundation, and corporate support; continuing to increase the size of the endowment; increasing faculty and staff salaries; forging entrepreneurial partnerships with Mt. Pleasant and southeastern Iowa businesses, government and non-profit organizations.
- Attracting and retaining talented students, faculty, and support staff, and developing enrollment management and faculty/staff development models for attaining these goals.
- Working cooperatively with the Board of Trustees and the United Methodist Church in furthering the mission of IWC; assisting trustees in their continuing effort to attract new members; re-examining the governance structure of the

University and recommending changes which will facilitate more inclusive institution-wide collaborative efforts and open communication.

- Selecting, evaluating, and retaining a senior administrative team; delegating authority and responsibility; holding the team accountable.

Special Assistant to the President

The Special Assistant to the President is a part-time position appointed by the President. The Special Assistant will;

- Serve as liaison with P.E.O.
- Assist in the creation of events for alumni on and off campus
- Provide historic and donor perspectives for the development office
- Continue to assist with the general area of church relations
- Assist in the creation of requested documents for the Board of Trustees
- Assist in the completion of surveys, research and studies needed for the University
- Act as a representative of the President as needed
- Provide counsel to the President regarding various topics
- Attend appropriate meetings relevant to the position
- Assume projects as determined by President

Senior Vice President and Chief Financial Officer

The Senior Vice President and CFO is appointed by the President and is the chief business and financial officer of the University. She directs and coordinates the University's fiscal and business affairs; formulates and recommends financial policies, plans, and objectives; approves both financial and business service programs; appraises the performance of annual and long-range forecasts of capital and operating budgets and staffing projections; and directs other matters important to the successful financial administration of University affairs. Mailroom functions also report to this individual.

Vice President for Academic Affairs

The Vice President for Academic Affairs is appointed by the President with the advice of and in consultation with the faculty. The Vice President for Academic Affairs is the chief educational officer of the University and, as such, has the ultimate responsibility for the academic program of

the University. She is directly responsible to the President for planning, integrating, coordinating, and implementing instructional and faculty development programs that will accomplish the aims of the University. In coordinating the overall institutional program she works closely with the Associate Vice President and Dean of Extended Learning, the Vice President and Dean for Student Life, and the Associate Vice President and Chief Information Officer.

Vice President for Institutional Relations

The Vice President for Institutional Relations is appointed by the President and is the chief advancement officer of the University and, as such, has the ultimate responsibility for the institutional relations programs of the University. He is directly responsible to the President for planning, leading and managing all aspects of a comprehensive institutional relations program encompassing campaigns, fund-raising, marketing, communications, publications, public relations, alumni relations, church relations and constituent relations. The Vice President is the primary staff representative to the Board of Trustees Development/Marketing, Church Relations and Campaign Executive Committees and serves as an advisor to the President on matters affecting the institution. Primary responsibilities and relationships with other people in the institution are to:

- Craft a vision for the advancement program appropriate to the institution and its alumni.
- Oversee the establishment of policy and protocol on all issues pertaining to the institutional relations program.
- Prepare, with the assistance of other program directors, an annual plan for institutional relations, which includes goals, action plans and budgeting.
- Develop and maintain a three-year plan for the institutional relations program.
- Direct the organization and management of the advancement program through supervision of advancement staff. Supervise the Director of Public Relations, Director of Publications, Director of Development, Regional Development Officers, Director of Alumni and Parent Relations, Database Manager/Advancement Services Coordinator, and Assistant to the Vice President.
- Responsible for the administration and management of a comprehensive campaign program, including the identification, cultivation, solicitation, gift administration and donor management programs for unrestricted, restricted, capital, endowment, and deferred gifts.
- Provide alumni services, activities and programs and work with the Alumni Association Board of Directors and the Student Alumni Association to improve alumni relations.
- Work with Alumni, friends, and the community to advise the president and the administration on strategies to promote and improve the University.

- Work closely with the Board of Trustees through the Development/Marketing, Campaign Executive, and other committees to advance the mission of the University. Provide support to individual Board members who are assigned major gift prospects for the purpose of cultivation and solicitation.
- Work with fundraising organizations such as the Friends of the Harlan-Lincoln House and the Athletic Association (IWCAA) to raise funds for designated purposes.
- Responsible for advising the President on all issues pertaining to the advancement program, as well as the management of leadership gift prospects.
- The Vice President for Institutional Relations works closely with the heads of other departments within the institution to promote awareness and understanding of the institution; to secure appropriate funding for ongoing programs, capital projects and endowment; and to ensure that the institution serves the appropriate publics it is intended to serve. The Vice President for Institutional Relations serves on the administrative management team of the institution.

Vice President and Dean of Student Life

The Vice President and Dean for Student Life is appointed by the President and is responsible for the administration of the Office of Student Life. She leads the office in its commitment to liberal arts education and intellectual, cultural, spiritual and social development of undergraduate students, both residential and commuter. The Vice President and Dean helps create and sustain an environment that supports student success, encourages collaboration between academic and student affairs and helps foster a sense of community across the campus. She has responsibility for student activities, student organizations, residence halls, international students, health center, counseling and student conduct.

Chaplain

The Chaplain is appointed by the President and reports to the Vice President and Dean for Student Life. He is responsible for the religious life of the Iowa Wesleyan University community by providing pastoral care, programmatic leadership, spiritual direction and moral guidance. He works closely with the United Methodist Church and assists in the recruitment of United Methodist Students. The Chaplain's duties and responsibilities include:

- Arranging Chapel services and special worship activities as deemed appropriate
- Actively engaging in the life of the University
- In cooperation with the Admissions Office, creating and executing plans to recruit United Methodist students.

- Working closely with the Office of Student Life to facilitate educational and spiritual programming in the residence halls.
- Serving as the liaison between IWC and the Iowa Conference of the United Methodist Church.
- Working closely with the Pastor and Associate Pastor of the First United Methodist Church of Mt. Pleasant, to coordinate programs and use of facilities whenever possible.
- Working at establishing mutually beneficial relationships with United Methodist pastors in Southeast Iowa and the surrounding areas.
- Reconnecting alumni pastors with the institution through summer programs and frequent visits.
- Creating, promoting, and executing events geared toward enhancing and expanding our relationship with United Methodist and other churches, and the Iowa Annual Conference.
- Coordinating IWC's presence at the Iowa Annual Conference in June of each year.
- Educating our University community and keeping before them our United Methodist affiliation and all that it means.
- Performing other duties as may be assigned by the Vice President for Student Life.

Administrative Council

The Administrative Council is composed of regular mid-level exempt administrators of the University who meet monthly to improve communication within the University.

Staff Council

The Staff Council is composed of regular support nonexempt staff members of the University. The Staff Council meets monthly and organizes meetings around topics of interest to the group.

Policies and Procedures

In some instances, the information that follows is a summary of a policy printed in another University publication. For full text and additional policies, procedures and information, consult all official University publications, such as the Policy Manual, Faculty Handbook, Student Handbook and the University's Bulletin.

Absences

An employee's immediate supervisor should be notified as early as possible, but no later than the beginning of the work period and each day thereafter, unless otherwise approved, if the employee will be absent from work. An absence of three or more consecutive working days without notification may be cause for separation without notice.

Academic Calendar

The Day Program at Iowa Wesleyan University operates on a semester academic calendar.

The Extended Learning Program at Iowa Wesleyan University utilizes three sessions during the fall and spring. In addition, the Extended Learning Program offers courses during the summer session.

Americans with Disabilities Act

The Americans with Disabilities Act provides certain rights to employees and certain obligations by employers for specific disabilities. The University will meet its obligations under this act. There are certain necessary steps that an employee with an included disability must take: the providing of medical documentation concerning the nature and extent of the disability, and the initiation of an open and meaningful dialog regarding feasible and effective ways to address the disability. That documentation should be provided to, and that dialog initiated with, the Senior Vice President.

Background Checks

Background checks will be completed on all new employees and any offer of employment is contingent upon satisfactory completion of the background check. Background checks will be conducted on current employees as deemed necessary to evaluate employees for promotion, reassignment, or retention. Background checks will be conducted in compliance with all applicable laws and the prospective or current employee must complete an authorization form.

Bereavement Leave

In the event of the death of an immediate family member, regular employees are entitled to up to three consecutive days of bereavement leave. Immediate family is defined as spouse, parent (including legal guardian or foster parent), child (including stepchild and foster child), sister or brother (including stepsister, stepbrother, half sister, or half brother), father-in-law, mother-in-law, daughter-in-law, son-in-law or other dependent living in the employee's home at the time of death. Regular employees may be absent one regularly scheduled working day in the case of the death of other family members outside the immediate family. Time off for other deaths will be charged against accrued vacation or leave without pay.

Bookstore

The University operates the Iowa Wesleyan University Bookstore on campus. Employees receive a discount at the facility.

Budget Cycle

October

Review audit from PFY, fall enrollment for CFY and develop parameters for tentative budget for next FY.

November

Communicate budget parameters for tentative budget for next FY to campus community and solicit input.

January

Compile budget requests for first draft review of tentative budget by Cabinet.

February

Revise based on Cabinet review and forward to Executive Committee for salary approvals and tuition rates.

February

Revise based on current information and review tentative budget with Board.

April

Release tentative operating budgets to campus community.

September

Revise tentative budget based on actual fall enrollment.

October

Present revised budget to Board for approval as official budget. Release official budgets to campus community.

The Finance Committee of the Board of Trustees regularly evaluates the budget planning process.

Campus Hotline

Campus Conduct Hotline offers an easy, comfortable way for employees to report activity or behavior which appears harmful, unethical, questionable, or causes the employee or someone else personal injury. The Hotline is a confidential, independent, third-party call-in service which is toll free and available 24/7. 866 943-5787

Campus Mail

Postal services are provided for members of the administration, faculty, staff and students through assigned post office boxes. Hours of operation are 8 a.m. until 5 p.m. with the last mail leaving the campus at 4 p.m.

Cell Phone Usage

The use of cell phones must not disrupt the functions of the University. Devices must be off or ringers silenced in classes, laboratories, the library, study spaces, and other academic settings and during plays, concerts, lectures and University ceremonies.

University Publications

All official publications of the University, such as admission materials, bulletins, advancement materials and similar items will be reviewed prior to publication by the Director of Communications and Marketing for consistency in design and appearance.

Confidentiality of Records

In the keeping and use of student records, members of the faculty, administration and staff must comply with the Family Educational Rights and Privacy Act of 1974, HIPAA Privacy Rules and other pertinent laws.

Conflicts of Interest

Employees are not permitted to accept extraordinary gifts, entertainment or any other personal favors from any individual or firm that supplies or seeks to supply any materials or services to the University.

Drug-Free Workplace

The University maintains a drug-free workplace as required by the **Drug-Free Workplace Act of 1988**.

Employees who violate this prohibition may be terminated. The termination process will be instituted by the University within 30 days after an employee is found guilty of a drug-related violation.

It is the responsibility of any employee convicted of a violation of this policy to notify the University no later than five days after such a conviction. Upon conviction and termination, the U.S. Department of Education will be notified concerning the conviction and the action taken by the University.

By accepting or continuing employment at Iowa Wesleyan University, an employee agrees to abide by the terms of this policy.

Emergencies or Crimes on Campus

All emergency situations involving a medical emergency, a fire, or a crime in progress should be reported immediately to 911. Be prepared to identify yourself, state your location and the nature of the call.

Employee Classification

Staff of the University are all employees involved in non-teaching activities. Administrative staff are exempt employees who are members of the Administrative Council. Other staff members are classified as support staff, are nonexempt and are members of the Staff Council. Either administrative or support staff may be regular or temporary staff members.

A regular staff member is one who works in a position that is expected to continue indefinitely. However, regular positions are “at will” with no guarantee of continued employment.

Temporary staff members are “at will” employees who work on a temporary basis, normally on fixed, short-term assignments of less than six months.

Employee Identification Cards

All employees can obtain identification cards through the Office of Information Technology Services. The cards may be required for admission to certain University facilities, bookstore discounts and library services.

Employee Records

Staff job applications, resumes, benefit records, evaluations, salary increment notifications and all other information relating to employment at the University are maintained in the Human Resources office.

Facilities Scheduling

The Office of Student Life is responsible for coordinating room and set-up requests, including food requests, for both on-campus and off-campus groups for all campus facilities.

Family Medical Leave (FMLA)

A regular employee who has been employed at the University for a minimum of twelve months and worked 1,250 hours or more during the previous twelve months is eligible for FMLA. Qualified employees are eligible for up to 12 weeks of unpaid leave per year for the birth, adoption or foster care placement of a child; for care of a spouse or an immediate family member with a serious health condition; for the employee's own care in the case of a serious health condition; or for qualifying exigency military leave for the employee or employee's spouse, children or parents. In addition, military caregiver leave of up to 26 weeks is available to qualified employees to care for a seriously injured or ill covered service member. FMLA leaves run concurrently with any paid leave used by the employee in conjunction with the specified situation.

Flexible Benefits Plan “Cafeteria Plan” Section 125

The Section 125 Flexible Benefits Plan makes available tax-exempt benefits for childcare and medical reimbursement,

Food Services

Iowa Wesleyan University's dining hall located in the John Wesley Holland Student Union is operated by SODEXO Food Service. Members of the administration, faculty, staff and their families may dine in the University Dining Hall at a discounted rate.

Fund Raising Activities

All solicitation of gifts must be conducted by or coordinated through the Office of Institutional Relations. All donations to the University must be received by, and all charitable gift receipts must be issued through the Office of Institutional Relations.

Health Insurance

Health insurance for regular University employees is available through EIIA. An employee chooses from the available options the plan best meeting the employee's needs. The co-pays, deductibles and out-of-pocket vary between plans. Employee coverage and dependent coverage is available through payroll deduction. More information is available through the Human Resources Office.

Hiring Process

Requests to fill vacant or new positions are forwarded to the Human Resources Office. Approved open staff positions are then posted on the University's website, resumes are received by that office, and appropriate referrals made. Newspaper ads may run concurrently with internal postings.

Holidays

Regular full-time and part-time employees scheduled to work when a holiday occurs are paid for the following holidays recognized by the University: New Year's Eve and New Year's Day (as follows), Good Friday, Memorial Day, Independence Day (if falls on Saturday will be observed on the Friday before; if falls on Sunday will be observed on the Monday after), Labor Day, Thanksgiving (2 days) and Christmas (as follows).

The IWC Christmas Holiday Break Schedule:

Year	IWC Offices will close at 5 pm	IWC Offices will re-open at 8 am
2012	December 21, 2012	January 2, 2013
2013	December 20, 2013	January 2, 2014
2014	December 23, 2014	January 5, 2015
2015	December 23, 2015	January 4, 2016

Inclement Weather

In the event offices need to be closed or day classes need to be cancelled due to inclement weather, emails will be sent to students, faculty and staff and a notice will be posted on the University's website.

Jury Duty

Regular employees will receive regular earnings during absences for jury duty.

Keys

An employee is responsible for safekeeping for any key(s) issued for University facilities or equipment. The employee must return the key(s) upon termination or request by the University.

Leave of Absence

Under extreme circumstances and when the leave is in the best interest of the regular employee and the University, an unpaid leave of absence, with the length of the leave to be determined by the University, may be granted. All earned sick and vacation leaves must be exhausted before taking unpaid leave. Requests for leave, outlining the reason for and duration of the leave, should be submitted in writing to the employee's supervisor. The appropriate Vice President and Senior Vice President will review the request, make a determination and forward their documentation to the Human Resources Office. If applicable, the leave will run concurrently with any FMLA leave.

Library

Regular employees are encouraged to use the materials, services and facilities of the Library. Books and other appropriate resources may be checked out with an employee ID card.

Long-Term Disability Insurance

The University provides full-time, regular employees a long-term disability policy. Elimination period for becoming eligible for benefits under the policy is 180 days.

Maintenance, Housekeeping, and Grounds

The maintenance, housekeeping and grounds operations of the University are contracted with National Management Resources Corporation.

Maternity/Paternity Leave

A regular employee of the University may qualify for maternity/paternity leave of 12 weeks or 60 days under the provisions of FMLA. Regular employees who do not qualify for FMLA leave will be granted up to 8 weeks of maternity/paternity leave. Maternity/paternity leave may be paid or unpaid based on the employee's available sick and vacation leave. The employee must exhaust sick and vacation leaves before taking unpaid leave. Regular employees who are on maternity leave, have exhausted their sick and vacation leaves, and have medically certified need for additional sick leave may apply for shared sick leave under the current University policy. Any FMLA leave runs concurrently with paid leave. See also Family Medical Leave.

Military Leave

For either annual military or emergency duty leave, a regular employee will be relieved of University responsibilities to serve without loss of regular compensation or vacation leave for a period not to exceed ten working days in any calendar year. The employee's benefits will be continued during this period. Any regular employee who takes a military leave for extended active duty is eligible for up to twelve weeks of paid leave. Paid leave is defined as the University paying the difference between the employee's military pay and the employee's University pay if the military pay is less.

Non-Discrimination Statement

Iowa Wesleyan University is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, sexual orientation, national orientation, disability or veteran status.

Office Hours

Unless otherwise directed by the President, campus offices are open from 8 a.m. until 5 p.m., Monday through Friday with the exception of official holidays.

Office Supplies

Office supplies are available through the Bookstore and a variety of vendors. Contact the Business Office for further information.

Other Employment

An employee's outside employment shall not conflict with hours of scheduled work, including requested overtime. Nor shall it conflict with the employee's job responsibilities or affect the employee's ability to perform satisfactorily. Outside employment shall not cause the employee to arrive late or leave early. An employee cannot directly or indirectly maintain or engage in an outside business or financial interest that conflicts with the interests or principles of the University.

Overtime and Compensatory Time Off

Nonexempt employees are paid time and one-half for all hours worked over 40 hours in one work week or granted compensatory time off. All overtime must be budgeted for and approved by the immediate supervisor prior to working. An employee may not be granted time off during a future work period in lieu of compensation for hours worked in excess of forty per week. Any time off without pay must be taken during the same work period.

Exempt employees are not entitled to either overtime pay or compensatory time off.

Parking

Parking areas for administration, faculty, staff and students are clearly marked. Parking permits must be obtained from the Physical Facilities Office.

Payment of Salaries

Employees may elect to be paid once monthly on the 30th of the month, or twice monthly on the 15th and 30th. Choice of payment schedule is made annually and remains in effect for an entire year. The University encourages employees to utilize electronic deposits of their earnings. Deductions for each pay period will include social security, federal and state income tax, and may include retirement, group insurance plans, donations, loan payments or any other employee-designated deductions.

Personal Use of Telephones, Computers, Copiers, Etc.

University equipment, including but not limited to, telephones, copiers, computers and fax machines are to be used to conduct the work of the University and any use that interferes with this purpose is prohibited. Employees are expected to use good judgment in limiting the number of personal copies and personal telephone calls made or received. Any long-distance calls or personal copies made using University equipment will be at the personal expense of the

employee.

Probationary Period

All new employees are considered on probation for the first eight weeks of employment. During this period, the new employee's performance will be evaluated to determine if a continuation of employment is desirable. Successful completion of the probationary period does not eliminate the University's at-will employment rights, and the employee or the University may terminate the employment at any time for any reason.

Promotions and Transfers

Promotion is defined as the movement of an employee from one position to another position at a higher salary. Transfer is defined as the movement of an employee from one position to another position at the same or a similar salary. An employee must have completed at least 6 months of employment in the current position before being eligible for transfer or promotion.

Rest Periods

During the regular office hours of 8 a.m. to 5 p.m., employees may take a morning break of up to 15 minutes and an afternoon break of up to 15 minutes. In addition, employees are entitled to an hour break for lunch. Accommodations will be made for nursing mothers for reasonable breaks for up to one year following the birth of a child. Scheduling of an employee's breaks is set by the employee's immediate manager, with the goal of providing the least possible disruption to the University's operations. Break periods may not be accumulated from day to day or added together to create a prolonged break. Break periods cannot be foregone to make up for time lost due to absence or tardiness. Break periods may not be used at the beginning or end of the work schedule or added to the scheduled meal period nor can they be counted as overtime if a break is not taken.

Retirement Plan

Participation in the University-sponsored TIAA/CREF retirement plan is optional for regular, full-time employees. Vesting is immediate. The employee may also participate in a Supplemental Retirement Annuity up to a maximum set by federal law governing 403(b) tax-sheltered annuities.

Security

PerMar provides security for the University campus. Routine patrols and building checks are a part of their duties. Employees needing police assistance should dial 911.

Sexual Harassment

All members of the University community have the right to be free from sex discrimination in the form of sexual harassment. Sexual harassment may take two forms: (1) creating a hostile environment, and (2) quid pro quo (this for that).

A hostile, demeaning or intimidating environment created by sexual harassment interferes with an individual's full and free participation in the life of the University.

Sexual harassment quid pro quo occurs when a position of authority is used to threaten to impose a penalty or to withhold a benefit in return for sexual favors, whether or not the attempt is successful. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. It should be noted that the potential of sexual harassment exists in any of the following relationships: student/student, faculty/student, student/faculty and faculty/faculty. Here and subsequently "faculty" refers to faculty, staff and administration. Because of the inherent differential in power between faculty and students, sexual relationships between faculty and students are prohibited.

Sexual harassment may result from many kinds of behavior. These behaviors may range from the most egregious forms, such as sexual assault, to more subtle forms. Explicit behaviors include but are not limited to requests for sexual favors, physical assaults of a sexual nature, sexually offensive remarks, and rubbing, touching or brushing against another's body. More subtle behaviors may be experienced as intimidating or offensive, particularly when they recur or one person has authority over another. Such behaviors may include but are not limited to unwelcome hugs or touching, inappropriate staring, veiled suggestions of sexual activity, requests for meetings in non-academic settings, and risqué jokes, stories or images.

Accusations of sexual harassment that are made without good cause shall not be condoned. Such accusations are indeed grievous and can have damaging and far-reaching effects upon the careers and lives of individuals.

Any member of the University community having a complaint of sexual harassment may raise the matter informally and/or file a formal complaint. The informal process is an attempt to mediate between the parties in order to effect a mutually agreeable solution without entering into the formal hearing process.

The following informal procedures may be followed:

- ✓ Clearly say "no" to the person whose behavior is unwelcome.

- ✓ Communicate either orally or in writing with the person whose behavior is unwelcome. The most effective communication will have three elements:

- ✓ A factual description of the incident(s) including the time, place, date and specific behavior
- ✓ A description of the complainant's feelings, including any consequences of the incident
- ✓ A request that the conduct cease
- ✓ Speak with a department chair, dean, director, counselor or chaplain who may speak to the person whose behavior is unwelcome. The name of the complainant need not be disclosed. The purpose of such conversation is the cessation of the unwelcome behavior.
- ✓ In the case of harassment of a student, it may be appropriate first to seek the advice of his or her advisor.

To initiate a formal grievance procedure the complainant shall submit a written statement to the Chair of the Committee on Professional Grievances and Complaints who shall report the complaint to the President of the University. The President, after such consultation as is deemed appropriate, will request the names of several persons from each party to the dispute, and the President shall choose one person's name from each list to be added to the Committee on Professional Grievances and Complaints. Members of the Committee will then meet to discuss the complaint. Unless the Committee concludes that the complaint is without merit, the parties to the dispute will be invited to appear before the Committee and to confront any adverse witnesses. The Committee may conduct its own inquiry, call witnesses and gather whatever information it deems necessary to assist in reaching a determination as to the merits of the accusation. Once a determination has been reached, the Committee shall report its findings to the President of the University.

Possible outcomes of the investigation are (1) that the allegation is not warranted and cannot be substantiated, (2) a negotiated settlement of the complaint or (3) that the allegation is substantiated requiring a recommendation to the President that disciplinary action be taken.

Faculty, staff, administration and students can appeal a final decision regarding a complaint to the Executive Committee of the Board of Trustees.

If the President of the University is the accused, the case is referred to the Executive Committee of the Board of Trustees.

If the chairperson of the Committee is the accused, the complaint shall be submitted to the President of the University. If any member of the Committee is the accused or for reason of prejudice must be recused, the President of the University shall appoint another member.

The right to confidentiality of all members of the University community will be respected in both formal and informal procedures insofar as possible.

Iowa Wesleyan University is committed to preventing sexual harassment. To that end, this policy and these procedures will be printed in appropriate University publications. In addition, educational programs will be conducted annually by the University to (1) inform students, faculty, staff and administration about identifying sexual harassment and the problems it causes; (2) advise members of the University community about their rights and responsibilities under this policy; (3) train personnel in the administration of this policy. The Sexual Harassment Policy and Procedures will be issued to all incoming students and personnel.

Sexual Misconduct

The University does not tolerate sexual misconduct and encourages an employee to report any violation of policy. Sexual misconduct is defined as the threat or the commission of behavior used to obtain sexual gratification against another's will or at the expense of another such as inducing fear, shame or mental suffering. It includes unwanted sexual acts or actions, can be forcibly and/or against a person's will, or when a person is incapable of giving consent. It may include, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual battery, forcible fondling and threat of sexual assault.

Shared Sick Leave

In the event of a prolonged or catastrophic, medically-certified illness or injury, birth of a child, or an extended absence due to illness of a family member, eligible employees who accrue sick leave and who have exhausted their leave balances may have sick leave donated to them by other eligible University employees. Contact the Human Resources office for more information.

Sick Leave

Sick leave is provided for sickness or accident to the regular employee, or to be with ill or injured members of the immediate family. One day of sick leave is earned during each month of employment, up to a maximum of 90 days. Earned sick days cannot be used for any reason other than the illness of the employee and his/her child(ren) or for scheduled and approved medical/dental appointments, and in the event of a serious health condition of a spouse, immediate family member, and/or parent as defined under the Family and Medical Leave Act (FMLA). Sick leave used during the period for which a paycheck is issued is reported on the *Iowa Wesleyan University Staff Time Report* on each pay date.

Smoking Policy

Smoking is not permitted on the Iowa Wesleyan University campus.

Staff Evaluations

Annual evaluations to provide documentation for self-improvements are conducted during the spring semester.

Travel

Certain travel expenses will be reimbursed by the University. These normally include transportation, lodging and meals. Employees are normally expected to utilize the most economical method of air transportation and lodging available. Requests for reimbursement must be submitted within 60 days of incurring the expenses. Questions related to travel expenses should be directed to the Controller.

Tuition Remission for Employees and Dependents

Undergraduate tuition remission of up to 124 credit hours is granted to full-time, regular employees and to their spouses and IRS-qualified dependents for up to 16 credit hours per semester. Any additional hours are the responsibility of the student. If separated or divorced from the employee, the spouse may receive the tuition remission through the semester during which the separation or divorce occurred.

All persons receiving the tuition remission benefit must be accepted into the University through the normal entrance and acceptance procedure, must make timely application for the Iowa Tuition Grant, and must maintain a 2.0 cumulative GPA each term in order to receive the benefit for the next term. If timely application for the Iowa Tuition Grant is not made, the student will lose that amount of the tuition remission.

Courses taken by employees during working hours must be limited to no more than one per term, must be approved by the employee's supervisor prior to enrolling, and missed time from work hours to attend class must be made up. Undergraduate night courses that do not interfere with working hours of an employee may be taken without limitations. In no case, however, may a student receiving a tuition remission bump a non-tuition remission student from a class or be counted in the number of students necessary to make a class.

Tuition for independent study courses will not be remitted and employees and/or dependents will be responsible for those costs. In addition, all course fees and books for any classes taken are the student's responsibility.

In the event a full-time employee should have his professional career terminated by death or permanent disability while employed at the University, a total of one year of tuition remission for each year of the employee's service will be available for use by the employee's spouse and/or for a child who was a dependent at the time of the qualifying event. For example, if an employee worked for four years, one person could use the entire four years or it could be split among eligible family members.

The University is a member of Tuition Exchange and the Commission of Independent Universities' Tuition Exchange. Full-time, regular employees are eligible to apply for participation in this program if slots are available. Information is available from the Vice President of Academic Affairs Office.

Vacation

Twelve-month full-time and part-time, regular staff earn vacation monthly on a prorated basis at the rate of ten days per year by support staff and fifteen days per year by administrative staff in years of employment one through five. After five years of service, fifteen days of vacation are earned by support staff and twenty days per year by administrative staff. Vacation days can be accumulated up to two times the annual days earned. Vacation days must be requested and approved by supervisor prior to the days being taken. Vacation leave used during the period for which a paycheck is issued is reported on the *Iowa Wesleyan University Staff Time Report* accompanying that paycheck. Pay in lieu of vacation will not be granted. Accumulated vacation days of up to 10 days are paid at termination to the employee on a separate check on the pay period following end of employment.

Weapons

Possession, use, sale, or exchange of weapons at any location on campus is prohibited. Firearms, fireworks, chemicals of an explosive nature, explosives or explosive devices, or weapons shall not be maintained on the University campus. The term “weapon” includes any object or substance designed to inflict a wound, cause injury, propel an object or incapacitate and includes, but is not limited to: all firearms and ammunition, pellet/BB guns, paintball guns, home manufactured cannons, bows and arrows, slingshots, martial arts devices, switchblade knives or knives with a blade longer than three inches (with the exception of table knives). Toy guns and other simulated weapons are also covered by this policy.

Workers' Compensation

All employees of the University are covered by workers' compensation insurance while performing their job duties and responsibilities. All work-related injuries must be reported immediately to the employee's supervisor who will fill out an accident report and submit it to the Human Resources Office.

Workplace Safety

The University is committed to maintaining a safe, hazard-free workplace. It is the responsibility of each employee to maintain safe working habits on the job. Unsafe working conditions and work-related accidents should be reported immediately to a supervisor.

Contacts for Information

TOPIC	CONTACT	PHONE
Absences	Director of Human Resources	6209
Academic Calendar	VP for Academic Affairs	6205
Americans with Disabilities Act	Senior Vice President	6206
Bereavement Leave	Director of Human Resources	6209
Bookstore	Bookstore Director	6478
Budget Cycle	Senior Vice President	6206
Campus Mail	Mailroom Attendant	6228
University Publications	Dir. Marketing & Communication	6488
Confidentiality of Records	Registrar or Dir of Human Resources	6227,6209
Conflicts of Interest	Senior Vice President	6206
Dental Insurance	Director of Human Resources	6209
Drug-Free Workplace	Senior Vice President	6206
Emergencies or Crimes on Campus	Mt. Pleasant Police Department	911
Employee Classification	Director of Human Resources	6209
Employee Identification Cards	Information Technology Services	6251
Employee Records	Director of Human Resources	6209
Facilities Scheduling	Assistant to Dean of Student Life	6256
Family Medical Leave	Director of Human Resources	6209
Flexible Benefits Plan "Cafeteria Plan"	Director of Human Resources	6209
Food Services	Director of Food Services	6493
Fund Raising Activities	VP for Advancement	6212
Health Insurance	Director of Human Resources	6209
Hiring Process	Director of Human Resources	6209
Holidays	Director of Human Resources	6209
Jury Duty	Director of Human Resources	6209
Keys	Director of Facilities	6271
Leave of Absence	Director of Human Resources	6209
Library	Director of the Library	6315
Life Insurance	Director of Human Resources	6209
Long-Term Disability Insurance	Director of Human Resources	6209
Maintenance, Housekeeping, Grounds	Director of Facilities	6271
Military Leave	Senior Vice President	6206
Non-Discrimination Statement	Senior Vice President	6206
Office Hours	Director of Human Resources	6209
Office Supplies	Accounts Payable Specialist	6207
Other Employment	Director of Human Resources	6209
Overtime and Compensatory Time Off	Director of Human Resources	6209
Parking	Director of Facilities	6271
Payment of Salaries	Director of Human Resources	6209

Probationary Period	Director of Human Resources	6209
Promotions and Transfers	Director of Human Resources	6209
Rest Periods	Director of Human Resources	6209
Retirement Plans	Director of Human Resources	6209
Salary Increments	Director of Human Resources	6209
Security	Assistant Dean of Student Life	6256
Sexual Harassment	VP for Academic Affairs	6205
Shared Sick Leave	Director of Human Resources	6209
Sick Leave	Director of Human Resources	6209
Smoking Policy	Senior Vice President	6206
Staff Evaluations	Director of Human Resources	6209
Travel	Accounts Payable Specialist	6207
Tuition Remission	Director of Human Resources	6209
Vacation	Director of Human Resources	6209
Weapons	Senior Vice President	6206
Workers' Compensation	Director of Human Resources	6209
Workplace Safety	Director of Human Resources	6209

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty 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.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of 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 (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or 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 either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



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