

# Kentucky Wesleyan College



## Employee Handbook



# **Kentucky Wesleyan College Employee Handbook**

2023-2024

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## **Section I: All Employees**

## **WELCOME AND INTRODUCTION**

### **WELCOME**

Welcome to Kentucky Wesleyan College! We believe that outstanding people are the key to success. Through the efforts of our employees, the College has become a leader in the educational community. To ensure continued success, it is important that all employees understand College policies and procedures. This Employee Handbook will familiarize you with the College's personnel policies.

The Employee Handbook is composed of three sections. The first section includes policies that apply to all Kentucky Wesleyan employees, including faculty and staff. The second section contains policies that apply only to staff members, and the third section contains policies that apply only to faculty members.

### **MISSION STATEMENT**

Kentucky Wesleyan College, in partnership with the United Methodist Church, fosters a liberal arts education that nourishes and prepares students intellectually, spiritually, and physically to achieve success in life.

### **THE WESLEYAN WAY**

The Wesleyan Way is four principles by which Kentucky Wesleyan operates:

1. We do everything with honor.
2. We always support each other.
3. We will compete with integrity.
4. We love each other in Christ.

### **AN EDUCATION COVENANT OF PARTNERSHIP**

Continuing 250 years of commitment to church-related education, the Council of Bishops of the United Methodist Church, the National Association of Schools, Colleges, and Universities of the United Methodist Church, and The General Board of Higher Education and Ministry of the United Methodist Church commit to this education covenant as partners in mutual service and support.

As evidence of our commitment to a vibrant and meaningful relationship between the educational institutions and the church, we will:

- Create an inclusive and celebrative atmosphere that nurtures and supports the faith journeys of students, faculty, and staff;
- Uphold the vital principle of academic freedom where there is open and honest pursuit of knowledge and wisdom without restriction and with respect for the integrity of each educational institution and the church;
- Stress through teachings and example the worth and dignity of each person, an emphasis on voluntary community service, and concern for international relations;
- Prepare students, regardless of social standing, ethnic identity or gender, for lives of intellectual vigor, moral integrity, and spiritual fulfillment, not just as a personal benefit, but for leadership in a new century;
- Provide support and service to each other wherever appropriate and mutually agreed upon;
- Affirm this relation between the church and the educational institutions openly and with pride in our mutual history and shared potential for the future;

Endorsing this Education Covenant of Partnership, we, the representatives of the church and the educational institutions, affirm one another and pledge our support to provide quality education and to be more vital and vibrant faith communities as we prepare individuals for lives of committed service.

#### **PURPOSE OF THE EMPLOYEE HANDBOOK**

Employees of Kentucky Wesleyan are required to abide by the rules and policies of the College, including but not limited to those in this Employee Handbook. It is each employee's responsibility to read and obtain clarification, if necessary, about the various policies and procedures. This Handbook is intended to provide an overview of the personnel policies and procedures of the College and is not intended to represent all policies or possible applications. At any time, the College may add, change, or rescind any policy or practice at its sole discretion, with or without notice. Upon posting, the most recent version of this Handbook supersedes all previous versions. It is the responsibility of each employee to stay informed of policies and procedures affecting them. Employees must sign the acknowledgement form for the Handbook for in Appendix A.

Nothing in this Handbook constitutes an employment contract, expressed or implied, but rather serves as a guide to some policies of the College. The policies and practices do not create any express or implied employment contract or covenant of any type between the College and employees.

[Kentucky Wesleyan's Employee Handbook](#) is available on the PantherNet. Employees should check this site regularly for updates and changes. A paper copy may be requested from Human Resources.

### **EMPLOYMENT POLICIES AND PRACTICES**

#### **DIVERSITY AND INCLUSION STATMENT**

Kentucky Wesleyan College values the unique contributions of all members of our campus community. As part of our mission to prepare future leaders intellectually, spiritually, and physically, we strive to provide an atmosphere that encourages and challenges all members of the Kentucky Wesleyan College campus community to exhibit an understanding and appreciation of cultural and human differences. We are committed to being a community that reflects the diversity of our larger society. We expect all members of our institution to actively create and maintain an inclusive learning and living environment that embraces diversity in all forms, including race, ethnicity, gender, gender identity, socio-economic status, national origin, sexual orientation, disability, religion, and thought.

#### **NONDISCRIMINATION POLICY**

Kentucky Wesleyan supports a culture of fairness and mutual respect. A policy of nondiscrimination is maintained in the College's educational and employment policies. The College does not discriminate on the basis of color, race, national origin, religion, sex, sexual orientation, gender identity, age, genetic disposition, disability that does not relate to the job, veteran status, or any other basis that would be in violation of any applicable federal, state, or local law. Discrimination and harassment based on any protected status are unlawful and against college policy.

### EQUAL OPPORTUNITY EMPLOYER

The College is an equal opportunity employer. Hiring decisions and other employment decisions (e.g., compensation, promotion, termination, etc.) are made based on a person's qualifications. Qualifications are any factor that may affect the person's ability to do the job and include but are not limited to training, experience, skills, aptitude, and past performance. Such decisions are made on a nondiscriminatory basis. Employment decisions are made without respect to color, race, national origin, religion, sex, sexual orientation, gender identity, age, genetic disposition, disability that does not relate to the job, veteran status or any other basis that would be in violation of any applicable federal, state, or local law.

### SELECTION AND HIRING

Employment openings are posted on Kentucky Wesleyan's website and on campus email, with other outlets utilized as appropriate for the available position and type of search being conducted. The College may, at its discretion, choose not to post an opening. The College may use job-related tests to determine an applicant's skills and/or knowledge.

All new and modified positions must be approved before any employment action is taken. The [Position Request Form](#) should be completed with the appropriate information and approval signatures. This applies to full-time, part-time, regular, temporary, faculty, and staff positions. An exception to this requirement is granted for part-time faculty positions as the need for their employment is often unpredictable due to the fluid needs of the student body.

Selected candidates are offered employment with the understanding that they must be able to satisfactorily perform the position for which they are hired with a reasonable amount of orientation, training, and/or reasonable accommodation. Official offers of employment must be made in writing by Human Resources (using an appointment letter for staff) or the Academic Dean's Office (using a faculty contract for faculty) to be valid. The offers of employment include information about the position, compensation, job duties, and supervisor. Many employee benefits cannot be negotiated as they must follow the requirements in plan documents.

### BACKGROUND CHECKS

The College conducts background checks on employment candidates, employees, and volunteers, who are required to sign a disclosure and authorization form to allow the College to conduct a thorough background check. Convictions will be evaluated on the basis on the nature and gravity of the offense, the time since the offense (or completion of sentence), and the nature of the position.

The College reserves the right to conduct background checks at any time, for any reason, and to act based on the results, under the same criteria as above. For insurance reasons, background checks will be re-screened every five years. Motor vehicle records will be re-screened annually for employees or volunteers who drive College vehicles (owned or leased) or who drive any vehicle on behalf of the College or for college-related business. Please see the College's [Business Policies and Procedures](#) for more information.

### CRIMINAL CONVICTIONS

As a condition of employment, employees are required to report arrests and criminal convictions to their supervisor and Human Resources within 24 hours of an arrest or a conviction. The College may take



action against an employee based on a conviction or on the conduct underlying an arrest. In the case of an arrest, the College will conduct an investigation into the circumstances of the arrest with an opportunity for the arrested employee to address the situation. Arrests and convictions will be evaluated on a case-by-case basis. They will be evaluated relative to the nature and gravity of the offense and conduct with consideration given to the applicable circumstances; the time that has passed since the conduct, conviction, or the sentence completion; and the nature of the employee's position and responsibilities. College action may include but is not limited to suspension of privileges, suspension of employment, and termination of employment. Employees who fail to comply with this policy are subject to disciplinary action.

### EMPLOYMENT FORMS AND INFORMATION

New employees are required to complete Section 1 of [Form I-9, Employee Eligibility Verification](#), on or before the first day of employment. This form requires specific forms of documentation to be presented, as listed with the form.

Tax forms should also be completed. Typically, these include [Form W-4, Employee's Withholding Certificate](#) for federal taxes and [Form K-4, Kentucky's Withholding Certificate](#) for state taxes. Tax withholdings for employees who do not complete these forms will be calculated as directed by the form's instructions.

New employees will be provided with information on the College's benefits as applicable to the employee's position. All employees will receive information on the College's retirement plan. Full-time employees will receive information on the College's insurance offerings. Any employee who does not receive this information should contact Human Resources.

Employees should have a college identification card (ID) made at the Student Life Office. This ID may be used to verify the person is a college employee, to access the electronic door system, to check out material from the library, to purchase food on campus, and to access discounts available to employees. Employee IDs should be turned in when employment ends.

### HIRE DATE AND SENIORITY DATE

An employee's hire date is the date on which employment for the College began, whether full-time or part-time. An employee's seniority date (sometimes called an anniversary date) is the date on which an employee was hired or transferred into a full-time position. The seniority date is used in calculating length of service for full-time benefits and service awards. If there is a break in employment for any amount of time, the employee's hire date begins again on the date the employee is rehired. Likewise, a new seniority date begins when an employee returns to full-time status. During an approved leave, hire dates and seniority dates remain the same.

### PAYMENT OF WAGES

Nonexempt employees are paid every two weeks on Friday. Exempt employees are paid once a month, on the last working day of the month. If a pay date falls on a holiday, paychecks will be deposited on the last workday before the holiday. If an exempt staff member is hired after the beginning of a pay period, their paycheck will be prorated according to the start date. Annual salaries for faculty are typically paid over 12 months, from September through August of the following year.

Direct deposit is required for all employees. Paychecks can be deposited to any financial institution that allows electronic funds transfer. Employees may divide their deposit among multiple banks and/or accounts. Check stubs, also called earning statements, are distributed to employees.

While the College takes steps to ensure the accuracy of employee paychecks, it is each employee's responsibility to review their pay statement for accuracy (including personal information, compensation, taxes, and deductions). In the event of an error, the employee should promptly contact Human Resources. Generally, the correction will be made on the next regularly scheduled pay date. Employees should contact Human Resources if they have questions about paychecks.

When granted, across the board pay increases are typically effective on September 1 for employees who have been continuously employed in a regular College position since April 1 of the same year. However, the determination of the increase amount, processes, and administration depends on the Board of Trustees and may change from year to year.

### TECHNOLOGY ON CAMPUS

College employees are given access to campus technology (email, software programs, etc.) as appropriate for their position and duties. Employees must safeguard all passwords and not share them with others. Employees may be held responsible for any activities that happen under their accounts or logins. Please see the College's [Information Technology Policy Handbook](#) and the following sections for more information. Employees who violate any of these policies may be subject to disciplinary action, including loss of technology privileges and termination of employment.

All activities on college-provided technological services and equipment are subject to monitoring and access by the College. These services are not private. This includes but is not limited to voicemail, email, and internet usage.

The College maintains an email system for employees and students for business and educational purposes. Email may not be used, intentionally or not, to harass or defame others. Spamming is prohibited. Sending an email should be viewed the same as writing a memo and signing one's name. As a condition of employment, all employees are required to activate and read their Kentucky Wesleyan email. The College reserves the right to limit, restrict, or discontinue any email account at any time. When employment ends, the employee's email account will be deactivated.

The [PantherNet](#) is Kentucky Wesleyan's intranet site. This site contains important information, policies, and forms for employees. It is the employee's responsibility to stay aware of policies and policy changes. If employees do not have access to a computer in their workspace, they may access the PantherNet on the computers available for use in the Winchester Center.

Internet access is provided as a resource to employees for work-related purposes and is not intended for personal use. Employees who spend too much time on the internet for personal reasons will be subject to disciplinary action, up to and including termination.

### CONFIDENTIALITY

Employees who have access to confidential information must exercise good judgment and discretion in carrying out their job responsibilities and in safeguarding that information. Confidential information obtained as a result of employment with or admission to the College must not be disclosed to anyone

other than those who have a business need or right to know the information. It may not be used by any employee or former employee for personal gain. Use or disclosure of such information could result in penalties against the employee and/or former employee as well as the College. Employees who breach confidentiality are subject to disciplinary action, up to and including termination.

Kentucky Wesleyan employees are subject to the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) regarding the privacy rights of students. Please see the College's [Student Information Privacy Policy](#).

### PROFESSIONAL CONDUCT

Kentucky Wesleyan employees are expected to follow a high standard of conduct at all times. This includes obeying laws and statutes, following College policies, and treating others with dignity and respect. Inappropriate behavior may lead to disciplinary action, up to and including termination of employment.

### DRESS/APPEARANCE

Employees are required to present a clean, well-groomed appearance at all times. Employees should dress and groom themselves as appropriate for the requirements of their position and job duties. If differences of opinion about the appropriateness of an employee's attire or grooming arise, the decision will be made by that employee's supervisor. Supervisors may make exceptions to the dress policy for departments, specific positions, on certain days, and/or for certain tasks.

Employees may use the following guidelines when determining appropriate dress during the academic year as well as the summer months:

Acceptable: slacks, pants, skirts, dresses, capris, khaki pants, appropriately fitting leggings, shirts with collars, polo shirts, turtlenecks, sweaters, sweatshirts, athletic shoes, sneakers, loafers, casual boots, sandals

Unacceptable: jeans (except as noted below), shorts of any kind or length, miniskirts, athletic warm up suits, sweatpants, jogging pants, casual t-shirts, any clothing with bars, alcohol, bands, or offensive material; tank, halter, or crop tops, bodysuits, any shoes that are dirty, ripped, or untied, flip flops, hats, any inappropriately fitting clothing

On Fridays throughout the calendar year, the College will observe Wesleyan Pride Fridays. On these days, employees may wear jeans if they are paired with a Kentucky Wesleyan shirt or top. The College may suspend the observance of Wesleyan Pride Friday for special events or occasions. Employees may also wear jeans when the weather causes the closing of the local school systems (i.e., Daviess County Public Schools, Owensboro City Schools).

### CONSENSUAL ROMANTIC/SEXUAL RELATIONSHIPS

Kentucky Wesleyan's [Title IX Sexual Misconduct and Discrimination Policy Manual](#) prohibits any romantic and/or sexual relationship between an employee and a Wesleyan student. Possible violations will be investigated by the College's Title IX personnel and may result in disciplinary action, up to and including termination.

### UNSOLICITED BUSINESS GIFTS

No College employee may seek or accept a gift or other item of monetary value that might influence or appear to influence the judgment or conduct of the employee in matters of College business (e.g., purchasing decisions, choice of vendors). Employees may accept occasional, unsolicited courtesy gifts or favors (e.g., lunches, tickets, gift baskets) as long as the gift or favor has a market value of less than \$100, is customary in the industry, and will not influence or appear to influence the judgment or conduct of the employee in matters of College business. Any such gifts should be reported to the supervisor and should not be considered the property of any one employee. Bribes and kickbacks are prohibited.

### CONFLICTS OF INTEREST

Conflicts of interest are situations in which employees may have the opportunity to influence the College's business decisions in ways that could lead to personal gain or give an improper advantage to an associate. The College's [Conflict of Interest Policy](#) should be reviewed by all employees. A disclosure form must be completed by employees upon hire. Potential conflicts should be disclosed immediately.

### OUTSIDE EMPLOYMENT

The College does not have a policy that prevents employees from working another job outside of the College. However, employees must inform their supervisors if they are employed elsewhere. In addition, full-time faculty must receive written permission from the Provost/Vice President for Academic Affairs to hold an outside job. Employment at another organization may not interfere with the employee's duties at the College. If this does occur, or if there is a conflict of interest, the employee must resign from the other employment if they wish to remain employed by the College. Outside employment will not be considered a valid excuse for tardiness, absenteeism, refusal to work overtime, or poor performance.

### SUGGESTIONS AND COMPLAINTS

Employees should discuss suggestions and concerns with their supervisor. Many suggestions can be implemented and problems solved with open communication between the parties involved.

An employee wishing to make a complaint about a policy and/or procedure affecting College personnel should create a document with information and details about the issue or incident. That document should be given to the employee's supervisor. If the supervisor is involved in the issue, the employee may seek the next higher level of management (i.e., the supervisor's supervisor) or the Director of Human Resources to make a report. Complaints will be handled on a case-by-case basis.

In addition, faculty members may file a grievance according to the Grievances, Hearings, and Appeals section in the [KWC Faculty Handbook](#).

### WHISTLEBLOWER POLICY

The College encourages employees to report concerns to their immediate supervisors. For when this is not possible or practical, the College has created a whistleblower policy. This policy should not be used for issues such as personal or employment grievances, general compensation and benefit complaints, or opinions on policy. Please see the College's [Whistleblower Policy](#).

## TELEWORK PROGRAM

Kentucky Wesleyan allows employees to telework, also known as telecommuting or working remotely from an off-campus location when the person's position can be performed satisfactorily from an off-campus location and has been approved by the supervisor. Not all positions or employees are a good fit for telework. Please see the College's [Telework Program Policy and Request Form](#) for more information.

## DISABILITY ACCOMMODATION

Kentucky Wesleyan is committed to complying with the Americans with Disabilities Act (ADA) as amended. Qualified individuals with a disability may request reasonable accommodation under the ADA if the disability affects job performance. Employees seeking accommodations must request accommodation using the College's [Employee Request for Reasonable Accommodation](#) and provide adequate documentation about the disability. Requests will be considered on a case-by-case basis.

## FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act (FMLA), employees may request a maximum of 12 weeks of unpaid leave per year and is available to eligible employees for certain family and medical reasons. To be eligible, an employee must have worked for the College for a minimum of 12 months, have worked at least 1250 hours during the 12-month period preceding the requested leave, and work at a site with at least 50 employees within 75 miles. After the leave, employees will be reinstated to the same or equivalent position (same pay and benefits) for which the employee is qualified as the one held when the leave began. If an employee is not able to return to work at the end of the FMLA period, they should contact Human Resources before the end of the approved leave to discuss the situation. If an employee does not return to work at the end of the approved FLMA leave period, the College will assume that the employee has resigned.

Employees may request up to 12 work weeks of FMLA leave within a rolling 12-month period measured backwards from the date an employee uses FMLA leave. In specific cases, up to 26 weeks of unpaid leave may be requested, as noted below. Employees may request FMLA leave:

1. for the birth and care of the employee's newborn child or the placement of a child with the employee for adoption or foster care (up to 12 weeks);
2. to care for a spouse, child, or parent with a serious health condition as defined under the law (up to 12 weeks);
3. for a serious health condition as defined by the Act which makes the employee unable to perform any one essential function of the employee's job (up to 12 weeks);
4. for a qualifying exigency arising out of the fact that the employee's spouse, son or daughter, or parent is on covered active duty or has been notified of an impending call to covered active duty with the Armed Forces, including the National Guard and Reserves (up to 12 weeks); or
5. to care for the spouse, son or daughter, parent, or next of kin (nearest blood relative) of a covered service member with a serious injury or illness as defined by the Act (up to 26 weeks).

An employee must provide at least a 30-day notice before FMLA leave is to begin if the need for the leave is foreseeable. If that much notice is not possible and practical, notice must be given as soon as it is possible and practical, usually within one or two business days when the need for leave becomes known. Employees are required to present a certification confirming the need for the leave, as well as certification releasing the employee to return to work. Employees must follow all attendance policies

until the leave is processed and approved. If the employee has any benefit time available (e.g., paid time off for staff, sick leave for faculty), it must be used concurrently with FLMA.

Subject to the terms of the plan, health insurance coverage may be continued during approved FMLA leave under the same conditions and premiums as if the employee had continued to work. If the employee is on unpaid leave, the employee must continue to pay the employee portion of the health insurance premium on the usual schedule and must arrangements with Human Resources to do so before the leave begins.

For more information, please see Appendix B, Employee Rights and Responsibilities under the Family and Medical Leave Act, contact Human Resources, and/or read the federal regulations concerning FMLA. To request FMLA, please contact Human Resources.

### MILITARY LEAVE

Kentucky Wesleyan employees are allowed to participate in the National Guard and Reserves. Any employee who enters active military service of the United States will be granted a military leave of absence as required by law. Reservists or National Guard officers subject to summer training will be granted unpaid military leave for such training. Specific federal rules apply to the employee regarding military leave.

### PERSONNEL RECORDS

Personnel records are retained in Human Resources. It is the employee's responsibility to report changes in their legal name, home address, telephone number, marital status, and any other pertinent personal information. Please notify Human Resources within ten days after the change date.

Personnel files are confidential and are the exclusive property of the College. They may be viewed by a college officer or by the supervisor when there is cause. Copies of personnel files will not be given to current or former employees without a subpoena or other court order.

The College will release certain employment information: employment status (employed or not employed; full or part-time; regular or temporary), position title, date of hire, and date employment ended, if applicable. For other information, the current or former employee must provide a signed authorization to Human Resources, after which the request will be considered. Any employee contacted for information on a current or former employee should forward the request to Human Resources.

The College understands that employees may want to assist others in a job search by providing a reference or recommendation; however, employees should be aware of the possible consequences of providing such information (e.g., lawsuits of defamation, invasion of privacy, negligent referral). Any employee contacted for a reference or recommendation concerning a current or former employee may provide a personal reference or recommendation if they choose to do so; however, the employee will be held liable for any ensuing consequences. Any personal recommendation or reference should not be placed on the College's letterhead.

### EMPLOYEE RESIGNATION

Resignations should be in writing, signed by the employee, and given to the employee's supervisor and to Human Resources. Resignations should be given at least two weeks prior to the last day of work for

nonexempt staff, four weeks prior for exempt staff, and five months prior for faculty. Benefit time may not be used to extend a resignation date. The last day of employment will be recorded as the last day the employee works for the College. Resignation letters will be placed in the employee's personnel file.

When leaving the employment of the College, employees should contact Human Resources if there are questions about insurance coverage, retirement plans, or final pay. Benefits will end on the date described in plan documents. All College property (e.g., Wesleyan keys, ID, laptop, cell phone, etc.) must be returned on or before the last day of employment. When employment ends, the employee's door access will be deactivated, as will email accounts for staff members. Faculty may be allowed to keep with email for a period of time, as described in the College's [Email Policy](#).

The final paychecks will include wages due to the employee and will be processed on their regular schedule. For staff, deductions will be made for paid time off (PTO) taken in excess of a prorated amount per the PTO policy. For exempt employees working a partial month, the monthly salary will be prorated according to the number of days actually worked.

Any employee who does not report for work or call in to their supervisor for three consecutive workdays will be considered to have voluntarily resigned. For newer employees, this timeframe may be shortened to one day or two consecutive workdays.

In general, the College does not allow resignations to be rescinded after they are given. However, in certain circumstances, it may be allowed but only if the employee's supervisor, the officer over the position, and the Director of Human Resources agree that it should be permitted.

## **CAMPUS INFORMATION**

### **TOBACCO FREE CAMPUS**

Kentucky Wesleyan is a smoke-free and tobacco-free campus. The use of any tobacco product is prohibited. This includes but is not limited to cigarettes, e-cigarettes, cigars, hookah and smokeless tobacco. The policy applies to all individuals on campus (including employees, students, volunteers, contractors, consultants, and visitors), all areas of campus (including campus buildings, parking lots, and sports and recreational facilities), and all vehicles owned, loaned, leased, or rented by the College. Employees who violate this policy are subject to disciplinary action, up to and including termination.

### **VISITORS AND GUESTS**

Kentucky Wesleyan welcomes visitors to campus. All employees play an important role in making guests feel welcome. Family and friends are also welcome to visit campus. Employees should keep personal visits brief during work hours. Children are not to be in the workplace in lieu of childcare arrangements. Please see the College's [Children on Campus Policy](#).

### **LOST AND FOUND**

Articles found on campus should be taken to Student Life. People who have lost an item should check with Student Life to see if it has been found. The College is not responsible for lost or stolen items.



### PARKING ON CAMPUS

Parking stickers are issued by the Student Life Office to employees, volunteers, and students. Vehicles without these stickers may be ticketed. Specific parking spaces are marked and reserved for visitors and handicap parking. Other parking spaces are available on a first come, first serve basis. People parking inappropriately are subject to ticketing and/or towing by the College as well as law enforcement.

### ANIMALS ON CAMPUS

Animals are not allowed in any College buildings except as an approved accommodation for a disability, for educational or research purposes, and in Resident Directors' living quarters.

### CAMPUS COMMUNITY MEETINGS

Campus community meetings are held as needed to share information and to address important issues. All employees are encouraged to attend. An opportunity to bring concerns and questions to the attention of management is often a part of these meetings. Meetings are announced through the campus email.

### BULLETIN BOARD POLICY

Kentucky Wesleyan employees and students may post appropriate items on bulletin boards for campus-related activities and announcements without approval of Public Relations. External individuals wishing to post material not related to the College must first obtain approval from Public Relations. All posters, flyers, announcements, advertisements, etc. should be posted on bulletin boards only. Anything posted on an area other than a bulletin board will be taken down and discarded. Outdated material will be removed from the bulletin boards and discarded periodically.

### PHONES AND CELL PHONES

Personal phone calls and texts should be kept to a minimum (number and duration) while working and should be made discreetly. Service and attention to students and other employees should not be disrupted. Phone ring tones should be set to a low volume and be non-offensive. The College will not be liable for the loss of or damage to personal cell phones brought to work. If applicable, employees must reimburse the College for charges related to personal calls made on college phones.

Some cell phones have been purchased by Kentucky Wesleyan for use by specific employees or positions. These phones are College property. Upon resignation, termination, or request, the employee must return the phone within the timeframe given. An employee who cannot present the cell phone in good working condition within the requested timeframe may be held liable for the cost of replacement. In some circumstances, an employee may utilize a personal cell phone for college-related business (e.g., Officers of the College; others will be considered on a case-by-case basis). Supervisors may authorize reimbursement to the employee for an appropriate amount of the costs in these circumstances. Please see the College's [Cell Phone Policy and Procedures](#).

Cell phone use while driving can distract drivers and increase the likelihood of an accident. Using a cell phone or similar device while driving a College vehicle or for College-related business is prohibited. Any employee charged with traffic violations or accidents due to or contributed to by cell phone usage while driving for the College will be responsible for the resultant liabilities and/or damages.



### GAMBLING/TOURNAMENT POOLS

According to NCAA rules, anyone who is associated with the Athletics Department may not participate in any pool or fantasy league with an entry fee. While it is not against NCAA rules for employees to have a tournament pool with no money involved (e.g., for bragging rights only), based on the recommendation of the NCAA, no pools of any kind are allowed on campus during the NCAA Tournament or any other athletic contest.

### POLITICAL ACTIVITIES

According to federal law for tax-exempt organizations, no substantial part of College activities may constitute an attempt to influence legislation, nor may the College participate or intervene in a candidate's political campaign for public office. Employees of the College must be aware of these prohibitions and may not engage in activities that would cause the College to violate them. No College board, committee, or other official body may express support for or against any political candidate for public office since those actions would be considered actions of the College as a whole. Individual political activities are not restricted (as opposed to activities on behalf of the College), but employees identified with the College must indicate that their statements or actions are their own and do not represent the College. Employees must inform their supervisors prior to officially announcing candidacy for public office or accepting such an office.

### SOLICITATION POLICY

All solicitations from departments, groups, athletic teams, etc. to raise funds for special annual projects must be approved in advance by the Advancement Office. Canvassing, selling, and offering items for sale by employees and non-employees is prohibited on campus and at college events without special permission from the Advancement Office. Please see the College's [Solicitation Policy](#).

### SOCIAL MEDIA

The College's [Social Media Policy](#) applies to all employees and to anyone who manages or posts on behalf of the College. The policy includes procedures to follow when posting on social media on behalf of the College as well as suggestions to consider when posting on social media in general. Nothing in this policy is designed or intended to interfere with, restrain, or prevent employees from communicating about their wages, hours, or other terms or conditions of employment.

### COLLEGE PURCHASES

The processes for purchasing equipment, services, and items vary according to the amount and type of expenditure. Please see the College's [Business Policies and Procedures](#). If legal counsel needs to be secured, please see the College's [Retention of External Legal Counsel](#). The College has several local vendors set up for direct billing as well as various store credit cards for making purchases. Please see the College's [Local Vendors Set Up with Direct Bill/Credit Card](#).

### USE OF COLLEGE PROPERTY

Employees may use various pieces of college property during their employment. Employees have a responsibility to use College equipment in a careful, professional manner for work-related purposes.

Inappropriate or careless use of college property may result in disciplinary action, up to and including termination. The College has the right to access all of its equipment, offices, buildings, machines, etc. The College may search College property and personal property brought on to campus. Employees do not have a privacy interest in college material, equipment, or assets.

### DRIVING AND INSURABILITY

All employees who are required to drive a vehicle as a part of their responsibilities must be insurable at standard automobile insurance rates and acceptable to the College's insurance carriers to keep their positions. Others who may drive for the College must also be insurable and acceptable to the College's insurance carriers in order to do so. Anyone charged with traffic violations while driving a college-owned vehicle or on college business will be solely responsible for all resultant liabilities. Please see the College's [Business Policies and Procedures](#).

### INTELLECTUAL PROPERTY

Kentucky Wesleyan College strives to foster the intellectual growth and creativity of its employees and students by a variety of methods including encouraging the development and dissemination of ideas, discoveries, and tangible creations. The Intellectual Property Policy is intended to guide employees and students in identifying, disclosing, protecting, and developing intellectual property, and seeks to clarify and define the ownership of works produced by members of the Kentucky Wesleyan community for their benefit and the benefit of the College. Please see the College's [Intellectual Property Policy](#).

### SEXUAL HARASSMENT AND SEXUAL ASSAULT

Kentucky Wesleyan College is committed to providing a working and learning environment that is free from sexual harassment and it is the policy of the College that sexual harassment in any form will not be tolerated. Please see the College's [Title IX Sexual Misconduct and Discrimination Policy Manual](#). Management and supervisory personnel at all levels are responsible for taking reasonable and necessary action to prevent sexual harassment. All members of the College community, employees, and students are required to promptly report conduct that could be a violation of this policy.

### DRUG-FREE WORKPLACE

Kentucky Wesleyan is a drug-free workplace. The College prohibits the possession, use, and abuse of alcohol; the possession of alcohol containers (either full or empty); and the illegal production, possession, use, or distribution of controlled substances, illicit drugs, or drug paraphernalia on college property or at college-sponsored functions with the following exceptions. As private residences, alcohol is allowed in the President's Home and in the Residence Directors' apartments for the personal consumption of the residents only. Aside from that, alcohol may only be served at campus events which meet all of the following conditions:

- The event is an official College-sponsored function.
- It is held on-campus at the President's Home.
- It received prior approval from the President's Office.
- The purpose of the event is to entertain a donor or prospective donor.
- The event organizer must ensure that all invited attendees are above the lawful drinking age.
- The organizer must ensure that non-alcoholic beverages and food are provided in reasonable quantity, in the same general area, and for the same time period, as the alcoholic beverages are accessible at the event.

- There must be a designated, responsible, full-time College employee who is present during the entire event.
- The designated employee and organizer, if present, must ensure that no noticeably intoxicated person is given or allowed to consume any additional alcohol from the event.
- No students are present. Alcohol may not be served at any campus event where students are present.

Employees involved with the possession or use of alcohol (excepted as noted above), with the possession of alcoholic containers (full or empty), or with the possession or use of illicit drugs or drug paraphernalia on college property or at college-sponsored functions are subject to disciplinary action, including immediate termination of employment. Law enforcement authorities may also be contacted.

To assist employees and their families with potential issues of substance use and abuse, the College provides information on resources available. The primary resources for the prevention and treatment of substance abuse are health professionals, agencies, and clinics. Resources in the Daviess County area for the evaluation and treatment of substance abuse problems are listed in the [Alliance for a Drug-Free Owensboro and Daviess County Resource Guide](#). This guide includes resources on hotlines, prevention, treatment and recovery, shelters, and intervention. Employees are welcome to attend campus presentations on alcohol or drugs. Employees on the College's health insurance plan may seek treatment and assistance under that plan's coverage.

## CONDOLENCES

When an employee experiences the death of a parent, spouse, sibling, child, grandchild, mother-in-law, or father-in law, the College will send flowers or a memorial contribution. The President's Office will manage this process. If you learn that an employee has lost a family member, please notify the Assistant to the President. [revised and moved from the General Information for Staff section on 10/24/2023.]

## **WORKPLACE SAFETY**

### CAMPUS SAFETY AND SECURITY

The Campus Safety and Security Plan provides procedures and guidelines for various safety-related or emergency situations, as well as an emergency call list for key personnel. It is important that all employees are familiar with the contents of this plan so that they may take the proper action in an emergency. Please see the [Campus Safety and Security Plan Emergency Procedures](#).

All employees are expected to help maintain a safe working environment. This includes using good judgment to prevent injuries, following safety rules, and reporting unsafe conditions to Facilities Services, Human Resources, or the supervisor.

Employees assume responsibility for taking security precautions at all times, such as locking offices when they are unoccupied, signing off computers, and not leaving valuables or keys unattended. Employees who are assigned keys or computer access codes, have job responsibilities involving confidential records, or are given access to confidential information should exercise good judgment and discretion in carrying out their job responsibilities. College keys may not be duplicated except through

the Facilities Services. Employees are personally responsible for theft or loss of college funds in their possession. Do not retain cash in college offices. Cash and checks should be submitted to the Business Office with a completed transmittal form immediately. If a theft occurs, a written report of stolen property (College or personal) must be submitted immediately to the Business Office, which will coordinate local authorities and insurance carrier notification, if necessary.

#### WEATHER RELATED AND EMERGENCY CLOSINGS

If a weather-related or emergency situation arises, the College's priority is the safety and well-being of students, employees, and guests. The decision to cancel classes or close the College will be based on the situation. College offices may be open when classes are canceled. Please see the College's [Weather-Related and Emergency Class Cancellation or Campus Closing Policy](#).

#### MISSING STUDENTS

Employees who have information that a residential student may be missing must notify the appropriate College personnel. For commuter students, local law enforcement should be notified. Employees will be notified as appropriate to assist in the search. Please see the College's [Missing Student Policy](#).

#### VIOLENCE IN THE WORKPLACE

The College is committed to maintaining a safe work environment, free of violence, for all employees. The possibility of violence in the workplace is an unfortunate reality. Any form of violence at the College will not be tolerated, whether against employees, students, or visitors, and regardless by whom it is perpetrated. Examples of violence include, but are not limited to, verbal and written threats, physical aggression, or implied physical aggression. Any employee who behaves in a violent or threatening manner will be subject to immediate discipline, up to and including immediate termination and/or criminal charges. Incidences and threats of violence should be reported as soon as possible to the supervisor, any College Officer, Campus Security, or Human Resources. Incidences will be investigated and documented as necessary.

#### ANTI-BULLYING POLICY [policy added 11/15/2023]

Kentucky Wesleyan is committed to providing a respectful and inclusive environment for all employees. As such, bullying behaviors will not be tolerated. Bullying is repeated, unwanted intimidating or aggressive behavior that is intended to cause harm, fear, or distress and that involves a real or perceived power imbalance. It is often used to exert dominance or control over another person. Bullying behaviors can range from subtle to overt and can take verbal, written, physical, or electronic forms. Cyberbullying is a form of bullying that is carried out through electronic communication methods, such as email, texts, or social media.

An employee who believes they have been a victim of bullying or witnessed bullying behavior should report the incident to their supervisor, a College Officer, Human Resources, or through the College's online [Bullying Report Form for Employees](#). If the incident involves a student, it should be reported through the College's online Bias and Incident Report Form. After receiving a report, an investigation will be conducted. If the investigation confirms that bullying has occurred, appropriate disciplinary action will be taken based on the severity and recurrence of the behavior.

## WEAPONS ON CAMPUS

Weapons are prohibited on campus, as is carrying a concealed weapon. Weapons include but are not limited to guns, rifles, pistols, ammunition, powerful explosives, paintball guns, BB guns, stun guns, slingshots, bowie knives, crossbow, daggers, switchblade knives, metallic knuckles, throwing stars, and knives of more than six inches when opened as well as toy weapons that look like real weapons. Kentucky law allowing licensed individuals to carry concealed weapons does not intend to limit, restrict, or prohibit the right of a college to control the possession of deadly weapons on its campus. In addition, the College is private property. Violations of this policy will result in disciplinary action up to and including termination. In compliance with state law, employees legally entitled to possess a firearm may possess a firearm or ammunition in their vehicle on college property.

## **INSURANCE BENEFITS**

### HEALTH INSURANCE

Full-time employees and their dependents are eligible for health insurance coverage. For the purpose of the health insurance plan only, full-time status is determined by the average number of hours worked. The College offers two different plans from a self-insured group health insurance program administered by a third-party administrator. Both plans feature an in-network office visit copay, with many medical expenses covered under co-insurance after the deductible is met. Prescription coverage is also included. The employee portion of the insurance premium is paid through payroll deduction on a pre-tax basis. It is the employee's responsibility to complete the application for coverage and any other required forms within the enrollment period. An employee who fails to do so loses the right to enroll on the plan until the next open enrollment period or the occurrence of a qualifying event. The plan and its terms are subject to change. Please see the plan documents or Human Resources for information and forms.

When employees leave the College, they may have the option of continuing their health insurance coverage according to the terms of the Consolidated Omnibus Reconciliation Act of 1985 (COBRA). Only employees who were covered at the time of separation and who were not terminated on the grounds of gross misconduct are eligible. There are other qualifying events that entitle covered individuals to COBRA coverage, including the death of the employee, divorce or legal separation, a dependent that is no longer eligible, and others. Notices are sent to potential participants by a third-party administrator regarding their right to continue coverage, as well as the forms needed to do so. Timely completion of such forms, as well as payment of premiums, is the sole responsibility of the electing participant. Additional information is available in the plan documents.

### DENTAL INSURANCE

Full-time employees and their dependents are eligible for dental insurance coverage. The plan features coverage for certain diagnostic and preventative services, as well as other services when in-network providers are used. The insurance premium is paid through payroll deduction on a pre-tax basis. It is the employee's responsibility to complete the application for coverage and any other required forms within the enrollment period. An employee who fails to do so loses the right to enroll on the plan until the next open enrollment period or the occurrence of a qualifying event. The plan and its terms are subject to change. Please see the plan documents or Human Resources for information and forms.

When employees leave the College, they may have the option of continuing their dental insurance coverage according to the terms of the Consolidated Omnibus Reconciliation Act of 1985 (COBRA). Only employees who were covered at the time of separation and who were not terminated on the grounds of gross misconduct are eligible. There are other qualifying events that entitle covered individuals to COBRA coverage, including the death of the employee, divorce or legal separation, a dependent that is no longer eligible, and others. Notices are sent to potential participants by a third-party administrator regarding their right to continue coverage, as well as the forms needed to do so. Timely completion of such forms, as well as payment of premiums, is the sole responsibility of the electing participant. Additional information is available in the plan documents.

### VISION INSURANCE

Full-time employees and their dependents are eligible for vision insurance coverage. The plan features co-pays for vision exams and coverage for glasses or contacts when in-network providers are used. The insurance premium is paid through payroll deduction on a pre-tax basis. It is the employee's responsibility to complete the application for coverage and any other required forms within the enrollment period. An employee who fails to do so loses the right to enroll on the plan until the next open enrollment period or the occurrence of a qualifying event. The plan and its terms are subject to change. Please see the plan documents or Human Resources for information and forms.

When employees leave the College, they may have the option of continuing their vision insurance coverage according to the terms of the Consolidated Omnibus Reconciliation Act of 1985 (COBRA). Only employees who were covered at the time of separation and who were not terminated on the grounds of gross misconduct are eligible. There are other qualifying events that entitle covered individuals to COBRA coverage, including the death of the employee, divorce or legal separation, a dependent that is no longer eligible, and others. Notices are sent to potential participants by a third-party administrator regarding their right to continue coverage, as well as the forms needed to do so. Timely completion of such forms, as well as payment of premiums, is the sole responsibility of the electing participant. Additional information is available in the plan documents.

### LIFE INSURANCE

Regular full-time employees are provided term life insurance, paid for by the College. The life insurance coverage includes benefits for accidental death, dismemberment, and loss of sight. The life benefit amount is equal to two times the employee's (or two and one-half times an officer's) annualized base gross wage at Kentucky Wesleyan, rounded up to the next \$1,000 multiple, if not a multiple of \$1,000. The benefit amount may not exceed \$100,000 for employees (or \$1,000,000 for officers). Reductions in benefits apply at age 65 and 70. Coverage for spouses and/or children is also available at no cost to the employee. It is the employee's responsibility to complete the application for coverage and any other required forms within the enrollment period. The plan and its terms are subject to change. Please see the plan document or the Director of Human Resources for information and forms.

When employees leave the College, they have the option of continuing their life insurance coverage. Only employees who were covered at the time of separation are eligible. Notices are sent to former employees regarding their portability and conversion options. Proper election of coverage is the sole responsibility of the electing participant. Additional information is available in the plan documents.

### SUPPLEMENTAL INSURANCE

Optional, supplemental insurance plans may be purchased from American Family Life Assurance Company (AFLAC) by full-time employees. Plans include short-term disability, long-term disability, cancer, accident, and hospital. The premium for these plans is paid in full by the employee through payroll deduction. Interested employees should contact the Director of Human Resources for referral to the AFLAC representative for more information. It is the employee's responsibility to complete the application for coverage and any other required forms within the enrollment period. When employees leave the College, AFLAC offers the option of continuing their coverage through home billing.

#### WORKER'S COMPENSATION INSURANCE

The College provides workers' compensation insurance for employees to cover the cost of medical treatment for work-related injuries or illnesses resulting from college employment. When employees become ill or are injured as a result of their work responsibilities, they must report the occurrence immediately to their supervisor and Human Resources. Employees needing treatment are required to go to specified gatekeeper physicians. Failure to report an occurrence in a timely manner or to seek treatment with a gatekeeper may result in denial of the claim and delays in receiving compensation. Following a workers' comp injury or illness, the College will provide light-duty work, when possible, to employees who are released to work with restrictions, for up to six months following the initial release. Employees must present a medical release from the treating physician before returning to work.

Payments for lost work time due to a work-related injury or illness will be provided by the compensation insurance carrier, along with any approved paid time off. Employees should arrange for the payment of any payroll deductions with Human Resources.

### **OTHER EMPLOYEE BENEFITS**

#### RETIREMENT PLANS

The College's 403(b) retirement plans are with Teachers Insurance and Annuity Association (TIAA). The College has two plans, a defined contribution (DC) plan for employer contributions and a tax deferred annuity (TDA) plan for employee contributions. Employees should review the plan documents and other information for details; a general summary is provided below.

Typically, the College makes contributions to the DC plan on behalf of employees after the eligibility criteria (12 consecutive months of eligibility service) is met. The College contribution is 3.0% of compensation (at the time of this writing). When made, the College's contribution is 100% vested upon deposit. An employee contribution to the plan is not required to receive the College's contribution.

Employees who receive monetary compensation from the College are eligible to make tax-deferred contribution to the TDA plan. This optional contribution is made through payroll deduction on a pre-tax basis and may be started at any time after enrollment and a Salary Reduction Agreement are completed. The amount of the employee's contribution may be indicated as a dollar amount per pay period or as a percentage of compensation. The employee contribution is limited to the maximum amount allowed by federal law. The employee contribution is 100% vested upon deposit.



Information and resources for plan participants and employees are available through [TIAA's website](#) and telephone counseling center at 1-800-842-2776. [Plan documents and other information](#) are posted on the campus intranet. These plans and their terms are subject to change.

#### TUITION REMISSION FOR FULL-TIME EMPLOYEES

Tuition remission is an employee benefit program offered to full-time, regular College employees, their current spouses, and their dependent children who are accepted for admission to Kentucky Wesleyan. This is a tax-free program as described in Sections 117(d) and 127 of the federal tax regulations. The conditions and provisions of the policy are as follows:

1. Employees, their spouses, and their dependent children may request and be awarded tuition remission for semesters that begin on or after the date the employee has completed one year of regular, continuous, full-time employment with the College.
2. This employment must continue through the Mid-Semester date as listed in the Academic Calendar. (If no Mid-Semester date is listed for the semester, then the day that is one-half of the way between the beginning of instruction and the end of instruction for the semester will be used.) If qualifying employment ends for any reason before this date, the full amount of the tuition remission benefit for the current semester will be removed from the recipient's account, who will then be responsible for payment. Collection policies pertaining to student accounts are applicable. For online classes whose sessions are shorter than a full semester, full-time employment must continue through the date that is one-half of the way between the beginning and the end of instruction for the session. If qualifying employment ends for any reason before this date, the full amount of the tuition remission benefit for the session will be removed from the recipient's account, who will then be responsible for payment. Collection policies pertaining to student accounts are applicable.
3. Tuition remission will cover 100% of tuition for recipients who do not have any previous college credits or who have completed or transfer in less than 90 credit hours from another institution. For recipients who have completed or transfer in 90 credit hours or more from another institution, the tuition remission benefit will be 50% of tuition. No fees or charges other than tuition are covered by this program.
4. When the employee is the tuition remission recipient, remission may be used for up to eight credit hours in each of the fall, spring, and summer semesters, with a limit of four credit hours per term or session for online courses (e.g., fall term 1, fall term 2). Classes should be taken outside the employee's normal work schedule. If that is not possible, classes should be taken at the time to best accommodate work responsibilities. If an employee would like to take a class during regular work hours, the employee must get written permission in advance from their supervisor, and both parties must agree on an altered work schedule to make up the lost time. Taking classes during work hours is a privilege, and as such, a supervisor may approve or disapprove the request based on college or department needs, the employee's job performance, the employee's attendance record, and/or other appropriate factors.
5. When the employee's spouse and/or dependent children are the tuition remission recipients, remission may be used for up to eighteen credit hours each of the fall, spring, and summer semesters. Overloads are not covered.
6. To use this benefit, the employee must complete and submit the Tuition Remission Request Form before the semester and by the following deadlines:
  - a. October 31 for spring semesters
  - b. March 31 for summer semesters
  - c. March 31 for fall semesters



7. Dependent children are the children of the employee that are claimed as dependents on the employee's applicable federal tax return for the same year used to compute Financial Aid eligibility. A copy of the applicable year's tax form must be submitted to the Financial Aid Office to show dependent status. If the dependent's parents are divorced and the dependent is claimed on the former spouse's tax form and not the employee's, the dependent may still be eligible. In the case of divorce, documentation other than the tax return may be required.
8. To receive tuition remission, the [Free Application for Federal Student Aid](#) (FAFSA) must be completed online by March 1 annually prior to the enrolled semester. This requirement will not be waived for an employee, spouse, or dependent children unless there are compelling and extenuating circumstances. Documentation of such must be recorded, agreed to, and signed by the Director of Financial Aid and the President of the College, and placed in the Financial Aid file of the student recipient.
9. For employees hired after 03/08/2011, employees, their spouses, and their dependent children with a bachelor's degree from any institution are not eligible for the tuition remission program. An exception to this will be made so that employees with a bachelor's degrees, regardless of hire date, can audit KWC courses at 100% tuition remission. This exception does not apply to an employee's spouse or dependents.
10. Tuition remission may be used for in-person and online courses. However, remission will only be applied to online courses after the minimum course enrollment has been met and before the maximum course enrollment has been exceeded. To request remission for an online class, the employee must complete a Request for Online Course Registration under the Tuition Remission Benefit for each online course requested. Please see the form for more information. This form is in addition to the required Tuition Remission Request Form.
11. Each recipient is eligible for up to a maximum of 132 credit hours under the tuition remission program. The maximum will be increased to 144 credit hours when there is a change of major or the program of study requires more than 132 credit hours.
12. If a tuition remission recipient withdraws from the College or drops any credit hours within the full refund period as defined in the College withdrawal policy, the credit hours will not accumulate toward the maximum tuition remission hours allowable. All other hours attempted will accumulate toward this maximum. If applicable, the approved College refund policy for fees and financial aid that is published in the Academic Bulletin will be followed.
13. Recipients of the tuition remission program must meet the Satisfactory Academic Progress policy as defined in the Academic Bulletin. Failure to meet these standards will result in loss of eligibility for the tuition remission program under the same criteria as all other financial aid programs.
14. Calculation of tuition remission at 100%:
  - a. Commuter students - Financial aid from federal, state, and external grant programs as well as institutional funds will be applied to the tuition charge first, with the balance of tuition cost funded by tuition remission. Remaining charges will be billed and collected according to the payment policies for all students.
  - b. Residential students - Financial aid from federal, state, and external grant programs will be applied to room and board costs first, up to the amount charged for the lowest cost plans, with any excess funds applied to tuition costs. Next, financial aid from institutional funds will be applied to tuition costs. The balance of tuition costs charged to the student will be funded by tuition remission. The student is responsible for any room and board fees not funded by federal, state, and external resources and for fees in excess of the lowest cost room and board plans. Remaining charges will be billed and collected according to the payment policies for all students.

15. Calculation of tuition remission at 50% (for recipients who have completed or transfer in 90 credit hours or more from another institution):
- a. Commuter students - Financial aid from federal, state, and external grant programs as well as institutional funds will be applied to the tuition charge first. Up to 50% of the original tuition charge will be funded by tuition remission, up to but not exceeding the tuition balance after the federal, state, external, and institutional funds have been applied. Remaining charges will be billed and collected according to the payment policies for all students.
  - b. Residential students - Financial aid from state and federal and external grant programs will be applied to room and board costs first, up to the amount charged for the lowest cost plans, with any excess funds applied to tuition costs. Next, financial aid from institutional funds will be applied to tuition costs. Up to 50% of the original tuition charge will be funded by the Tuition Remission program, up to but not exceeding the tuition balance after the federal, state, external, and institutional funds have been applied. The student is responsible for any room and board fees not funded by federal and state and external resources or fees in excess of the lowest cost room and board plans. Fees will be billed and collected according to the payment policies for all students.

#### TUITION REMISSION FOR PART-TIME EMPLOYEES

Tuition remission is offered to part-time staff employees with at least one year of regular, continuous part-time employment with the College. Part-time faculty will be eligible for remission at the beginning of their third continuous semester of teaching. The program will follow the terms outlined above in “Tuition Remission of Full-Time Employees” with two exceptions: employees are limited to four credit hours a semester, and spouses and dependents of part-time employees are not eligible to participate.

#### CIC TUITION EXCHANGE PROGRAM

Kentucky Wesleyan College is a member of the Council of Independent Colleges’ (CIC) Tuition Exchange Program (TEP). The CIC-TEP is available to regular, full-time College employees after the employee has completed one year of full-time employment. The program aims at satisfying two needs: encouraging members from employee families of the CIC colleges to attend these colleges and assisting these families in meeting the partial cost of college attendance.

The CIC-TEP is a network of CIC member colleges and universities willing to accept, tuition-free, students from families of full-time employees of other participating institutions. Over 400 institutions participate in this program. Each participating institution in the network agrees to import a limited number of students on the same admission basis as they accept all other students, without regard to the number of students it exports. The program covers employees, spouses, and legal dependents. Imported students are responsible for all non-tuition charges (fees, room and board, etc.) as applicable. This program is nondiscriminatory and in compliance with IRS regulations. More information and a list of participating colleges are available on the [CIC-TEP website](#). Please contact the Academic Dean’s Office for participation.

#### TUITION EXCHANGE SCHOLARSHIP PROGRAM

Kentucky Wesleyan is a member of The Tuition Exchange (TE), which provides a reciprocal scholarship opportunity for eligible employees and their dependents at other member schools. This program is available to regular, full-time employees after the employee has completed one year of full-

time employment. The program covers employees, spouses, and legal dependents as defined by the IRS.

This program is not a guaranteed benefit, but a competitive award. In addition to following the admissions process and deadlines for the school, schools may have additional requirements for exchange applicants. A list of member institutions (approximately 670) and more information are available on the [TE website](#). The College's TE Liaison Office is the Academic Dean's Office.

### MEMORIAL TUITION SCHOLARSHIP

A Memorial Tuition Scholarship is available to the spouse and legal dependents of full-time employees who die while actively employed by the College. The deceased employee must have been continuously employed full-time for at least 10 years at the time of death. Spouse and legal dependents are limited to those at the time of death, as determined by that year's federal income tax return (e.g., would not include divorced spouses, dependents parented by the widow/widower in a future marriage, etc.). This benefit is only applicable for classes taken through Kentucky Wesleyan and does not extend to the Tuition Exchange Programs.

This College-funded scholarship will cover the cost of tuition only. Participants must complete the Memorial Tuition Scholarship Form by May 1 for fall or summer enrollment and by November 1 for spring enrollment. If the participant enrolls for six or more credit hours per semester, a Free Application of Federal Student Aid (FAFSA) and the Kentucky Wesleyan College Financial Aid Application must also be completed annually by March 31 prior to enrollment. All other free monies (e.g., scholarships, grants, etc.) will be applied to the account before the tuition scholarship. Refunds will not be issued to students with a Memorial Tuition Scholarship. Fees will be billed and collected according to the payment policies for all students.

A maximum of 144 credit hours is available to each participant. All credit hours attempted, including audit hours, will count toward the maximum, except if a participant withdraws from class within the full refund period. Participants must meet Financial Aid Standards of Progress as defined in the *Academic Bulletin*.

### JURY DUTY

The College supports employees in their civic responsibility to serve when summoned for jury duty. Employees who will miss work due to jury duty must notify their supervisor and Human Resources when jury notices are received. Regular, full-time employees will be paid for the regularly scheduled time they miss due to jury duty. Employees are expected to work their regular schedule before they are required to report for duty and after they are released from duty.

### PAID URGENT LEAVE

Paid urgent leave (PUL) provides paid leave to eligible employees who have experienced an eligible urgent event and have exhausted all other forms of paid leave. An eligible employee under this policy is a full-time employee who has been continuously employed in a non-temporary, full-time position for the entire one-year period immediately before the eligible urgent event. An eligible urgent event under this policy is an acute or prolonged illness, injury, or life event which is serious enough to require an employee to be absent from work for more than ten consecutive working days. Examples include: a life-threatening condition, a condition that could cause a serious disability or incapacitation, severe car accident, medical emergency, chronic or long-term condition that require high-intensity or high-

frequency treatment, heart attack, stroke, kidney failure, etc. PUL can be used for parental leave under the terms and conditions of the Paid Parental Leave Policy. PUL is not available for workers' compensation injuries or illnesses, cosmetic procedures, elective procedures, sprains and strains, pregnancy without complications, and routine illnesses such as a cold, flu, allergies, etc.

The amount of PUL available to an employee is the amount of PUL banked by the employee. On the first day of each fiscal year, starting on June 1, 2023, all regular, full-time employees will be given 20 hours (i.e., 2.5 days) of PUL. This will be banked up to a maximum of 480 hours (i.e., 60 days). When an employee's bank reaches the maximum, no additional time will be added until the first day of the fiscal year after the bank falls below the maximum. PUL over the maximum is lost (e.g., not paid out or transferred).

Employees may request to use PUL for eligible urgent event experienced by the employee as well as for eligible urgent events experienced by the employee's spouse, child, parent, or parent-in-law when the employee needs to care for the spouse, child, parent, or parent-in-law. A spouse is the current spouse as recognized by Kentucky state law and does not include domestic partners. A child is a son or daughter and includes biological, step, adoptive, and foster children. A parent is a mother or father of an employee and includes biological, step, adoptive, and foster parents. If the same urgent event affects multiple employees (e.g., both spouses are employed by the College), then each eligible employees may request urgent leave. PUL for an event ends when an employee's PUL bank is exhausted, when the event is no longer an eligible event, or when the employee is no longer an eligible employee, whichever occurs first.

PUL is paid at the employee's pay rate at the time of the event (i.e., not the pay rate when banked). For nonexempt employees, PUL is paid based on the employee's regularly scheduled day (e.g., eight hours per day) and does not include overtime. For exempt employees, PUL is paid at the employee's salary. For employees in positions or appointments that are actively working less than 12 months per year (e.g., faculty, academic year employees), PUL cannot be used outside of the employee's regular working period. For example, an employee who works from August 1 to May 31 will not receive PUL for an event that takes place from July 1 to July 15. For faculty, PUL will not count against sabbatical leaves and will count like any non-sabbatical leave in determining dates for tenure consideration. The College will continue benefits for employees during PUL in the same way as it does for other College-paid leaves or benefit time. PUL cannot be transferred to another employee. PUL is lost when employment ends and when an employee is no longer an eligible employee, regardless of the cause or reason.

Communication is essential for PUL. On one hand, urgent events are usually unplanned and often have an emergency quality. On the other hand, the College must make arrangements to cover empty positions. When an employee has knowledge of an urgent event and expects to request PUL, they should notify their supervisor and Human Resources in writing. If an urgent event is an FMLA-eligible event, the employee must apply for FMLA leave. If granted, FMLA and PUL will run concurrently.

The employee must provide supporting documentation to request PUL. For FMLA-eligible events, this documentation can be the FMLA Certification of Health Care Provider (Form WH-380-F or Form WH-380-E). For non-FMLA events related to the employee, the supporting documentation is certification from a current health care provider of the medical condition or event and verification that it requires an absence from work for ten consecutive working days or more. For non-FMLA events related to an employee's spouse, child, or parent, the supporting documentation is certification from a current health care provider of the medical condition or event and a statement signed by the employee that they are needed to care for the spouse, child, or parent. Supporting documentation should be submitted to

Human Resources no later than five days after the event or the request to use PUL, whichever is applicable. PUL must be requested and approved before it is used. A request does not guarantee approval. Leave approved under FMLA is not guaranteed to be approved for PUL; likewise, leave approved for PUL is not guaranteed to be approved under FMLA.

For circumstances that are not covered by this policy, determinations will be made on a case-by-case basis by the College. As with all College policies, Kentucky Wesleyan has the exclusive right to interpret and to change this policy at any time without notice.

### PAID PARENTAL LEAVE

The purpose of this policy is to provide paid parental leave to eligible employees after the birth of a child or the placement of a child for legal adoption. While leave under the Family Medical Leave Act (FMLA) may be available in these cases, FMLA leave is unpaid and therefore does not provide any income to employees. This policy is a step by the College to assist with this situation.

Under this policy, a specific exception is made to the College's paid urgent leave (PUL) policy to allow up to 20 days of PUL to be used for paid parental leave after a birth or adoption. If an eligible employee does not have 20 days of PUL available, enough PUL will be awarded to the employee by the College to equal 20 days of paid parental leave. Whether the source of the time is the employee's accumulated PUL or awarded by the College, the 20 days must be taken consecutively, immediately following the birth or placement, and before any other type of paid leave or benefit time is used. If this ordering conflicts with another policy, this policy will supersede the other. Any unused paid parental leave awarded by the College will be forfeited as of four weeks after the birth or placement and removed from the employee's PUL bank. Paid parental leave is not payable upon termination of employment. An employee will not receive more than four weeks of paid parental leave in any calendar year, even if more than one birth or adoption occurs within that year (e.g., twins).

To be an eligible employee under this policy, the employee must meet certain criteria. The employee must be a regular, full-time employee of the College at the time of the birth or placement for adoption. The employee must have been actively working in a regular, full-time capacity for the entire one-year period immediately before the child's date of birth or placement. The employee must also apply for and meet the requirements for FMLA leave. The paid parental leave will run concurrently with FMLA leave. If the employee has exhausted their available FMLA leave before the birth or placement, they will not receive paid parental leave. Part-time employees and temporary employees are not eligible for this leave.

To be an eligible parent under this policy, the employee must be the delivering mother, the spouse of the delivering mother, or the adoptive parent of a child under the age of 18 years old. This policy includes stillbirths (i.e., loss of a baby at or after the 20th week of pregnancy). This policy does not apply to placements for foster care, to sperm donors, to surrogate mothers, to miscarriages, or when an employee is adopting a child or stepchild of a spouse.

If both parents are eligible College employees, each parent is eligible for the four weeks of paid parental leave. However, if both parents work in the same department or have responsibilities with significant overlap or interaction, the College reserves the right to coordinate the timing of the leaves to best serve the needs of the College. Paid parental leave may not be given or transferred to another employee. When both parents are College employees, each employee must disclose their spouse's request for paid parental leave.

The paid leave will be based upon the employee's pay rate at the time of the birth or placement for adoption. For nonexempt employees, it will be paid based on the employee's regularly scheduled day (e.g., eight hours per day) and will not include overtime. For exempt employees, it will be paid at the employee's salary. The College will continue benefits for employees during paid parental leave in the same as they would for other College-paid leaves or benefit time.

Notification of the intent to take paid parental leave must be made by the employee in writing to Human Resources and to the supervisor (for faculty, this would be the Division Chair; for Division Chairs, this would be the Provost/VP of Academic Affairs). For births, this notification should be made at least four months in advance of the expected birth date to allow sufficient time to plan, decide, and make the necessary arrangements. In recognition that adoptions can be less predictable than births, this notification should be made when the employee has formally begun the adoption process and then updated as a placement for adoption becomes more definitive. If notification is not made at least 30 days prior to the birth or placement for adoption, paid parental leave will not be granted.

In addition to prior notification, the employee must provide supporting documentation to receive paid parental leave. For births, this documentation is the FMLA Certification of Health Care Provider (Form WH-380-F or Form WH-380-E) and should be submitted to Human Resources within the designated FMLA timeframes. For adoptions, it is a copy of the affidavit of placement for adoption and should be submitted to Human Resources within five days of the placement. Other forms of documentation may be considered.

Employees who are awarded any amount of PUL for paid parental leave must return to work at the College for a minimum of 90 days following the end of their approved leave period for the birth or adoption. Employees who fail to meet this requirement agree to reimburse the College for the compensation and benefits provided by the College for the period of paid parental leave awarded by the College (and not from the employee's PUL bank). Such an employee agrees and authorizes that this reimbursement, or any part thereof, can be deducted from any wages due to the employee. Similarly, the employee agrees that the College may use other means, including collection agencies, to collect the reimbursement due and that any costs associated with these means will be added to the reimbursement due.

For employees in positions or appointments that are actively working less than 12 months per year, paid parental leave will not be granted when the birth or placement and ensuing four-week period are outside of the regular working period. For example, an employee who works from August 1 to May 31 will not receive paid parental leave for a birth that took place on July 1. If a birth or placement occurred on May 20, paid parental leave would apply only from May 20 through May 31. For a birth or placement on July 18, paid parental leave would apply from August 1 through August 12. For faculty, paid parental leave will not count against sabbatical leaves and will count like any non-sabbatical leave in determining dates for tenure consideration.

For circumstances that are not covered by this policy, determinations will be made on a case-by-case basis by the College. As with all College policies, Kentucky Wesleyan has the exclusive right to interpret and to change this policy at any time without notice. This policy will be in effect for births and placements occurring on or after November 17, 2022.

## RELOCATION REIMBURSEMENT

Kentucky Wesleyan assists with the moving expenses of newly hired full-time employees in the form of a limited reimbursement. The reimbursement will be made after the move is complete, with the amount determined by the distance moved and as listed on the [Relocation Reimbursement Request Form](#). The employee's move and reimbursement request must be made no later than six months after the employee's start of employment with the College.

Moving reimbursements are subject to payroll taxes. Reimbursements are included on the employee's next regular payroll after the request is approved and submitted to Human Resources. Employees are responsible for reporting moving expenses and reimbursements on their tax forms as appropriate.

#### NO-INTEREST EMPLOYEE LOANS

The Sara T. Greer Loan Fund provides short-term, interest-free loans of up to \$1,000 to regular, full-time employees for emergency situations. Part-time employees are also eligible for these loans but there may be limitations based on expected wages. These loans, one per employee, are repaid over a period of no more than twelve months through payroll deduction but are due immediately and in full when employment ends. Requests for loans should be made to Human Resources with supporting documentation and are approved by the VP of Finance.

#### SERVICE AWARDS/RECOGNITION PROGRAM

The College recognizes the contribution each employee makes toward the College's mission. Employee service awards are presented to regular, full-time employees who have provided service to the College at every 5-year milestone. These awards are presented at a special recognition program held each year. The College also presents the Cindra K. Stiff Outstanding Staff Member Award to a staff member selected by their peers, who exemplifies service to the College community as well as the President's Award for Teaching Excellence and Campus Leadership.

#### LEADERSHIP OWENSBORO

Leadership Owensboro is a joint program of the Greater Owensboro Chamber of Commerce and Economic Development Corporation focused on educating and engaging individuals to reach their potential and maximize their impact in the community. Employees interested in participating should submit their application to Leadership Owensboro to be included in the selection process. At its discretion, the College may choose to provide financial support and release time for one full-time employee per year to participate in this program. If more than one college employee is selected in the same year, the Cabinet of Officers will select the employee receiving the support.

#### CAMPUS AMENITIES

##### **Tickets/Admission**

Free admission to some College events may be available to college employees. The employee is responsible for making arrangements by asking the appropriate department for information on where the event takes place, where to get the tickets, times, etc.

##### **Panther's Den Store**

College employees receive a 10% discount on merchandise purchased in the Panther's Den Store. This discount may not be combined with discounts for Item of the Week, which is 15%, or clearance items. Staff are eligible to participate in promotions which are identified weekly in The Stall Street Journal.

#### Food Service

The on-campus food service is managed by an external partner. Employees may be eligible for discount programs for purchases made from various food service locations. Employees may purchase Panther Dollars from the Cashier's Office to pay for on-campus food purchases with their employee ID's.

#### Library

Employees have library privileges at the College library, subject to the library rules and policies. When using materials or services, employees should present their College ID.

#### Check Cashing

Employees may cash personal checks of up to \$50.00 in the Cashier's Office. Change is also available from this office. The Cashier's office cannot cash checks issued by the College or two-party checks.



## **Section II: Staff Members**

## **GENERAL INFORMATION FOR STAFF**

### **AT-WILL EMPLOYMENT**

All College staff employees are at-will employees. This means that staff members may terminate their employment at any time without cause and without notice. Likewise, the College may terminate any staff member at any time without cause and without notice. Neither this Handbook (or any part thereof) nor verbal statement from any College representative shall be construed as an employment contract or promise of job security or in any way limit this at-will status. Only a written document explicitly stating that this at-will status is being changed and signed by the College President and the Director of Human Resources may change this at-will status.

### **EMPLOYMENT STATUS**

Staff employees are classified as full-time regular, full-time academic year, part-time regular, or temporary. Full-time regular staff work 40 hours per week (except for those grandfathered in at 37.5 hours per week), 52 weeks per year, except for College designated holidays. Because full-time staff receive benefits based on that status, they are expected to work full weeks or use benefit time to equal full weeks. If an employee does not indicate benefit time to equal a full working week on the timesheet or record, the necessary benefit time will be added to the timesheet or record and deducted from their benefit time. Full-time employees who consistently do not work full weeks and who do not have benefit time to cover the balance may be subject to disciplinary action, reduction to part-time or termination.

Full-time academic year employees work 40 hours per week for at least nine months per year but are considered employed for 12 months per year and are eligible for benefits. During the working period, these employees follow the procedures and rules for full-time employees. During the non-working period, these employees do not work and may not use benefit time in order to be paid. Due to the unique nature of these positions, they are handled on a case-by-case basis.

Part-time regular staff employees work less than 30 hours per week and typically less than 1,000 hours per year. No part-time employee may work more than 30 hours per workweek. Part-time regular employees are not eligible for employer-paid benefits, other than those required by law, with the exception of Kentucky Wesleyan tuition remission benefit for part-time employees.

Temporary employees can be divided into two groups. Temporary employees Temporary employees may work full or part-time, up to 25 weeks per year. They are hired with the understanding their period of employment is a limited one. Temporary employees are not eligible for employer-paid benefits, other than those required by law or by the provisions of the benefit plan.

People working at the College through a temporary employment agency or for an external service provider are not employees of the College and are not eligible for college benefits. Kentucky Wesleyan students working at the College, either through the Federal College Work-study program or otherwise, are not eligible for benefits.

### **EXEMPT AND NONEXEMPT STAFF**

College staff may be divided into two categories: nonexempt (support) staff or exempt (administrative) staff. Nonexempt staff are generally those employees with nonexempt positions, who are paid on an hourly basis, and are eligible for overtime pay because their positions do not meet the Fair Labor

Standards Act (FLSA) requirements for exemption. Exempt staff are generally those employees with exempt positions, who are paid on a salary basis, and are not eligible for overtime because their positions meet the FLSA requirements for exemption.

### POSITION DESCRIPTIONS

Kentucky Wesleyan staff positions have a position or job description that indicates the general nature and level of work performed by an employee in the position. It summarizes the purpose of the position, essential functions, and minimum qualifications. It is not a comprehensive inventory of all duties, responsibilities, and qualifications. The College reserves the right to change descriptions at any time. The College's [organizational chart](#) shows the relationship among positions at the College.

### HOURS OF WORK

The regular workday for full-time staff is typically 8 hours per day, from 8:00 a.m. to 5:00 p.m., when College offices are expected to be open. The lunch period is scheduled according to the workload and staffing of each area. Employee hours may vary depending on the needs of the department. Due to the nature of an exempt position, it is understood that the hours may vary for exempt staff. Some positions at the College may require different hours of work than those listed. Supervisors will inform subordinates about the work schedule. Staffing needs and operational demands may necessitate departure from an established schedule periodically or on an on-going basis. There are no guarantees on work schedules, and changes may be implemented according to the needs of the College.

Employees are expected to arrive at their workspace at the designated time. If an employee is going to be late to work or needs to deviate from the expected schedule, they must call their supervisor at least 30 minutes prior to the employee's scheduled start time. If the supervisor is unavailable, the employee should speak with the supervisor's supervisor. If neither individual is available, the employee must leave a voice mail message for or send an email to the supervisor detailing the reason for and expected duration of the tardiness or absence. Employees may receive a written disciplinary warning for excessive tardiness or absenteeism. Any employee who does not show up for work or call in to their supervisor for three consecutive workdays will be considered to have voluntarily resigned. For newer employees, this timeframe may be shortened to one day or two consecutive workdays.

### REST PERIODS and MEAL BREAKS

Kentucky state law requires rest periods for nonexempt workers of ten minutes each for every four hours worked. Employees and supervisors should determine a schedule of breaks that works best for that area. It is the responsibility of each employee to take their breaks as scheduled. Employees are paid during rest breaks but may not perform any work. Employees may not leave campus during rest breaks.

In addition to rest breaks, a meal break should be taken between the third and fifth hour of work. Meal breaks should not be less than 30 minutes. The College typically observes meal breaks of one hour. Meal breaks are unpaid and must be recorded on timesheets for hourly employees. No work for the College may be performed during the meal work.

Under the Patient Protection and Affordable Care Act, the College will provide a reasonable break time for a nonexempt employee to express breast milk for the employee's nursing child for up to one year after the child's birth each time such employee has need to express the milk. The College will provide a place for an employee to express breast milk that is shielded from view and free from intrusion from

coworkers and the public. Breaks for expressing milk are unpaid unless the employee uses the paid rest breaks under Kentucky state law (above) to express milk. While the FLSA does not require these breaks for nursing mothers who are exempt under the FLSA, the College will do so under the same conditions as for nonexempt employees.

### TIMESHEETS

#### Employees' Responsibilities:

Timesheets are used to record time worked. For nonexempt staff, the Biweekly Timesheet is used; for exempt staff, the Benefit Time Record is used. It is the employees' responsibility to record their time accurately on the timesheet. Mistakes on submitted timesheets should be reported immediately to the supervisor and Human Resources. An employee may not sign a timesheet in another employee's name.

The actual time worked must be documented on the timesheet. When employees complete and sign timesheets, they are attesting to its accuracy, certifying that the information represents the actual hours worked, and certifying that the hours were worked at the direction of the supervisor. The supervisor must approve all overtime before it is worked. Benefit time (e.g., holidays, PTO, etc.) must be clearly documented on the timesheet. Employees must obtain the signature of their supervisor on the timesheet before submitting it to Human Resources for processing. Employees falsifying timesheets are subject to disciplinary action, up to and including termination.

For nonexempt staff, the regular pay period begins on Monday and runs for two weeks, ending on Sunday. Biweekly timesheets are to be turned in no later than noon on the Tuesday after the end of the pay period. Failure to do this may cause a delay in your check. For exempt staff, the regular pay period is the calendar month. Benefit Time Records for exempt staff are to be submitted to Human Resources by the tenth of the following month.

#### Supervisors' Responsibilities:

When signing an employee's timesheet, the supervisor becomes equally accountable for its accuracy. Signing a blank timesheet is not acceptable supervisory behavior and is subject to disciplinary action, up to and including termination. Supervisors should help to ensure that timesheets are complete and turned in by the deadline.

### OVERTIME

It may be necessary at times for employees to work hours in addition to their regular work schedule. The College pays overtime to nonexempt employees in accordance with Kentucky state law: 1.5 times the hourly rate after 40 hours actually worked in a workweek. Benefit time of any type does not count toward the 40 work hours needed for overtime. Overtime may only be worked with the supervisor's prior knowledge and specific direction. It can be mandated by a supervisor. Overtime is not paid to exempt employees.

Under the Fair Labor Standards Act, as a private employer, the College cannot offer compensatory time ("comp time"). Therefore, the College does not allow any comp time arrangement for any employee.

### CALL BACK PAY FOR FACILITIES

Non-exempt employees in Facilities who are called in to work for emergency or unscheduled activities will receive additional compensation in the form of "call-back pay." This applies when employees

respond to a call from their supervisor to perform extra work after their scheduled hours of work have ended and without prearrangement. Call-back pay will not apply to any scheduled hours, whether they are regular or overtime hours, or to additional hours worked at the end of an employee's scheduled hours.

The employees who are called back will receive a minimum of two hours of pay. If the hours worked are less than two hours, the employee will be paid for two hours. If the hours worked are more than two hours, the number of hours worked will be paid. Time worked does not include time taken to travel to the work site from the employee's location at the time the message was received. The rate of pay for call back time will be one and a half times the employee's regular hourly rate, regardless of the number of hours worked during the week.

At times, some Facilities employees will be required to carry a cellphone and to make themselves available for calls back to the campus for emergency repairs or services. Such availability is not meant to limit the employee's day-to-day activities, except for answering the cell phone and being ready to return to the campus if needed. No additional compensation will be provided for carrying the phone.

#### EMPLOYMENT OF STAFF ON SPECIAL EVENTS

Sometimes employees may be asked to work on special events outside of their regular work areas (e.g., an admissions counselor refereeing a sporting event). Employees will not receive additional pay for extra work completed during their regular College work time unless benefit time from the regular position is used or the time is made up. Requests to pay the employee for the extra work must be documented (e.g., timesheet, check requisition), approved, and submitted to Human Resources after the work is performed. Pay for extra work will be processed with the employee's regular payroll.

#### DEVIATIONS FROM THE REGULAR SCHEDULE

The College recognizes that employees may need time away from work for personal and/or family appointments. Although individuals should attempt to schedule these appointments outside of regular work hours, this is not always possible. Changes from the regular work schedule to accommodate these incidents will be handled as follows:

1. Actual time worked must be documented on the timesheet. Deviations from the regular workday should be documented on the timesheet.
2. If an employee needs to deviate from the regular work schedule, the employee may do so only with the prior approval of their supervisor. If an employee takes time off in a given week, that time can only be made up in the same workweek.
3. Adjusting the regular schedule should be the exception and not the rule. Abuse of this practice will be handled on an individual basis; however, continued abuse may eliminate this option.
4. Because employee benefits are based on a full-time work schedule, an employee's hours each week should equal 40 hours (except for grandfathered 37.5 employees). If there are not enough hours worked, benefit time must be used to amount to a full workweek.

#### TIME OFF WITHOUT PAY

Except for approved leaves and the non-working period for full-time academic year employees, full-time regular and academic year employees should not take time off without pay. Full-time staff are provided with paid time off to cover time needed away from work. Benefits are based on full-time employment.

Employees who take time off when no benefit time is available are subject to disciplinary action, up to and including termination of employment.

### PROFESSIONAL DEVELOPMENT

Employees may request to attend professional development events. If approved by the supervisor, payment for the training will be funded by the approving officer's budget account. The approving officer will determine if travel, dining, and/or lodging expenses are reimbursable.

If the College requests that an employee attend an outside training session, the College will pay for the session, lodging expenses, travel expenses, and reasonable dining expenses. The employee will be compensated according to the Fair Labor Standards Act. The time will be counted as time worked if at least one of the following conditions is met:

- Attendance is during the employee's regular working hours.
- Attendance is not voluntary.
- The training is directly related to the employee's job.
- The employee performs any productive work during attendance.

### PERFORMANCE REVIEW

Staff performance reviews are conducted annually and documented on the [Staff Development and Performance Review](#) form. This process provides a formal means of communication to reinforce good employee performance and to address problem areas. Positive performance reviews do not guarantee continued employment or pay increases. The form includes an area for employees to document their responses to their reviews. While employees are required to sign the forms, their signature does not imply agreement with the review but confirms that the form was made available to them. Supervisors and employees are responsible for keeping evaluations current. Completed review forms should be forwarded to Human Resources and will be placed in the employee's personnel file.

### DISCIPLINARY ACTION

Supervisors at the College may find it necessary to discipline employees for problem behavior. Examples of problems for which an employee may be disciplined include but are not limited to: attendance and tardiness problems, use of obscenities, not calling in for unscheduled absences, not following the directions of one's supervisor, falsifying timesheets, working overtime without prior supervisor approval, violating confidentiality of employees or students, harassment, or violence or threats of violence against an employee, student, or other person on the campus. Examples of discipline may include, but are not limited to a verbal warning, a written warning, time off without pay, demotion, or immediate termination. Neither of these lists is exhaustive. At its discretion, the College may discipline an employee for any conduct it believes is not in keeping with its goals, objectives, policies, or practices. Disciplinary action will be determined on a case-by-case basis.

Supervisors are responsible for documenting problems as soon as possible. They may use letters, memos, or other written documentation, provided that they are reviewed with the employee and signed by the employee and supervisor. These documents should include the reason for the write-up, what occurred, when it occurred, where it occurred, who was involved in or witnessed the event, and any other specific, pertinent facts. If an employee refuses to sign the document, the supervisor should review the document with the employee in the presence of a third party, who can then sign that the document was reviewed in the employee's presence. These documents must be forwarded to the

Director of Human Resources. Any employee written up twice within a 12-month period is subject to termination, regardless of whether the offense is of the same nature or not. Nothing in this policy shall be interpreted so as to limit an employee's at-will status.

### FAREWELL RECEPTIONS

At the supervisor's discretion, the College will sponsor farewell receptions for departing employees who have been employed by the College full-time for at least five years. Officers must approve the use and amount of departmental funds for an appropriate reception. College funds may not be used to purchase employee gifts or for personal receptions (e.g., baby shower, wedding shower, etc.). Such receptions may be held on campus but are to be funded by the employees coordinating the event.

### CONDOLENCES

~~The College will extend condolences in the form of flowers or a memorial contribution to an employee upon a death of a parent, spouse, sibling, child, grandchild, mother-in-law, or father-in-law. All such expenditures are coordinated through Human Resources.~~

### STAFF REDUCTIONS

The College reserves the right to eliminate, reduce, or reclassify staff positions. The situation may occur in which a reduction in staff may become necessary due to the financial state of the College, a lack of work, changes in technology, a period of restructuring and reorganization, or other reasons.

## **BENEFIT TIME**

### PAID TIME OFF

Paid time off (PTO) is used by full-time staff to take time off from work with pay for vacations, illnesses, personal appointments, and other reasons. For planned absences, staff should request the use of PTO at least two weeks in advance. For unexpected or unplanned absences, staff must request the use of PTO before the start of their scheduled work time. When a staff member uses PTO for an illness or injury that results in an absence of more than three days, the employee should contact Human Resources to apply for leave under the Family and Medical Leave Act.

Scheduling PTO is subject to the approval of the employee's supervisor. The College may request an explanation for the use of more than three days of PTO for unplanned absences. Efforts will be made to allow PTO as requested; however, the College reserves the right to deny requests or defer them to dates that better accommodate the College's needs. When a staff member's absences occur frequently enough to prevent regular and reasonable attendance or when a staff member "calls in" for a day that was previously denied for the use of PTO, the College may take disciplinary action, up to and including termination of employment.

Regular full-time staff are eligible for PTO, which is based on a fiscal year. Temporary and part-time employees are not eligible. PTO cannot be carried forward from one fiscal year to the next. Any PTO remaining at the end of a fiscal year is lost and will be removed (i.e., "use it or lose it"). The use of PTO

must be recorded on staff timesheets (i.e., Biweekly Timesheet or Benefit Time Record). Cabinet officers of the College are not required to complete Benefit Time Records. PTO can be taken for scheduled hours only and cannot exceed eight hours per day or 40 hours per week. The minimum PTO increment is 15 minutes. PTO will be paid at the employee's rate of pay when the time is taken, regardless of the employee's rate of pay when it was accrued.

For staff who are employed on the first day of the fiscal year (i.e., June 1) and who work the entire fiscal year, the amount of PTO for the fiscal year will be advanced to them on June 1. The amount of PTO advanced at the beginning of a fiscal year increases as the employee's length of employment increases. Increases in PTO are based on the whole number of full years of continuous full-time employment in a staff position on the first day of a fiscal year.

#### Annual PTO Amount

- Nonexempt employee
  - Up to 7 years = 132 hours (i.e., 16.5 days)
  - 8 years to 15 years = 168 hours (i.e., 21 days)
  - 16 years and over = 210 hours (i.e., 26.25 days)
- Exempt employee
  - Up to 10 years = 168 hours (i.e., 21 days)
  - 11 years and over = 216 hours (i.e., 27 days)

When staff work less than 12 full months in a fiscal year (e.g., new hire, academic year employee), the amount of PTO for the partial year will be prorated according to the number of full calendar months worked. To calculate this, the applicable annual amount of PTO will be divided by twelve and then multiplied by the number of full calendar months worked. For example, a new, nonexempt staff member starting work on February 20 would be advanced 33 hours (i.e., 132 hours per year divided by 12 months in a year times 3 months in the fiscal year).

When employment ends during a fiscal year, the amount of PTO will be evaluated for the partial year as listed above and adjustments made to PTO accordingly. If a staff member has used more PTO than their prorated amount, the excess PTO amount will be deducted from the final paycheck or paychecks, regardless of the reason that employment ends. If a staff member has used less PTO than their prorated amount, it will not be paid out. Staff may not use PTO in lieu of a resignation notice or to extend their resignation date. For any situations that are not covered by this policy, determinations will be made on a case-by-case basis by the College.

Please see the two following sections for more information about PTO.

#### PTO FOR ATHLETIC COACHES

Unlike most office staff who have a fairly consistent schedule, athletic coaches have fluctuating and unique schedules. At times, those schedules can be demanding, requiring evening and weekend work as well as trips away, while at other times, the demands are limited and do not require all-day attention. In recognition of the variation of coaches' schedules, the College's PTO policy for coaching positions has been amended, effective 09/16/2019 for all coaches, regardless of hire date.

As with other staff, PTO is available only to full-time coaches (not part-time coaches). Coaches will be given 20 days of PTO per 12-month appointment. For full-time appointments of less than one year, a



prorated amount will be given. This annual amount is the same for all coaches, regardless of coaching rank (e.g., head, associate, assistant, etc.) or years of service (e.g., one year, ten years, etc.).

PTO is scheduled in agreement with and subject to the approval of the supervisor. Coaches should request the use of PTO in advance. Tracking of PTO is the responsibility of the supervisor and coach. Coaches do not complete Benefit Time Records. If PTO is not used in the year in which it was given, it is lost. It does not carry forward from one year to the next, and it is not paid out or banked. PTO is not payable or paid out at the end of employment, regardless of the reason employment ends (e.g., voluntary, involuntary, resignation, retirement, etc.). Coaches can participate in the PTO Donation Program if there is an accurate record of their time available.

### PTO DONATION PROGRAM

The purpose of the PTO Donation Program is to help bridge the gap between the exhaustion of all paid benefit time and the need for additional paid time off from work for a catastrophic health condition. This program does not replace or alter normal applicable rules on benefit time usage.

PTO days may be donated by full-time staff employees to full-time staff employees. They cannot be donated to employees who would otherwise not accrue PTO. Faculty and temporary personnel are not eligible for this program. To be a donor or a recipient, the staff member must have been employed full-time at the College for at least one year.

Donated PTO days can be used for a catastrophic health condition of the employee or an employee's close family member. For the employee, a catastrophic health condition is one that incapacitates the employee in such a way as to make them unable to perform their assigned job functions. For family members, a catastrophic health condition is one that is life threatening and requires inpatient, hospice, or residential health care or a family member for whom the employee is the primary caregiver. Caring for a child immediately after birth or adoption is also an eligible circumstance for this program. Examples of conditions that may be covered are cancer, major surgery, heart attack, or hospitalization. Donations may not be requested or used for elective procedures. This program is not for routine or common illnesses (e.g., cold, flu), or injuries incurred while committing a felony. Close family members are parents, grandparents, children, and legal dependents. Other family members will be considered on a case-by-case basis.

To request donations, the recipient must complete the PTO Days Donation Request Form. If a staff member is eligible but unable to apply for donated days due to their medical condition, a family member or other representative may apply on behalf of that employee. Kentucky Wesleyan will not be held responsible for placing employees on the program. Medical certification verifying the need for the leave is required; follow-up information may be requested. Employees may use the Physician Certificate Form associated with this program or a similar form, signed by the treating physician, that specifies who the patient is, the health condition, and the amount of time needed off work. Additional information may be required before donations are approved. The College reserves the right to require a second opinion, at the College's expense.

Donated PTO days may be used only after all other paid benefit time has been exhausted. However, an employee may request donations prior to the exhaustion of all benefit time if the need is anticipated. Donated days can be used intermittently in whole day or half day blocks. They cannot be applied retroactively (e.g., to pay periods that have already passed).

An employee may use up to 30 donated PTO days per calendar year. There is no limitation on the number of times an employee can use the program and no minimum level of need. PTO days are donated and used in whole day or half day increments only. This program does not guarantee that any or all need for additional paid time off will be met or that a specific amount of donations will be made available to the requesting employee. Application for FMLA leave is required for participation in this program. The use of donated PTO days will be counted concurrently with FMLA leave.

When a PTO day is donated, it is the number of days (e.g., one day, two days) that is donated. The actual wage earned by the donor or recipient will not be taken into consideration. The recipient will not receive more or less than their base pay when using donated days. In any pay period, the recipient may use donated days up to their regular weekly hours (e.g., 37.5 or 40 hours per week, depending on their position).

The donor must complete a PTO Days Donation Form. An employee may donate as many PTO days as s/he wishes. Employees are not required to maintain a minimum balance of PTO days for themselves. However, employees should consider their own needs when determining if or how many days to donate. Only PTO may be donated. Employees may only donate PTO that has already been earned. Donors may choose to keep their donation anonymous.

PTO will be deducted from the donor's accumulated PTO only as it is needed by the specific employee to whom it was donated. Donations are used in the order in which the completed PTO Days Donation Forms are received by Human Resources. Once the recipient has used the donated PTO days, the donations are irrevocable, irreversible, and non-refundable. No days in excess of those actually needed will be deducted from donors. Donor employees will be notified by Human Resources of the number of days deducted from their accumulation.

Employees will not accrue benefit time while using donated PTO days. Holidays occurring during a period of donated PTO days will not be paid unless the days before and after the holiday are covered by donated or paid benefit time. The College will continue life insurance coverage while the employee is using donated PTO days. Health insurance coverage may also be continued.

Participation in the program as a donor or recipient is completely voluntary. Coercion to obtain donated days is strictly prohibited. An employee who is eligible to receive retirement or disability benefits (either from insurance or Social Security) may not receive donated PTO days in lieu of opting to receive these benefits or while receiving them. Employees cannot receive donated PTO days while receiving Workers' Compensation payments or other insurance payments.

An employee's participation in this program as a recipient will terminate when the recipient is medically released to return to work, the recipient's employment is terminated, or the recipient fails to provide medical documentation. An employee will be denied the use of the PTO donation program if s/he manipulates the program for uses other than its intended ones, willfully submits inaccurate information, or if there is abuse of the program. This policy may be discontinued at any time for any reason.

All requests for donated PTO days will be handled through Human Resources. HR will then send notification electronically to all full-time staff that donations are needed. The recipients will be allowed to choose whether their name is included in the notification. After one week, if the requested amount is not donated, a second notification will be made. No more notifications will be sent.

HOLIDAY TIME

Regular, full-time staff employees are paid for staff holidays upon full-time hire, except for the Christmas holiday period. The Christmas holiday period (i.e., the 10 days at Christmas) will be paid after 30 days of regular full-time employment. Prior to 30 days of full-time employment, the Christmas holidays are observed but are unpaid.

Full day holidays are paid at eight hours per day (or 7.5 hours for grandfathered employees with that work schedule). Half day holidays are paid at four hours (or 3.75 hours only for grandfathered employees with that work schedule). In general, if a holiday falls on a Saturday, then Friday is observed; if a holiday falls on a Sunday, then Monday is observed. To be paid for a holiday, the working day immediately preceding and following the holiday must be worked or covered by paid benefit time. If a holiday falls during an employee’s scheduled PTO time (e.g., a week that the employee requested to be off from work), that day will be counted as a holiday (i.e., not PTO). The following are the College’s paid holidays. The holidays may be adjusted as needed due to internal or external circumstances.

<u>Holiday</u>	<u>Observance</u>
Martin Luther King Day	third Monday in January
Good Friday	varies
Memorial Day	last Monday in May
Juneteenth	June 19
Independence Day	July 4
Additional Independence Day	varies
Labor Day	first Monday in September
½ day Wed. before Thanksgiving	day before Thanksgiving
Thanksgiving	fourth Thursday in November
Friday after Thanksgiving	day after Thanksgiving
Christmas Break	10 days at Christmas
Employee’s birthday	within a week of the birth date

BEREAVEMENT TIME

Upon hire, regular full-time employees are eligible for paid bereavement time. Three days of bereavement time is available for the death of a parent, spouse, sibling, child, grandchild, mother-in-law, and father-in-law. Two days of bereavement time is available for the death of a grandparent, brother-in-law (sister’s spouse or spouse’s brother), and sister-in-law (brother’s spouse or spouse’s sister). Spouse and in-laws refer to the current, legal spouse. Bereavement time must be used during the immediate period of bereavement. Employees who wish to take bereavement time should notify their supervisor immediately. A copy of the obituary must be submitted with the Biweekly Timesheet or Benefit Time Record with bereavement time. Other time off for bereavement must be taken as PTO.

VOLUNTEER TIME

Kentucky Wesleyan College encourages employees to be involved in our community. The College supports this by providing full-time staff employees with one day of paid volunteer time per calendar year to perform volunteer service at schools or non-profit organizations. Paid volunteer time will also be provided to part-time staff employees and will be prorated based on their full-time equivalent ratio.

Volunteer time is limited to one day and one instance per calendar year, with an annual maximum of one day for full-time staff. These days cannot be split into smaller segments and spread out over additional days (e.g., cannot be used as two hours on four different days). Employees will receive paid volunteer time for the time that they volunteer (e.g., if you volunteer for four hours, you will be paid for four hours). Unused volunteer time is forfeit at the end of each calendar year and will not be paid out under any circumstances. This time cannot be scheduled or used after a resignation had been submitted. It will not be granted to staff on performance improvement plans or on unpaid leave (e.g., FMLA).

College-sponsored volunteer time may be used for schools or nonprofit organizations. It may not be used at organizations that discriminate based on color, race, national origin, religion, sex, sexual orientation, gender identity, age, genetic disposition, disability, veteran status, or any other legally protected classification. This volunteer service is performed at the staff member's own risk. Any incurred illness, injury, or expense will not be covered by the College or the College's insurance.

Staff must obtain their supervisor's approval for the volunteer activity and time at least one week in advance by using the Volunteer Time Approval Form. Volunteer time should not conflict with peak work schedules or other work-related events (e.g., Commencement). The decision to approve a request is at the discretion of the supervisor. A copy of the completed form must be submitted to Human Resources with the timesheet for the pay period that includes the volunteer date.

Employees are encouraged to wear a Kentucky Wesleyan t-shirt, nametag, hat, or other item denoting their affiliation with the College when circumstances allow. The employee is also encouraged to submit a photo of themselves during their volunteer efforts to the Advancement Office to be used at the College's discretion (e.g., showcasing on social media).

## **Section III: Faculty Members**

## FACULTY LEAVES

### SABBATICALS

Sabbaticals are awarded to full-time faculty members (does not include staff with faculty status) for the primary purpose of increasing the value of the recipient's sustained contribution to the college by providing the individual a significant opportunity for professional growth and renewal so the individual may return to the college with renewed vigor, perspective, and insight. A sabbatical should provide the individual with a significant opportunity for new, or renewed, achievement and growth through activities such as study, research, writing, creative work, and/or travel so that their teaching and scholarship effectiveness may be enhanced. Opportunities for additional training, for improving skills, and for maintaining currency in the field also are purposes of sabbatical leaves. Sabbatical applications that support the college's curriculum, mission, and initiatives that further the objectives of the college's Strategic Plan are strongly encouraged.

Appropriate activities include, but are not limited to the following:

- Enrollment toward completion of an advanced degree.
- Professional development (workshops, courses, independent study, or professional meetings one would not normally be able to attend).
- Exchange opportunities.
- Editorial positions.
- Positions in service organizations.
- Professional research and/or creative endeavors.
- Travel appropriate to one's discipline.

Sabbatical opportunities are limited in number. They are not automatically approved. Sabbaticals are not to be understood as deferred compensation nor are they to be anticipated as approved simply due to longevity at the college. Due to the limited number of sabbaticals, various factors will have to be considered in selecting the candidates for sabbatical, such as the advantage to the college in faculty improvement. Sabbaticals will be given only if there is reasonable assurance that arrangements can be made to ensure that there will be a smooth operation of the department involved.

To be eligible for a sabbatical, a faculty member must have six years of continuous full-time employment as a faculty member at Kentucky Wesleyan. For faculty who have previously been awarded a sabbatical at Kentucky Wesleyan, the faculty member is eligible to apply for another sabbatical after six years of continuous full-time employment as a faculty member since their return from the most recent sabbatical. Faculty may apply for a sabbatical during the sixth year of service, but, if approved, the six years of service must be complete before the sabbatical commences.

Sabbaticals may be requested for one semester (fall or spring) or for an academic year (fall and spring). If a sabbatical is approved for one semester, the faculty member will be paid the equivalent of their base salary for that one semester. If a sabbatical is approved for two semesters, the faculty member will be paid the equivalent of one-half of their base salary for those two semesters. Faculty members on sabbatical may retain their employee insurance benefits at the same terms and conditions as other employees.

Faculty members receiving sabbaticals are expected and obligated to return to full-time employment at Kentucky Wesleyan for a period of at least two years immediately following the end of their approved sabbatical.

After a sabbatical, the faculty member must produce a written report for the Vice President of Academic Affairs (VPAA) within four months of the end of the sabbatical. This report should include, at a minimum, a summary of the purpose, goals, and objectives of the project; the outcomes of the project; and a final reflection of the significance of this project to the faculty member's work at Kentucky Wesleyan. In addition, an oral presentation of the work accomplished must be given at the next faculty development workshop. This should summarize sabbatical activities and professional growth drawing applications to the wider campus community. The oral and written reports are required elements of the sabbatical activity. Future sabbatical applications for a faculty member will not be considered if these reports from a previous sabbatical were not completed. Faculty are also encouraged to choose additional ways in which to share their sabbatical experience, findings, and information gained.

To apply for a sabbatical, a faculty member must complete the college's Sabbatical Application and submit it to their Division Chair. The application should then be forwarded to the VPAA. Applications should be made in early September of the academic year preceding the academic year the sabbatical would be taken.

### SICK LEAVE

Full-time faculty are provided with up to six months of sick leave with full pay and benefits for the duration of an illness. When applicable, this leave will be concurrent with FMLA leave; please see the Family and Medical Leave section in this Handbook for more information. Employees are required to present medical certification confirming the need for the leave, as well as certification releasing the employee to return to work.

### EDUCATIONAL LEAVE

Kentucky Wesleyan College expects and encourages its faculty members to continue their professional growth. Under the appropriate conditions, the College may grant a leave of absence for graduate study and provide financial assistance to those pursuing the doctoral degree or another course of graduate study specifically approved by the Dean of the College.

1. The person must have been a full-time faculty member at Kentucky Wesleyan College for a period of at least two years.
2. Financial assistance for a person on an educational leave from Kentucky Wesleyan College will be calculated at the rate \$3,000 per semester (or \$1,000 per quarter on the quarter system), or a maximum of \$5,000 per academic year. For summer study, the faculty member may be remunerated at the special rate of \$200 per week of academic study for a maximum of \$2,000 per summer.
3. Each faculty member accepting educational leave with financial assistance must agree to an appropriate period of service at Kentucky Wesleyan College following the period of graduate study equal to the period of assistance. One full year of graduate study will obligate the faculty member to one full year of service at Kentucky Wesleyan College. Failure to complete the above service will transfer all financial assistance to the basis of a loan which will be due immediately upon the faculty member's resignation from the College. Appropriate contractual understanding will be signed by the faculty member and the Dean of the College setting forth the terms of the education leave.
4. Requests for educational leaves must be submitted by letter to the Dean of the College well in advance, but in no case later than December 1 of the academic year preceding the leave of absence.

5. Approval of requests for academic leave is necessarily subject to the availability of funds and temporary arrangements by the faculty of the department affected by the faculty member's leave of absence.

#### OTHER LEAVES

Other leaves may be provided in appropriate circumstances for projects of direct benefit to the College, for public or private service outside of the institution, for illness, recovery of health, or for family and medical leave consistent with The Family and Medical Leave Act.

To protect the academic program of the College any such leave should be applied for well in advance.

All of the terms surrounding the leave should be mutually agreed upon in writing at the time the leave is granted. Such terms would naturally involve the duration of the leave, its effect upon the faculty member's status, any expectations for return to the College following the leave, adjustment in compensation, and the possible continuation of fringe benefits during the leave. In working toward reasonable terms, both parties should be informed of the guidelines of the professional agencies pertaining to such leaves.

#### ADDITIONAL INFORMATION FOR FACULTY

There is additional information pertinent to faculty in the [KWC Faculty Handbook](#) as well as other resources on the [Academic Affairs area](#) of the PantherNet.



## **Section IV: Appendices**

**EMPLOYEE ACKNOWLEDGEMENT** Appendix A  
**for the Kentucky Wesleyan College Employee Handbook**

I acknowledge that I have been provided with the website address (<https://intranet.kwc.edu/human-resources/employee-handbook/>) to access the Kentucky Wesleyan College Employee Handbook (“the Handbook”), and I understand that I may request a paper copy of the Handbook from Human Resources.

As an employee of Kentucky Wesleyan, I understand and agree that I am required to abide by the rules and policies of the College, including but not limited to those in this Handbook. It is my responsibility to read and obtain clarification if necessary about the various policies and procedures. I understand that the Employee Handbook is intended to provide an overview of the personnel policies and procedures of the College and is not intended to represent all policies or possible applications. At any time, the College may add, change, or rescind any policy or practice at its sole discretion, with or without notice. Upon posting, the most recent version of this Handbook supersedes all previous versions. It is the responsibility of each employee to stay informed of policies and procedures affecting them. I know that this Handbook and other College-related documents are available on the Wesleyan intranet and website and that it is my responsibility to check this source regularly for changes.

I also understand that nothing in this Handbook constitutes an employment contract, expressed or implied, but rather serves as a guide to some policies of the College. I further agree that these policies and practices do not create any express or implied employment contract or covenant of any type between the College and me.

By signing below, I certify that I have read, understood, and agree with all the statements above.

\_\_\_\_\_  
Employee name (please print)

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

Please complete and return this acknowledgement to Human Resources within 14 days of hire.

# Your Employee Rights Under the Family and Medical Leave Act

## What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

## Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

## How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your employer **may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

## What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer **cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer **must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your employer **must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

## Where can I find more information?

Call 1-866-487-9243 or visit [dol.gov/fmla](https://www.dol.gov/fmla) to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

SCAN ME



