Staff Policy and Procedure Manual
2020-2021
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HR 1.1 - Equal Employment Opportunity

Virginia Wesleyan University is an equal opportunity employer. The University offers employment, advancement opportunities, and benefits in a harassment-free environment on the basis of merit, qualifications, and competency to all individuals without regard to race, religion, color, creed, gender, national and ethnic origin, age, marital status, covered veteran status, handicap, sexual orientation, or any other legally protected status.

The Director of Human Resources is responsible for formulating, implementing, coordinating, and monitoring all efforts in the area of equal employment opportunity. Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any equal employment opportunity matter is to be referred to the Director of Human Resources.

While the Director of Human Resources has the overall authority for implementing this policy, an equal opportunity program can only be achieved with the support of supervisory personnel and employees at all levels. Any employee who feels he/she is the victim of discrimination is responsible for reporting this fact to his/her supervisor, department head, and/or the Director of Human Resources.
HR 1.2 Hiring Practices

Employment hiring, including advertising and final selection, shall be conducted in a fashion that is consistent with Virginia Wesleyan University’s commitment to equal employment opportunity for all. The following steps shall be followed in order to ensure hiring the most qualified individual for the position while remaining in compliance with applicable state and federal employment laws.

When it is determined that there is a staff vacancy as the result of either an employee leaving a position or the creation of a new position, the filling of that position shall be authorized by the President. Once the President has approved hiring for a position:

The supervisor of the vacant position forwards to Human Resources an overview of the position including qualifications(s) needed, scheduled hours (full/part-time), and job responsibilities. The supervisor discusses with Human Resources his/her requests for advertising.

Human Resources writes an ad, forwards it to the supervisor for approval, then circulates the ad via email (and hard copy where appropriate) to the campus community. In addition, when appropriate, Human Resources places the ad in the local newspaper and/or any other mutually agreed upon site.

Unless a supervisor specifically requests a different process and Human Resources agrees, all resumes and applications are sent to the Human Resources department for processing.

Upon receipt of an application or resume, Human Resources responds letting the applicant know the application has been received and is being forwarded to the hiring supervisor for consideration.

Human Resources forwards the application/resume to the hiring supervisor within 24 hours of its receipt.
The hiring supervisor should provide the committee, if he/she so desires to utilize a committee, with an updated job description, and if applicable, with the salary range and/or budget available for salary. The hiring supervisor and committee reviews the applications/resumes received and selects those with the qualifications to be interviewed. Whenever possible, the committee should include a diversity of perspectives, backgrounds, and demographic make-up (age, race, gender, etc.) Human Resources suggests to the hiring supervisor the use of “Interview Packets” that are available from Human Resources for assisting and instructing those who have not previously been involved, and therefore trained, in the hiring process at Virginia Wesleyan.

The hiring supervisor conducts reference checks for those candidates being considered for interviews. Additionally, a request by the hiring supervisor to the applicants will be made to determine the applicant’s salary requirements.

Once a qualified candidate has been selected, the hiring supervisor makes a verbal offer of employment. For salaried positions, this offer is followed by either a contract (for exempt employees) or an employment offer letter (for non-exempt salaried employees) from the Virginia Wesleyan University President.

Efforts of reasonable accommodation, if required, are implemented with the assistance of Human Resources.

Applicants who were interviewed by the supervisor, and committee if appropriate, and were not selected for the position are notified in writing or by phone by either the Human Resources department or the hiring supervisor. If the response is by telephone, the date and time of the call are documented on the application/resume. The hiring supervisor decides who will be the responding party.
HR 1.3 Employee Classification

Consistent with state and federal law, Virginia Wesleyan University recognizes the following classifications for its full year and part year employees:

**EXEMPT:** Employees who meet the executive, administrative, or professional exemption tests set forth under the Federal Fair Labor Standards Act and, as such, are not eligible to receive overtime compensation.

**NON-EXEMPT:** Employees eligible to receive overtime compensation consistent with the terms of the Fair Labor Standards Act.

It is the responsibility of the Human Resources Department to determine whether a given position meets the test for a professional, administrative, or executive exemption under the Fair Labor Standards Act. This determination is to be based upon the requirements set forth in the job description.

All exempt, and non-exempt, positions are classified in the following manner:

**FULL TIME:** Regularly scheduled to work thirty-two & one-half (32 1/2) to forty (40) hours per week.

**PART TIME:** Regularly scheduled to work twenty (20) to thirty-two & one-half (32 1/2) hours per week.

**CASUAL:** Regularly scheduled to work less than twenty (20) hours per week.
HR 1.4 - Employment At Will

Employees of Virginia Wesleyan University are employed at the will of the University and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

Completion of an introductory period of employment, or conferral of regular status, does not change an employee's status as an employee-at-will or in any way restrict the right of the University to terminate such an employee or change the terms or conditions of employment.
HR 1.5 Immigration Reform And Control Act Of 1986

Virginia Wesleyan University complies with the Immigration Reform and Control Act of 1986, and in doing so hires only employees who are legally employable and who provide the University with identity verification and/or work authorization in compliance with the Act.

It is the responsibility of the newly hired employee to provide the University payroll department with the necessary documents. This is to be done within three (3) days of the employee’s first day of work. The employee completes the Employee Section of the appropriate Eligibility Verification/I-9 Form. The Payroll department employee or his/her designee views the presented necessary documents and completes the Employer Section of the Form.

The payroll department files the completed Form in a file separate from the employee’s payroll file.
HR 1.6 Pre-Employment Background Investigations

Virginia Wesleyan University is committed to providing the safest possible environment for students, faculty, staff, visitors, and physical resources. In an effort to maintain a safe environment, the University shall conduct background checks on all applicants, excluding student applicants for student positions, hired after January 1, 2006.

Just cause for immediate termination of employment/discontinuance action towards employment shall include the following acts or omissions:

1. Conviction of a Felony in the State of Virginia or any other jurisdiction of the United States within the last 15 years.
2. Conviction of a Misdemeanor in the State of Virginia or any other jurisdiction of the United States for one of the following crimes within the last 15 years including, but not necessarily limited to:
   - Abduction
   - Abuse or neglect of an adult
   - Arson
   - Assault with the intent to commit a crime
   - Breaking and entering
   - Burglary
   - Carjacking
   - Carrying or wearing a weapon
   - Child Abuse/Neglect
   - Confinement of an unattended child
   - Contributing to the delinquency of a minor
   - Cruelty to animals
   - False imprisonment
   - Forgery
   - Hiring, soliciting, engaging, or using a minor for the purpose of manufacturing, distributing, or delivering a controlled dangerous substance
- Incest
- Kidnapping
- Maiming or Mayhem
- Manslaughter or Murder
- Manufacturing, distributing or dispensing a controlled and dangerous substance
- Possession of CDS or Paraphernalia
- Pornography (child)
- Possession with intent to manufacture, distribute, or dispense a controlled dangerous substance
- Prostitution or pandering
- Rape
- Reckless endangerment
- Robbery
- Sex offenses
- Weapons (firearms) violations of federal or state laws
- Religious or ethnic crimes
- Unnatural or perverted practices
- Any other crime that brings into question a person’s suitability

The following actions may make an applicant ineligible for employment:

1. New applicants receiving Probation Before Judgment (PBJ) for any of the above mentioned crimes within the last four years especially if additional information obtained indicates that undesirable activity is involved.
2. Pending criminal action that precludes an employee from working in a facility.
3. Failure to disclose a Conviction, Probation Before Judgment, or pending criminal or social services issue on the employment application or background check application.

Procedure:

1. All applicants being offered employment at Virginia Wesleyan University, excluding student applicants for student positions, are required to have a criminal background check conducted. While employment may begin prior to receipt of the results of each background screening, all new employees will sign a statement indicating their understanding that their continued employment will be contingent on the results of their background check.
2. Prior to conducting the criminal background check, the hiring supervisor, the Provost, or Human Resources/Payroll, as appropriate, shall obtain the signed, written consent from the potential employee. An applicant who
refuses to complete, sign, and submit the form will be removed from further consideration for the position.

3. This written consent form shall be forwarded to the Human Resources Department. The Human Resources Director, Human Resources Assistant, or Payroll Manager shall forward the request to Hire Right for a background check.

4. In accordance with the signed agreement, Hire Right shall perform the appropriate background check and transmit the results to the Director of Human Resources.

5. If the results of an applicant’s criminal history record investigation indicate that the applicant may be a risk to the campus, the Director of Human Resources shall evaluate the findings along with the potential risk. The evaluation shall be based upon such factors as the duties of the position, the nature and number of offenses, the dates of the offenses, employment and rehabilitation history, accuracy of the information on the employment application, and other job-related factors.

6. The Director of Human Resources shall make the final recommendation to the hiring supervisor on the advisability of continuing the relationship with the potential employee.

7. If the results of an applicant’s criminal history record investigation indicate that the applicant may be a security risk, the Director of Human Resources shall ensure that the applicant receives a copy of the investigation results along with a printout of his/her legal rights.

General Information:

1. Criminal history record information will be used only for the purpose of evaluating applicants for employment, and shall in no way be used to discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, or any other protected category.

2. Offers of employment will be made on a contingent basis pending satisfactory criminal background check results.

3. Criminal history or criminal conviction information shall be treated as confidential information as required by law. Such information will not be made a part of the applicant’s file, or the employee’s personnel file, or communicated to any unauthorized person when prohibited by law. The release of such information must be authorized in writing by the Vice President for Finance and Administration.

4. Nothing in this policy shall be construed to prevent a hiring supervisor or the Director of Human Resources from discussing with the applicant information from the criminal background check for purposes of verification or clarification.
5. All Background Checks will be conducted in accordance with the Fair Credit Reporting Act.
6. Background history reports will be maintained in a secured file in the Human Resources Department.
HR 1.7.1 Computer Access/Background Screening

It is the goal of Virginia Wesleyan University to complete background screenings on all employees and visiting interns of the University prior to beginning their campus relationship. As soon as a supervisor knows who his/her employee or intern will be, the supervisor shall advise the individual to make an appointment with a Human Resources or Payroll representative to complete the background screening paperwork.

If the individual begins working on campus prior to the return of the background screening, he/she will be given limited computer access unless full access is authorized in writing by the hiring vice president. In addition, the new employee shall sign two documents:

1. a form which indicates he/she understands continued employment is contingent upon the results of the background screening, and
2. a form which is a confidentiality agreement indicating an understanding and acceptance of the confidential nature of information to which the new employee may have access

A representative from Human Resources will notify the appropriate supervisor as soon as the results of the background screening are received. If appropriate, meaning the background screening indicates the individual is not a security risk, a Human Resources representative will notify an IT representative that the background screening has been successfully completed. IT will then ensure that appropriate computer access is provided.
HR 1.7.2 New Employee Computer Systems Access

Policy

A prospective employee who has returned a signed offer of employment will be given access to the Virginia Wesleyan University computer systems (Colleague, MARSIS, Web Advisor, email and/or network login – as required by their job) after they have met with a representative of our Human Resources department and completed all necessary paperwork needed to become an employee. If an exception to this policy is needed, the Provost of the University for faculty and the Vice President for Finance and Administration for staff may authorize such exceptions.

Procedure

Exempt Employee:

1. Employee returns signed offer of employment.
2. Employee meets with Human Resources or Payroll Manager and completes appropriate employment paperwork.
3. The Human Resources Assistant enters necessary data into the Colleague system in a timely manner and notifies the Information Technology Help Desk, and other relevant offices that this has been done.
4. IT Services sets systems to allow new employee access to Colleague, MARSIS, Web Advisor, email, and/or network login, as required by the person’s job.
5. Registrar’s Office meets with new faculty member to instruct on usage of system(s) or if a staff person, meets with the Information Technology Help Desk staff.
Non-exempt Employee:

1. Employees who do not receive an employment letter for signature meet with Human Resources or Payroll Manager within three days of first day at work to complete necessary payroll paperwork.

2. The Human Resources Assistant enters necessary data into the Colleague system in a timely manner and notifies the Information Technology Help Desk, and other relevant offices, of completion of this step.

3. Information Technology sets systems to allow new employee access to Colleague, MARSIS, Web Advisor, email, and/or network login, as appropriate.

4. New employee meets with Information Technology Help Desk to instruct on usage of system(s).

Any current employee may request an exception to this policy for a newly hired employee by either the Provost of the University or the Vice President for Finance and Administration.
HR 2.1 Payroll

WORKING HOURS

The administrative offices at Virginia Wesleyan University are open Monday through Friday from 8:30 am to 4:30 pm with one (1) hour allotted for lunch. Hourly employees are paid for actual hours worked, rounded to the nearest hour. The supervisor of each department determines the schedule for the department. In the event the University requires an hourly or salary non-exempt employee to work overtime, the employee’s supervisor will make every effort to provide timely notice. An employee’s supervisor must approve all overtime prior to the employee working overtime. Any employee who works overtime without obtaining advance approval from their supervisor, may be subject to disciplinary action up to and including termination of employment. All hourly and salary non-exempt employees will be paid one and one half times their regular rate of pay for all hours worked in excess of 40 hours for one workweek. Paid time off, such as paid annual leave, holiday pay or jury duty that is not actually worked is excluded from the overtime calculation. Exempt employees are not eligible to be paid overtime.

Circumstances may arise which call for special hours for effective delivery of institutional services. Such hours will be assigned at the discretion of the supervisor and will be considered as part of a work assignment for a given position.

It has been the practice of Virginia Wesleyan to vary the working hours for administrative offices during the summer months. Beginning the Tuesday following graduation in May, and continuing until the start of the week of faculty pre-session workshops in August, the administrative offices are open Monday through Friday from 8:30 am to 4:00 pm.
WORK WEEK

The official workweek at Virginia Wesleyan runs from 12:01 am Sunday through 12:00 midnight the following Saturday.

PAYDAYS

Hourly and salaried non-exempt employees are paid bi-weekly (every other week.) Administrative (exempt) staff and faculty are paid monthly on the last business day of the month.

DIRECT DEPOSIT

Direct deposit of a paycheck to an individual’s bank or other financial institution is available to all Wesleyan employees. Direct deposit permits the University’s bank to deposit a paycheck electronically to a given employee’s own bank account without cost.
HR 2.2 Payroll Deductions

Certain deductions are made from each employee’s paycheck as required by law, in accordance with employee benefit plan participation, or as requested by the employee and approved by the Controller. These deductions are itemized on the employee’s paycheck stub. No money is ever deducted from the employee’s pay unless the University is required by law to deduct it or unless the employee has authorized the University, in writing, to make such a deduction. Any questions regarding payroll deductions should be addressed with the payroll manager. Deductions may include the following:

Social Security

Federal law requires each employee to contribute a part of his or her income for social security tax and hospital insurance tax.

Federal Withholding Tax

Federal law requires that Federal Income Tax be withheld based on the amount of an individual’s salary or wage and the number of dependency exemptions. All staff are required to complete a withholding tax certificate (W-4 Form) at the time of employment and to inform the payroll manager of any dependency change(s) whenever such change(s) occur.

Virginia State Income Tax

Virginia law requires withholding for the State Income Tax. Employees are required to complete a withholding exemption certificate (Form VA-4) upon employment and to inform the payroll manager of any change(s) whenever such change(s) occur.
Retirement

As a condition of employment, all employees age 30 and over are required to participate in the School’s retirement plan, TIAA (Teacher’s Insurance and Annuity Association). The minimum contribution required is 5% of the employee’s gross salary. Virginia Wesleyan will then contribute an additional percentage to each employee’s TIAA retirement account. The amount of the University’s contribution is determined annually by the Board of Trustees. In addition, the employee may elect to contribute more to this Retirement Account, to a Supplemental Retirement Account through TIAA up to the maximum amount allowed by law. This additional contribution may be deducted from the employee’s paycheck by salary reduction (before taxes) or by salary deduction (after taxes).

Campaigns

Contributions to the Women of Wesleyan Fund, The Virginia Wesleyan University Annual Fund, or to the United Way, may be made through payroll deductions with a written request to the payroll manager by the employee.

Credit Union

Payroll deductions may be used for deposits and to repay loans to the Virginia Beach Schools Federal Credit Union.

Health and Dental Insurance

The appropriate premium for employee participation in the health, dental, and/or vision insurance plan(s) will be deducted each pay period. This may be deducted on a pre-tax basis.

Flexible Spending

Money allocated to the health care and/or dependent day care spending accounts will be deducted on a pre-tax basis each pay period for those employees enrolled in the program.
HR 2.3 Staff Teaching Compensation

Virginia Wesleyan University recognizes that members of our staff may occasionally teach a course. A staff member wishing to teach a class must first obtain written permission to do so by his/her supervisor. This permission should be forwarded to the department of human resources. The supervisor will need to consider that the staff position might need to be covered when the staff member is teaching.

No additional compensation will be due to any staff employee who teaches a class at the University during office hours unless the staff member utilizes PAL. If the staff member desires compensation in addition to his/her regular salary, the staff member must use available PAL hours for this compensation. If PAL is not available to the employee, the employee will not receive compensation for the course.

Classes taught outside normal operating hours will not require the staff member to utilize PAL.

Fall and Spring Semesters

During fall and spring semesters, PAL usage would be granted per week in accordance with the following:

- 1 credit course = 1 hour per week = 1 hour of PAL
- 2 credit course = 2 hours per week = 2 hours of PAL
- 3 credit course = 3 hours per week = 3 hours of PAL
- 4 credit course = 4 hours per week = 4 hours of PAL

PAL usage would be granted per week in accordance with the number of hours per week the class meets. This policy will apply to classes taught during fall and spring semesters.
Winter and Summer Sessions

During winter and summer sessions, PAL usage would be granted per week in accordance with the number of hours per week the class meets. For example, for a class meeting three hours per day, 15 hours per week, 15 hours of PAL would be granted. For a class meeting one hour per day, five days per week, five hours of PAL would be granted.

Exceptions to this policy must be approved by the Provost and Vice President for Academic Affairs and the Vice President for Finance and Administration prior to teaching the class.
HR 3.1 Rules Of Conduct

While employment at Virginia Wesleyan University is terminable at the will of either the employee or the University, there are certain actions which, if engaged in by employees, will most invariably result in disciplinary action up to, and including, termination of employment. The following are illustrative of these areas, but should not be taken as all inclusive:

No alcoholic beverages, weapons, illegal drugs, dangerous instruments are allowed on campus unless such activity takes place at an event which has been approved by the University administration and for which all necessary licenses have been obtained. Alcohol or drug use while on duty or before reporting for work will not be tolerated.

Assaultive, criminal, or sexual behavior is forbidden by any person on the University campus.

Staff members are to conduct themselves at all times and in all circumstances in a manner that will reflect their professionalism as members of the academic community in general, and Virginia Wesleyan University in particular.
HR 3.2 Code Of Personnel Relations

Virginia Wesleyan University recognizes that its employees are the principle means by which the University succeeds in bringing excellent educational opportunities to its students. To ensure the best possible educational opportunities for its students, Virginia Wesleyan maintains the following principles of personnel relations:

The goals of the University for its employees are:

1. To recruit, select, employ and evaluate all employees on an objective level on the basis of their qualifications and performance as workers in order to insure equal treatment regardless of race, sex, creed, age, handicap, national origin, veteran status, sexual preference, or disability;
2. To provide a safe and healthy workplace;
3. To provide fair and reasonable wages, benefits, and working conditions according to the normal standards for the local community and the education industry, and to provide equal pay for equal work;
4. To maintain, in writing, the policies and procedures establishing the benefits, stipulations, privileges, and rules applicable to employees of Virginia Wesleyan University, and to communicate these policies and procedures to the employees;
5. To provide ample and proper supervision and management on all levels and to assure that all policies and procedures are administered properly and fairly by supervision and management;
6. To assist the individual employee in personal growth, by following the practice of promotion from within, when possible, and by encouraging educational, recreational, and other personal development activities;
7. To permit and encourage employees to voice any complaints, problems, or grievances which they feel exist in their relation with Virginia Wesleyan University to their supervisors without fear of reprisal; to provide an established procedure by which such complaints can be heard at successively higher levels of management until a final disposition is made;
8. To monitor and comply with applicable federal, state, and local laws and regulations concerning employee relations;
9. To be receptive to constructive suggestions which relate to the job, working conditions, or University Policies and Procedures;

Each employee is expected to:

1. Familiarize self to and support the philosophy, goals, and objectives of the University;
2. Comply with VWU and department policies and procedures;
3. Contribute to the well-being of students by serving as a positive role model and by demonstrating a professional and caring attitude and behavior;
4. Treat staff, students, and visitors courteously;
5. Maintain an overall good work attitude promoting cooperation and professionalism in interactions with other staff members;
6. Complete assigned tasks in an accurate and timely fashion;
7. Maintain assigned schedule by allowing adequate time to arrive and assume work responsibilities at designated time;
8. Maintain assigned work area in a clean, safe condition, reporting any potential hazards immediately to the appropriate supervisor;

The University retains the right to exercise all managerial functions including, but not limited to, the right to:

1. Dismiss, assign, supervise, and discipline employees;
2. Determine and change work schedules;
3. Transfer employees within and/or between departments;
4. Determine/change the size and qualifications of the work force;
5. Assign duties to employees in accordance with the needs and requirements of the University and to carry out all ordinary administrative and management functions.
Virginia Wesleyan University recognizes that positive employee relations and morale can best be achieved and maintained in a working environment that promotes ongoing open communication between supervisors and their employees. This includes open and candid discussions of work related employee problems and concerns. The University encourages its employees to express problems and opinions on any work related issue so that issues can be resolved quickly and in a manner which enhances mutual understanding.

In most instances, informal discussion with the supervisor will solve a problem. However, if you and your supervisor cannot reach a solution, or if you feel talking with your supervisor may not be appropriate, Virginia Wesleyan University offers the following Problem Resolution Procedure:

- Employee presents the problem in writing (signed and dated) within 10 calendar days to his/her supervisor. In situations where there are multiple supervisors between the employee and the Vice President/Dean, the employee presents his/her problem to (preferably) the immediate supervisor. It is the responsibility of the immediate supervisor to ensure that all other appropriate supervisors are notified of the action. Employee sends copy of written statement to Human Resources.
- Supervisor responds in writing, with signature and date, to the employee within seven (7) calendar days. Supervisor sends copy of written response to Human Resources.
- If problem is not settled at this point, employee presents problem in writing (signed and dated) to Vice President/Dean in charge of his/her department within five (5) working days. Written statement is signed and dated. Employee sends copy of statement to Human Resources.
- Vice President responds in writing (signed and dated) to employee within five (5) working days. Vice President sends copy of statement to Human Resources. If problem is not settled at this point, employee presents problem in writing (signed and dated) to University President within five (5)
working days for final decision. Employee copies statement to Human Resources.

- President, whose decision is final, notifies, in writing, employee and Human Resources.
- Human Resources notifies, in writing, any other appropriate individuals.
HR 3.4.1 Employee Counseling Summary (Progress Discipline)

The Employee Counseling Summary provides opportunities for employees to correct unacceptable performance (if the violation(s) do not warrant immediate termination). Additionally, it provides the supervisor and/or department head with a mechanism for correcting or terminating an employee who appears unable or unwilling to comply with designated policies and procedures and/or lacks the ability to satisfactorily perform his/her job.

Any time a supervisor/department head feels it is necessary to begin and/or continue progressive discipline with an employee, that supervisor is to contact the Director of Human Resources. The Human Resources Director will assist the supervisor in maintaining objectivity, fairness, and consistency with the discipline procedure.

The Employee Counseling Summary will remain in the employee's personnel file indefinitely. However, it will be part of the progression of discipline for one (1) year from date of occurrence.
HR 3.4.2 Employee Counseling Summary (Progressive Discipline)

Employee: _______________________________________________________

Job Title: _______________________________________________________

Assigned Department: ____________________________________________

Identify the area(s) where poor performance is reflected by placing a check mark beside the appropriate job performance factor(s):

____ Adaptability ________________________  ____ Punctuality
____ Attitude ____________________________  ____ Quality of work
____ Cooperation ________________________  ____ Quantity of work
____ Cost ________________________________  ____ Responsibility
____ Effectiveness ________________________  ____ Timeliness
____ Initiative __________________________  ____ Other (specify)
____ Judgment __________________________  _______________________
____ Knowledge of work

Date of current violation: __________________________________________

Date(s) of previous violation(s): ____________________________________
This counseling summary represents (circle one):

A. Documented Verbal Warning
B. Written Warning I
C. Written Warning II
D. Suspension
E. Termination

If suspension, from ______________________ to ______________________
If termination, effective date: ________________________________

Details regarding this counseling summary: (use reverse side if needed)

Employee comments: (use reverse side if needed)

This is to acknowledge that I have received the above information:

Employee Signature __________________________ Date ____________

This is to acknowledge that I have presented the above information to employee indicated above:

Supervisors Signature __________________________ Date ____________

HR 3.4.2 Employee Counseling Summary (Progressive Discipline)
Virginia Wesleyan University is committed to providing and maintaining a respectful environment that is conducive to safe working, learning, and living for all members of the Wesleyan community. Virginia Wesleyan is committed to maintaining an environment in which all faculty, staff, students, and guests can study, live, and work without intimidation or fear.

In keeping with this commitment, it is the policy of Virginia Wesleyan University that acts of violence, threats of violence, and behavior meant to intimidate others is strictly prohibited. Such prohibition includes any act, behavior, or communication that is abusive, threatening, or disruptive to the work, education, or well-being of any individual or groups of individuals employed by, enrolled in, or visiting the school.

Virginia Wesleyan University has a policy of zero tolerance for violence. Any violent behavior in the workplace, or threats of violence in the workplace, may result in disciplinary action, up to and including immediate termination. Moreover, given the policy concerns embodied in this policy, joking about violence and other inappropriate discussion of violence will be taken seriously and may prompt an investigation and disciplinary action.

Violence includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing a weapon or weapons, and threatening or talking of engaging in these activities. Violence also includes aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress. In addition, it includes intentionally damaging employer property or property of another employee and could include committing acts motivated by, or related to, domestic violence. It is the intent of this policy to ensure that everyone associated with Virginia Wesleyan, including faculty, staff, students, visitors, and customers never feel threatened by actions of conduct on campus.
In an effort to fulfill this commitment to a safe work environment for employees, customers, and visitors, the following rules will be observed:

- Access to Virginia Wesleyan University’s property is limited to those with a legitimate business, educational, or entertainment interest;
- Employee and student vehicles entering Virginia Wesleyan property must display a VWU sticker;
- Visitors to campus must obtain and display on their car a Visitor’s Pass from Security.

Virginia Wesleyan University specifically prohibits the possession of weapons by an employee, student, or visitor while on campus. This ban includes keeping or transporting a weapon in a vehicle in a campus parking area. A concealed weapons permit does not create an exception to this rule. This rule applies at any time employees and students are performing university services, even if such services are accomplished off the University’s campus.

Weapons include guns, knives, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

The University reminds all employees that it reserves the right to monitor and inspect all work areas and work communications, including, but not limited to, desks, computers, and telephones. Employees should have no expectation of privacy when using University communication devices or work areas. Display and transmission of materials and messages in violation of this policy may be cause for disciplinary action, up to and including termination.

Anyone who believes himself or herself to be a victim of violence should report such concerns to Campus Security, and/or any university vice president, assistant vice president, dean, director, or department head.

It is everyone’s business to help prevent violence at Virginia Wesleyan University. Each employee can help by reporting what he/she sees on campus that could indicate that someone is in trouble. Faculty and staff are encouraged to report any incident that may involve a violation of any of the University’s policies that are designed to provide a comfortable and safe workplace environment. Concerns may be presented to Campus Security, and/or any university vice president, assistant vice president, dean, director, or department head. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.
Employee Assistance Program

Virginia Wesleyan University provides an employee assistance program (EAP) for all full-time benefit eligible employees. This EAP offers confidential services to these employees and their eligible dependents, with four free initial visits. While we receive periodic reports on the number and types of visits or calls made to the EAP, we do not receive information about individual contacts with the EAP.

Employees are encouraged to use the EAP whenever they feel the need for guidance in coping with life’s difficulties. If an employee has difficulty handling drugs or alcohol, the EAP can provide information on treatment. The EAP is a completely confidential service to be used when help is needed.
HR 3.6.1 Harassment Policy (Faculty)

Definition

Virginia Wesleyan University is committed to providing its students, faculty, and staff a working and learning environment that is free from discrimination in the form of harassment by any member of the University Community and, in certain circumstances, agents and non-employees who have contact with our students and employees. Harassment on the basis of sex, race, color, age, disability, religion, national origin, or sexual orientation of students and employees at Virginia Wesleyan University is unacceptable conduct and will not be tolerated. In many cases it is also unlawful.

At the same time, Virginia Wesleyan University is firmly committed to the principles of Academic Freedom, and hence to the protection of the right of all members of the university community to engage in all forms of inquiry and debate.

Sexual harassment, in particular, encompasses a wide range of verbal, non-verbal, and physical behaviors. Although it includes any attempt to coerce an unwilling person into a sexual relationship, it is also unlawful to subject a person to unwanted sexual attention, to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive working or educational environment. Sexual harassment includes verbal and physical behaviors, from sexual assault to the unwelcome emphasizing of sexual identity. Violations may also be non-verbal as in the case of offensive gestures or the display of offensive pictures.

What constitutes harassment of any type, including sexual harassment, will be interpreted and applied with consistency and in accordance with prevailing law, accepted standards of mature behavior, academic freedom, and freedom of expression. It is especially likely that a faculty member who uses his or her position of authority in the course of prohibited conduct is guilty of unlawful
harassment. In addition, the frequency and severity and the content of the behavior will be taken into account.

Speech or conduct is reasonably regarded as offensive if it substantially impairs the academic or work opportunity of students, colleagues, and/or co-workers. If it takes place in the teaching context, to be considered harassment it must also be persistent, pervasive, and not germane to the subject matter. The academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

Confidentiality

Complaints about harassment will be responded to promptly and equitably. The right to confidentiality of all members of the academic community will be respected insofar as is practical without jeopardizing the University’s duty to investigate.

Retaliation

This policy explicitly prohibits retaliation against individuals for bringing good faith complaints of harassment. Any person who retaliates against a complainant shall be subject to disciplinary action up to and including discharge.

False Charges

Purely malicious accusations of harassment are harmful to the personal and professional reputation of the person so accused. The University regards harassment complaints made with malicious intent to be a very serious matter and subject to appropriate sanctions. They may also subject the complainant to civil liability.

Informal and Formal Procedures

Any Virginia Wesleyan University student or employee having a complaint of harassment may raise the matter informally and/or file a formal grievance. The informal process is an attempt to mediate between the parties involved and effect a mutually agreeable solution without entering into a formal hearing/grievance process. An informal complaint may result in disciplinary action only if the
Provost and Vice President for Academic Affairs is aware of a pattern of complaints regarding harassment involving the accused faculty member.

A formal procedure will not be initiated without a written, signed complaint. A formal complaint may result in disciplinary action being taken against a person who, as a result of an investigative process, is found to have committed an act or acts of harassment against the individual filing the complaint.

Regardless of whether the complainant raises the matter informally or formally, any allegation of harassment at Virginia Wesleyan University will be taken seriously by the university and will be investigated in a timely manner.

Office of the President

Any individual who believes that a harassment complaint did not receive prompt and equitable response after pursuing the appropriate procedures, should inform the Office of the President.

Informal Complaint

If a member of the University Community believes that he or she has been a victim of harassment by a member of the faculty, he or she is encouraged to discuss the concern with the Provost and Vice President for Academic Affairs. As a result of that discussion, the individual initiating the complaint process may select one of three courses of action: Proceed with a formal complaint; ask the Provost and Vice President for Academic Affairs to attempt an informal resolution of the matter; or drop the complaint.

If the individual decides to drop the complaint, the Provost and Vice President for Academic Affairs will decide what, if any, further action shall be taken.

If a request for an informal resolution is made, the Provost and Vice President for Academic Affairs, along with the Director of Human Resources, shall meet with the complainant to document the complaint and to determine if the complainant is comfortable with having his/her identity revealed to the faculty member. Subsequent to this meeting, a meeting of the Provost and Vice President for Academic Affairs, the Director of Human Resources, and the faculty member being accused will be held to inform the faculty member of the informal charges being levied against him/her.

If it is necessary to effect an informal resolution, and with the agreement of all involved parties, the complainant will meet with the accused faculty member in
the presence of the Provost and Vice President for Academic Affairs and the Director of Human Resources.

If, as a result of these discussions, all parties involved believe that a satisfactory resolution has been achieved, the Provost and Vice President for Academic Affairs shall decide what, if any, further action shall be taken. If the Provost and Vice President for Academic Affairs decides that some type of further action is needed, the accused faculty member may appeal this decision to the Faculty Hearing Committee. The Faculty Hearing Committee, after considering evidence presented by both sides of the issue, shall make a recommendation to the President of the University. The final determination of what action, if any, shall be taken shall be made by the President.

If a mutually agreeable solution is not achieved, the person bringing the complaint may elect to bring a formal complaint.

**Formal complaint**

A formal complaint of harassment against a member of the faculty begins with a meeting of the person bringing the complaint, and the Provost and Vice President for Academic Affairs. To this meeting, the complainant brings a written and signed statement of the complaint.

**Procedure/Investigation**

The Provost and Vice President for Academic Affairs, in conjunction with the Director of Human Resources, shall meet with the faculty member to discuss the charge. The faculty member shall receive a copy of the written complaint at that meeting. If the faculty member requests, and the complainant agrees, the complainant may meet with the faculty member at an appropriate stage of the procedure. This meeting shall take place in the presence of the Provost and Vice President for Academic Affairs, and the Director of Human Resources. If the faculty member claims to be innocent of the charge, this shall be stated in writing to the Provost and Vice President for Academic Affairs.

If the Provost and Vice President for Academic Affairs and/or the Director of Human Resources decides at any time before resolution, that further investigation is necessary, this shall be pursued in the most timely manner possible. In addition, in the case of further investigation, wherever possible the confidentiality of all involved individuals shall be maintained.
If the Provost and Vice President for Academic Affairs and the Director of Human Resources decide that the charges are to be upheld, the case shall be forwarded, with documentation, to the Faculty Hearing Committee. The Faculty Hearing Committee shall proceed as outlined in the Faculty Handbook.

Counseling

Harassment of students and employees at Virginia Wesleyan University on the basis of sex, race, age, color, disability, religion, national origin, or sexual orientation is unacceptable conduct that will not be tolerated. Therefore, the University offers, and encourages, any individual who might have been a victim of such harassment on its campus the use of the Virginia Wesleyan University Counseling Center.
HR 3.6.2 Harassment Policy (Administrative/Support Staff And Students)

Definition

Virginia Wesleyan University is committed to providing its students, faculty, and staff a working and learning environment that is free from discrimination in the form of harassment by any member of the University Community and, in certain circumstances, agents and non-employees who have contact with our students and employees. Harassment on the basis of sex, age, race, color, disability, religion, national origin, or sexual orientation of students and employees at Virginia Wesleyan University is unacceptable conduct and will not be tolerated. In many cases, it is also unlawful.

At the same time, Virginia Wesleyan University is firmly committed to the principles of Academic Freedom, and hence to the protection of the right of all members of the university community to engage in all forms of inquiry and debate.

Sexual harassment, in particular, encompasses a wide range of verbal, non-verbal, and physical behaviors. Although it includes any attempt to coerce an unwilling person into a sexual relationship, it is also unlawful to subject a person to unwanted sexual attention, to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive working or educational environment. Sexual harassment includes verbal and physical behaviors, from sexual assault to the unwelcome emphasizing of sexual identity. It also includes non-verbal inferences such as offensive gestures, motions, or literature. Speech or conduct is reasonably regarded as offensive if it substantially impairs the academic or work opportunity of students, colleagues, and/or co-workers.

What constitutes harassment of any type, including sexual harassment, will be interpreted and applied with consistency and in accordance with prevailing law, accepted standards of mature behavior, academic freedom, and freedom of
expression. It is especially likely that a supervisor who uses his or her position of authority in the course of prohibited conduct is guilty of unlawful harassment. In addition, the frequency and severity and the content of the behavior will be taken into account.

Confidentiality

Complaints about harassment will be responded to promptly and equitably. The right to confidentiality of all members of the academic community will be respected insofar as is practical without jeopardizing the University’s duty to investigate.

Retaliation

This policy explicitly prohibits retaliation against individuals for bringing good faith complaints of harassment. Any person who retaliates against a complainant shall be subject to disciplinary action up to and including discharge.

False Charges

Purely malicious accusations of harassment are harmful to the personal and professional reputation of the person so accused. The University regards harassment complaints made with malicious intent to be a very serious matter and subject to appropriate sanctions. They may also subject the complainant to civil liability.

Informal and Formal Procedures

Any Virginia Wesleyan University student or employee having a complaint of harassment may raise the matter informally and/or file a formal grievance. The informal process is an attempt to mediate between the parties involved and effect a mutually agreeable solution without entering into a formal hearing/grievance process. An informal complaint may result in disciplinary action only if the appropriate supervisor/vice president is aware of a pattern of complaints regarding harassment involving the accused employee.

A formal procedure will not be initiated without a written, signed complaint. A formal complaint may result in disciplinary action being taken against a person who, as a result of an investigative process, is found to have committed an act or acts of harassment against the individual filing the complaint.
Regardless of whether the complainant raises the matter informally or formally, any allegation of harassment will be taken seriously by the University and will be thoroughly investigated in a timely manner.

**Office of the President**

Any individual who believes that a harassment complaint did not receive prompt and equitable response after pursuing the appropriate procedures, should inform the Office of the President.

**Informal Complaint**

If a member of the University Community believes that he or she has been a victim of harassment by a member of the Administrative or Support Staff, or by a student, he or she is encouraged to discuss the concern with his or her supervisor. In the case of a student allegedly harassing an employee, the employee is encouraged to discuss the concern with the Vice President of Student Affairs or the Director of Residence Life. The matter may then be taken through the Community Arbitration System (see Standards of Student Conduct.) If the alleged victim is not comfortable with going to his/her supervisor, he or she should discuss the concern with the appropriate vice president in charge of the employee's department. In the case of a student who feels that he/she has been a victim of harassment by a member of the Administrative or Support Staff, he/she is encouraged to discuss the concern with the Vice President of Student Affairs. If the alleged victim is not comfortable with going to the Vice President of Student Affairs, he/she should discuss the concern with the Director of Residence Life. As a result of that discussion, the individual bringing the concern may select one of three courses of action: proceed with a formal complaint; ask the supervisor/vice president to attempt an informal resolution of the matter; or drop the complaint.

If the individual decides to drop the complaint, the supervisor/vice president will decide what, if any, further action shall be taken.

If a request for an informal resolution is made, the supervisor/vice president, along with the Director of Human Resources, shall meet with the complainant to document the complaint and to determine if the complainant is comfortable with having his/her identity revealed to the alleged harasser. Subsequent to this meeting, a meeting of the supervisor/vice president, the Director of Human
Resources, and the accused individual will be held to inform the individual of the informal charges being levied against him/her.

If, as a result of these informal discussions, all parties involved believe that a satisfactory resolution has been achieved, the supervisor/vice president shall decide what, if any, further action shall be taken. If the supervisor/vice president decides that some type of further action is needed, the accused individual may appeal this decision through the Problem Resolution Procedure (HR 10) in the case of an employee, or through the Community Arbitration System in the case of a student.

If a mutually agreeable resolution is not achieved, the person bringing the complaint may elect to bring a formal complaint.

**Formal Complaint**

A formal complaint of harassment against a member of the administrative or support staff or against a student begins with a meeting of the person bringing the complaint, and that person’s supervisor, the vice president in charge of that person’s department, or, in the case of a student, the Vice President of Student Affairs or the Director of Residence Life. To this meeting, the complainant brings a written and signed statement of the complaint.

**Investigation**

The supervisor/vice president, in conjunction with the Director of Human Resources, shall plan a meeting with the accused administrative/support staff member/student to discuss the charge. The alleged offender shall receive a copy of the written complaint. If the administrative/support staff/student requests, and the complainant agrees, the complainant may meet with the alleged offender at an appropriate stage of the investigation. This meeting shall take place in the presence of the supervisor/vice president, the Director of Human Resources, and/or an appropriate designee. If the alleged offender claims to be innocent of the charge, he/she shall state this in writing to the supervisor/vice president.

If the supervisor/vice president and Director of Human Resources decide, based on the case, that further investigation is necessary, this shall be pursued in the most timely manner possible. In addition, in the case of further investigation, wherever possible the confidentiality of all involved individuals shall be maintained.
If the supervisor/vice president and the Director of Human Resources decide that the charges are to be upheld, the course of action shall be proportionate to the severity and/or frequency of the offense.

Appeals

In the event that an offending administrative/support staff member disagrees with the disposition, the offending employee may follow the campus Problem Resolution Procedure (see HR 10). In the event that the accused student disagrees with the disposition, the student may follow the procedure outlined in the Community Arbitration System.

Complaints against the President

In the event that a formal complaint is levied against the President of the University, the Provost and/or the Director of Human Resources shall submit the written complaint to the Chairman of the Board of Trustees for resolution. Informal complaints against the President shall be processed in accordance with the procedure described above.

Counseling

Harassment of students and employees at Virginia Wesleyan University based on discrimination in the form of sex, age, race, color, disability, religion, national origin, or sexual orientation is unacceptable conduct that will not be tolerated. Therefore, the University offers, and encourages, any individual who might have been a victim of such harassment on its campus the use of the Virginia Wesleyan University Counseling Center.
HR 3.7 Performance Evaluation - Staff

Goals:
Virginia Wesleyan University’s performance evaluation policy has been established to enable each Employee to receive regular feedback on his/her job performance, to assist him/her to become more effective in his/her position and to inform supervisors of the Employee’s career aspirations.

Objectives:
The principle objectives of the performance evaluation are to:

- Evaluate and improve performance,
- Facilitate mutual feedback and communication between the Employee and the supervisor,
- Develop or modify objectives, and the means to implement those objectives,
- Plan Professional Development and Training,
- Ensure Position Descriptions are accurate,
- Provide a basis for potential salary recommendations.

The supervisor and the employee are strongly encouraged to discuss job performance and goals on an informal day-to-day basis. Annual formal evaluations are recommended.

Procedures:

1. The supervisor will complete the evaluation form, and review it with the employee.
2. The employee may add any comments he/she may wish to make, and sign the form.
3. The supervisor will then also sign the form.
4. The completed and fully signed forms will then be sent to Human Resources to be maintained in the employee’s personnel file.
HR 3.8 Statement Of Non-Discrimination

The University prohibits discrimination against applicants, students, faculty, or staff on the basis of race, religion, national or ethnic origin, age, sex. Sexual orientation, gender identity, gender expression, disability, status as a veteran or any classification protected by local, state, or federal law.

The University also prohibits any form of harassment based on race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran or any classification protected by local, state, or federal law. The University prohibits such harassment by all students, faculty and staff and others associated with the University.

As a recipient of federal funds, the University complies with federal laws prohibiting discrimination, including Title IX of the Education Amendments of 1972 (Title IX). Title IX provides that: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Complaints relevant to Title IX are managed by the University’s Title IX Coordinator, Karla Rasmussen, (757) 455-3316 or krasmussen@vwu.edu. Complaints may also be reported directly to the Office of Civil Rights.
HR 3.9 Non-Fraternization Policy

POLICY/PROCEDURE

Virginia Wesleyan University is committed to creating and maintaining a working and learning environment in which all of its community members feel they are safe. Mutual trust and respect are essential elements in the educational process and employment relationship; care must be exercised to assure that employees’ safety and comfort are not damaged. This policy applies to all employees, including volunteer employees.

A. Definitions

1. “Employee” is defined as a person employed by the University, in any capacity, whether faculty or staff.

2. “Employee fraternization” is defined as an employee’s engagement in a relationship involving another employee or student in a way that falls outside of normal work-related interactions and communications. Such a relationship is usually, but not exclusively, romantic or sexual in nature. It also may include, for example, a private employment relationship.

B. Core Principles

1. No employee shall pursue, have, or maintain a romantic or sexual relationship with any student. Significant social (outside of educational, mentoring/advising, or athletic) relationships between University employees and students are also prohibited. Even where there is no such relationship, employees are expected to exercise a high level of professionalism and avoid situations that may create the appearance of an inappropriate relationship.
2. The University strongly discourages romantic or sexual relationships between employees, especially among those within the same department, and prohibits them between employees in supervisory relationships. These relationships create concerns about consent and fairness of treatment of the involved employees and others in the department, may create a conflict of interest, and may damage the trust and respect within the University and its community members.

3. A relationship that contravenes the provisions of either B-1 or B-2 also may constitute a violation of the University’s non-discrimination and sexual harassment policies and, thus, may be subject to disciplinary actions under those policies.

C. Special Circumstances

1. There are circumstances in which employees work with students that have other potential for the exploitation of the students.

   a. A student may be asked to perform services that go beyond the normal student relationship; providing child care for a faculty member’s children is an example.

   b. A student may hold an employment relationship with the University and be asked to perform services that are beyond the normal scope of the student employment; running a personal errand for a staff member is an example.

   c. In all such cases, it must be clear that:

      i. The student may decline to perform such additional services without any adverse consequences,

      ii. If accepted, the student must provide the assistance voluntarily and receive a fair wage for those personal services, and
iii. The student’s choice to perform or not to perform such personal services shall have no impact or relationship to the continuation or evaluation of the student’s regular University employment.

2. There may be exceptional circumstances in which the spouse, partner, or family member of a faculty or staff member is a student at the University; or, there may be a relationship that pre-exists the enrollment in, or employment at, the University. Such exceptional circumstances or relationships must be reported to the Director of Human Resources at the time of employment or enrollment. Under no circumstances will an employee be permitted to supervise another employee involved in such a relationship or a family member.

D. Violations

1. An employee of the University who becomes aware of a relationship prohibited by this policy or not disclosed as required under this policy shall report such relationship to the Vice President of Student Affairs (if the person engaged in the relationship is a student) or the Director of Human Resources (if the person engaged in the relationship is an employee; including volunteers). Violations involving a faculty member shall be disclosed to the Vice President for Academic Affairs. All disclosures are kept confidential.

2. Relationships reported as being in violation of this policy will be reviewed by the Director of Human Resources and the Vice President overseeing the specified department to assure there is no conflict of interest or risk of damage to the University, its students, or other employees as a result. If such a risk is determined to be present, the University may take steps to eliminate the risk such as a change in supervision or work assignment.

3. Violations of this policy are considered to be unprofessional conduct and may be grounds for disciplinary action with consequences up to and
including termination of employment for administrators or staff members, or dismissal for cause in the case of faculty members.
HR 4.1 Benefits

The following is a synopsis of the benefits offered at Virginia Wesleyan University. In all cases, Virginia Wesleyan University will abide by any and all applicable federal and state laws. In addition, benefits are offered under the terms of each benefit plan. For more detailed information please consult the appropriate plan document or Human Resources.

Health and Dental Insurance

The University offers two options for health insurance coverage. Each option offers a slightly different range of benefits with a corresponding range of monthly employee cost share premiums. Employee premiums are paid by payroll deduction on a pre-tax basis. A dental plan is offered with each option. All full-time administrative and faculty personnel may enroll at the start of the month following the start of employment. Full-time support staff and hourly employees are eligible to receive this coverage at the start of the month following the start of employment. Open enrollment for health insurance is held annually, usually in the fall.

Life Insurance

Group life insurance is available to all full-time university employees. Premiums are paid by Virginia Wesleyan. This benefit is available to administrative and faculty personnel on the first of the month following employment, and is available to staff and hourly personnel on the first of the month following employment. This benefit provides life insurance coverage at the rate of one times the annual base salary rounded up to the nearest thousand unless the annual salary falls on an even thousand. It is payable to the beneficiary, designated by the employee, upon death. At the termination of employment, all covered employees have the option of converting to an individual policy at the policyholder’s expense.

HR 4.1 – Benefits
08/98, 07/01, 11/04, 02/08, 05/08, 02/09, 07/09, 12/13
Please note: Nothing in this Summary of Benefits creates an expressed or implied guarantee of employment. This summary is for informational purposes only.
Term Life and AD&D Insurance

Employees who are eligible for VWU benefits may purchase additional term life insurance and accidental death and dismemberment insurance (AD&D) for themselves and their eligible spouses and children. There are limits to this benefit. The employee pays the total premium for this additional life/AD&D insurance; however, premiums may be paid through payroll deductions.

Long Term Disability Insurance (LTD)

Group long-term disability insurance is available to all full-time Virginia Wesleyan employees. Premiums are paid by the University. This benefit is available to administrative and faculty personnel on the first of the month following employment, and is available to staff and hourly personnel on the first of the month following employment. LTD income begins on the ninety-first day following continuous disability and can continue to age 65. The monthly income benefit is equal to 60 percent of base monthly salary, not to exceed $7,000 per month, less any benefits payable from Social Security or other sources. Under certain conditions, LTD income for partial disability is also available.

Short Term Disability Insurance (STD)

Virginia Wesleyan offers a self-funded short term disability plan to all full time university employees with no monthly premium requirement. The length of time an eligible employee may receive STD income is based upon total years of full time employment with the University as follows: 0 - 1 year, not eligible; 1 - 2 years, 30 calendar days; 2 - 3 years, 60 calendar days; 3 or more years, 90 calendar days. After 90 days, the University’s long-term disability policy may be in effect. (In the case of faculty, short-term disability leave may be extended at the discretion of the University for a period not to exceed one semester.) For the duration of the short-term disability, an employee will receive full pay and benefits. The University reserves the right to evaluate all requests for short-term disability pay on an individual basis. Medical documentation is required to support a request for short-term disability. Please see Policy and Procedure 5.2 for more details.

Flexible Benefits Program
The flexible benefits program enables participating employees to take advantage of a unique IRS-approved program that allows reimbursement on a tax-free basis for eligible health care and/or dependent care expenses. All full-time employees are eligible to participate on their benefit eligibility date. Open enrollment for this program is held annually, usually in the fall.

Long-term Care Insurance

Long-term care insurance covers the type of care received either at home or in a facility, when someone needs assistance with activities of daily living (bathing, dressing, toileting, transferring, continence, or eating) or suffers severe cognitive impairment. Each Virginia Wesleyan employee has a one-time opportunity to enroll in this insurance at VWU group rates without undergoing underwriting. This benefit is offered each summer to employees who were hired during the previous twelve-month period. The employee pays the total premium for this insurance; however, it may be paid through (after-tax) payroll deduction.

Retirement Program

The University’s retirement program is administered through TIAA-CREF. Virginia Wesleyan makes a monthly contribution to the employee’s retirement account and the employee makes a minimum of a five percent (5%) contribution of his or her gross monthly salary. Eligibility begins on the first of the month following employment for all full-time exempt personnel, and on the first of the month upon completion of 1,000 hours and twelve months of employment for all non-exempt personnel. Participation in this program is a condition of employment and is mandatory for all eligible personnel beginning at age 30. Participation is optional prior to that age.

Leave Benefits

Virginia Wesleyan University has a Paid Annual Leave (PAL) system where all events which require the employee to take time off from the job (excluding recognized Virginia Wesleyan holidays and jury duty) are charged to one leave bank. All regularly scheduled full-time and part-time twelve-month exempt and non-exempt employees are eligible for PAL accrual. (Faculty members do not accrue PAL.) Although all eligible employees begin to accrue vacation hours on their date of hire, non-exempt employees may use these hours only after three
months of employment. The Paid Annual Leave accrual rate is based on employee status (exempt or non-exempt) as well as length of employment. Please see Policy and Procedure 5.1 for details of this policy.

**Tuition Remission**

A full tuition waiver is granted to dependent children and the spouse of any full-time Virginia Wesleyan employee provided certain standards and criteria are met.

Full-time University employees are eligible to enroll in classes on the basis of available space with full tuition waiver dependent upon the successful completion of the course. In addition, Virginia Wesleyan participates in Tuition Exchange Programs for dependent children of faculty and administrative staff. Faculty and administrative staff may apply for tuition grants for their dependent children who may be attending an institution other than Virginia Wesleyan and who is not eligible for coverage under the Tuition Exchange Program. Please see Policy and Procedure 4.2 for details of this policy.

**Maternity Leave**

Maternity leave is treated as any other short-term disability and will be paid according to the terms of the Short Term Disability Policy. An employee may work for as long as is permitted by her physician. If it is medically necessary for her to stop working before her due date, Short Term Disability leave will begin at that time. The employee may return to work when medically approved to do so. If, at that time, or any time during the medically necessary leave, the employee runs out of Short-Term Disability and PAL, the employee will be granted leave without pay in accordance with the federal Family Medical Leave Act.

For faculty members who deliver babies over the summer or winter vacation, maternity leave begins from the date of delivery. Short Term Disability, which is the pay part of the leave, runs concurrently with the maternity leave but begins on September 1 (the start of the fall semester) or February 1 (the start of the spring semester). In the case of faculty, Short Term Disability may be extended, at the discretion of the University, for a period not to exceed one semester. If additional time off is requested, but is not medically required, a staff employee may then, with the supervisor's approval, use any accumulated PAL (Paid Annual Leave.) Please see Policy and Procedure 6.3 for further details.
Other Benefits

In addition to the previously mentioned benefits that are available to full-time employees, Virginia Wesleyan offers a wide variety of benefits to its entire staff. These include full use of the Virginia Wesleyan Library facilities, check cashing privileges from either the Business Office or the Bookstore, a ten percent (10%) discount on bookstore items, free admission to all Virginia Wesleyan University sporting events and most theater presentations, and membership in the Virginia Beach Schools Federal Credit Union.
HR 4.2 Policies and Guidelines for Tuition Remission and Exchange Programs at Virginia Wesleyan University

All faculty, staff and full time employees of campus-based Aramark and Sodexo, and in some cases their dependents, are eligible for Tuition Remission and Tuition Exchange through The Tuition Exchange (TTE) and The Council of Independent Colleges Tuition Exchange (CICTE).

**Tuition Remission**

This program offers free tuition at VWU to all full-time University employees, full-time Aramark and Sodexo employees assigned to the VWU campus, and their dependent children and/or spouse (please see Definitions section). To qualify for this benefit you must:

- Have been employed by VWU, Aramark, or Sodexo for one full year before the start of the semester in which you, or your dependent(s) wish to take classes,

- Be a full-time employee, or a regularly scheduled part-time employee working a minimum of 20 hours per week (please note: dependents of part-time employees are not eligible for this benefit),

- Have completed an application for Tuition Remission in accordance with the deadlines as follows: July 15 – fall semester, December 15 – spring semester, May 1 – summer semesters. If
you submit a Tuition Remission form for the fall semester, you do not need to complete one for the spring semester. However, if you submit one for the spring semester, you must still complete one for the following fall. A form must always be submitted for the summer semesters. Tuition remission is not available for January Term.

Each employee is expected to successfully complete each course. An employee who fails to complete two or more courses taken in this program will be required to reimburse the University at a rate equal to 1/3 the current posted rate for the course in question. Such reimbursement begins with the second unsuccessfully completed course. Full time employees who are working toward a degree may take no more than 6 courses in the remission program in any given fiscal year; there is a limit of 18 credit hours per semester of enrollment at VWU in the Tuition Remission program. Students will pay regular, existing costs for overloads. No employee may take the same course twice tuition free. Employees who are taking courses but are not working toward a degree may take no more than 2 courses in any fiscal year. Part-time employees may take no more than one course per semester. Students may enroll in classes through Tuition Remission on a space available basis only.

Applications for tuition remission for employees should be received by Human Resources in accordance with the above indicated schedule, but in all cases must be received by Human Resources prior to the start of classes.

**Tuition Remission for Online Programs**

Tuition remission is available for all eligible full-time employees who are accepted into the University's online MBA or Degree Completion
Tuition remission is not available for spouses and/or dependent children enrolled in the online MBA or Degree Completion programs.

Tuition remission is available for all eligible employees, their spouse and/or their dependent children taking online courses while enrolled in the traditional undergraduate program or Evening and Weekend Program.

**Tuition Exchange**

To be eligible for this program an employee must:

- Be a full-time administrative employee or faculty member of VWU,
- Have been employed for one full year prior to the start of the semester in which your dependent child wishes to take classes and,
- Have completed the Intent to Apply form prior to October 31 of the year preceding the dependent’s entry into college.

After one year of employment, eligible employees may apply for tuition privileges for their dependent children within one of two Tuition Exchange programs in which the University participates. The lists of member institutions are available online for TTE at www.tuitionexchange.org, and for CICT at www.cic.edu, and/or from the Director of Financial Aid and/or the Director of Human Resources. The University must maintain a balanced exchange program, which means that in some years we may not be able to send out our students or accept those from other institutions. The exchange program requires reciprocity and we must remain in balance as part of the criteria for membership in the programs. Applications for the Tuition Exchange program may be obtained from the Financial Aid Department.
An Intent to Apply for Tuition Exchange Form may be obtained from the Department of Human Resources and must be submitted before October 31 for the following academic year.

**Tuition Assistance**

Effective July 1, 2018, this benefit was eliminated for any new hire from that date forward. Any faculty employed prior to July 1, 2018 have grandfathered eligibility for the Tuition Assistance Program. Staff are not eligible for this benefit. Any faculty employed after this date are eligible CICTE or TTE. Below describes the program as it applies for current participants.

With this program, VWU will pay up to ½ of the posted VWU tuition charge each semester per accepted applicant for a dependent child of an administrative employee (see Definitions later in this document) or of a VWU faculty member’s dependent who is enrolled in another institution. Such grants are limited to the amount budgeted each year.

To qualify for this program, faculty and staff must:

1. Have been a full-time administrative employee or faculty member of Virginia Wesleyan University,
2. Have been employed for one full year before the start of the semester in which your dependent child wishes to take classes,
3. Have completed the Intent to Apply Form prior to October 31 of the year preceding the dependent’s entry into another institution less any financial aid given. These forms are available from the Human Resources Department.

If the employee leaves VWU during the time a dependent child is enrolled in another institution through the Tuition Assistance Program, the tuition assistance will be prorated based on the percentage of the
semester the employee is actively employed at VWU. If the complete semester has already been paid for by VWU, the leaving employee will be responsible for reimbursing the university accordingly. Each year, the Cabinet will approve, during the budget process, the amount of Tuition Assistance that will be available for the following academic year. The Office of Finance and Administration will notify each employee of the final decision on his/her tuition assistance request. When budget limitations occur, consideration will be given to length of service. In addition, please refer to “General Guidelines” (later in this document) to determine how tuition assistance grants will be allocated when budget limitations occur.

Definitions

Dependent:

- Is under 25 years of age at any time during enrollment in the appropriate tuition program,
- Is the documented dependent of the employee (not just of the employee’s spouse) and is included on the employee’s federal tax return as a dependent, and
- Is the documented legal son or daughter of the employee (i.e., the employee himself or herself is the documented legal parent or guardian of the child).

Administrative Employee:

Is a department head and/or a member of upper management who has the authority to hire and fire. (Please note: This definition is effective August 2005. Any exempt employee who is currently using this benefit and who does not fit this new definition will be allowed to continue using the Tuition Assistance benefit for his/her dependent(s) who is currently receiving tuition assistance from VWU).
HR 4.3 Continuation Of Benefits Reform Act (Cobra)

Virginia Wesleyan University complies with the federal Continuation of Benefits Reform Act (COBRA) and as such, offers the same group benefits to employees and/or their dependents when they would otherwise lose their group coverage due to a qualifying event. Qualifying events are defined as termination of employment (unless termination is for gross misconduct), reduction of work hours, your death, your divorce or legal separation, loss of dependent coverage due to your eligibility for Medicare, your dependent child ceases to be eligible under plan guidelines.

In accordance with IRS guidelines, in coordinating COBRA with the Family and Medical Leave Act (FMLA), a qualifying event for an employee who is under FMLA leave occurs if the following three conditions are met:

- The employee (or spouse or dependent) is covered by the employer’s group health plan on the day before the first day of FMLA leave.
- The employee does not return to work at the end of FMLA leave.
- The employee would, in the absence of COBRA, lose coverage under the health plan before the end of the maximum coverage period provided by COBRA.

If all three conditions are met, a qualifying event occurs on the last day of FMLA leave.

It is the employee's responsibility to notify Human Resources of a COBRA qualifying event.

Once the employee has notified Human Resources of a qualifying event, it is the responsibility of Human Resources to send the appropriate notification and election forms to the employee (or spouse or dependent).
Virginia Wesleyan University recognizes the need for its employees to have time away from the job. Therefore, the University recognizes the following policy for annual leave:

Annual leave is to be used for all events, which require the employee to have time off from the job excluding recognized Virginia Wesleyan Holidays, jury duty, and working the polls on Election Day. These include, but are not limited to, scheduled vacation, illness, personal business, family and personal emergencies, doctors’ and dentists’ visits, acts of God (hurricanes, blizzards, etc.) when the University remains open, and bereavement leave.

The Administration at Virginia Wesleyan University desires to be flexible with regard to use of PAL. Therefore, any extenuating circumstances should be brought, in writing, to the appropriate Vice President. Each request will be considered on an individual case basis.

In cases of extended illness or injury, Paid Annual Leave is to be used for the first five working days of absence. Following these initial five days, if an employee must still be absent from work due to illness or injury, the employee may be eligible for short-term disability. Use of short term Disability must be in accordance with the Short Term Disability policy (see P & P 5.2).

In accordance with federal and state law, Virginia Wesleyan University will grant its qualifying employees a minimum of 90 days leave with pay (by use of available PAL time) or without pay (see Family and Medical Leave Act, P & P 6.2).

All regularly scheduled staff who are in full-time and part-time twelve month exempt and non-exempt positions and who are regularly scheduled to work a minimum of 20 hours per week are eligible for Paid Annual Leave (PAL). Staff who are in nine month, ten month, and eleven-month positions, and temporary employees are not eligible for PAL. Any employee who would like to voluntarily opt-out of this benefit may only do so with the approval of his or her supervisor.

PAL is accrued on hours paid per pay period up to thirty-five or forty paid hours depending on the employee’s regular number of hours scheduled each week.
does not accrue on overtime pay, nor does it accrue on leave without pay or when an employee is on Short Term Disability. Accrual rate is based on job classification (exempt/non-exempt), and length of service. PAL accrual is as follows:

**Exempt Employees**

- No conditions apply
- Accrue 30 days per year

**Non-Exempt Employees**

- No conditions apply
- **Employed 0+ - 3 years**
  accrue maximum 20 days per year (1 2/3 days per month)
- **Employed 3+ - 7 years**
  accrue maximum 25 days per year (2.08 days per month)
- **Employed 7+ - 13 years**
  accrue maximum 27 days per year (2.25 days per month)
- **Employed over 13 years**
  accrue maximum 30 days per year (2.50 days per month)

Accrual rate changes are effective the first appropriate pay period in the month following 3, 7, and 13 years of employment.

The maximum accumulated balance at any time is as follows:

- 400 hours for full-time 12-month employees who work 8-hour days,
- 350 hours for full-time 12-month employees who work 7-hour days.
- 250 hours for all part-time 12-month employees.*

When an employee has reached the maximum, accrual will stop until that employee begins to use leave. At that time, accrual will begin, and will continue up to the maximum amount.

While PAL begins accruing on the employee's date of hire, nonexempt employees may not use PAL until completion of 90 days of employment. Exempt employees may use PAL (with supervisor's approval) as it accrues, from date of hire.

In order to use PAL, an employee is to request the time, preferably in writing, from his/her supervisor as far in advance as possible. In situations where prior approval is not possible, such as personal emergencies and illness, the employee must notify his/her supervisor as soon as possible. The supervisor has the right to deny PAL, especially during times of peak workload and/or times when other staff has previously requested leave. However, the supervisor will make every effort to
approve PAL that is requested for illness and/or emergencies. In the event of simultaneous, conflicting requests for time off, seniority will determine first consideration.

**Resignation**

When an employee resigns in good standing, gives appropriate resignation notice, is actively at work up to and including the termination date, has satisfied any outstanding debts, and has returned any outstanding equipment, Virginia Wesleyan University will, at its discretion, pay one-half of any accrued PAL balance at the employee's current salary. Exempt employees are required to give thirty (30) calendar days written notice of intent to resign. Nonexempt employees are required to give fourteen (14) calendar day’s written notice of intent to resign. If less notice is given by the employee, the University reserves the right to withhold the payment of accrued PAL.

**MAXIMUM ACCUMULATION**

*Effective 10/01/02, the maximum accumulated balance allowed is changed as indicated above. For employees who, at that time, have amounts above their allowed maximum, the following applies:

- There will be no loss of hours already accrued,
- PAL hours will not accrue until the balance falls below the appropriate maximum.
- The employee will have up to 3 years to reduce the balance below the allotted maximum. If the employee terminates employment with a balance greater than the allowed maximum, the amount paid upon termination will be 50% of the October 1, 2002 allowed maximum.

**PAL ACCRUAL FOR PART-TIME EMPLOYEES**

Effective July 1, 2006 regularly scheduled part-time employees who work a minimum of 20 hours per week and are hired July 1, 2006 or thereafter will be given PAL hours each fiscal year as indicated below. These part-time employees will **not accrue** PAL, nor will any PAL remaining on the books as of June 30 each year carry over to the next fiscal year. PAL Credits for part-time PAL eligible employees:

- Hired July 1 – December 31: 40 hours of PAL credited at the date of hire
- Hired January 1 – June 30: 20 hours of PAL credited at the date of hire.
Please note: Non-exempt employees may not use their PAL for the first three months of employment, therefore PAL hours for nonexempt employees hired March through June will not be credited until July 1 when 40 hours will be credited.

PAL use, and any other PAL issues, for part-time employees will follow the general PAL policy as indicated above.

There will be no change in PAL accrual for part-time employees employed by Virginia Wesleyan University prior to July 1, 2006.
HR 5.2 Short Term Disability (STD)

Virginia Wesleyan University recognizes that there may be times when an employee is unable to perform the regular duties of the job due to a serious illness and/or a serious accident. In such a case, in order to provide the employee with income, he/she may be eligible for Virginia Wesleyan University’s Short Term Disability benefit.

The Short Term Disability plan is offered to all full time employees. There is no monthly premium required. The length of time an eligible employee may receive STD is based upon the total years of full time employment with the University. The schedule is as follows:

<table>
<thead>
<tr>
<th>Employed full time</th>
<th>Days available for STD</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 1 year</td>
<td>not eligible</td>
</tr>
<tr>
<td>1 - 2 years</td>
<td>30 calendar days</td>
</tr>
<tr>
<td>2 - 3 years</td>
<td>60 calendar days</td>
</tr>
<tr>
<td>3 + years</td>
<td>90 calendar days</td>
</tr>
</tbody>
</table>

After 90 days of leave, the University’s Long Term Disability policy may become effective, depending on the provisions of that policy.

In order to access Short Term Disability, the employee must submit written application to his/her supervisor and to the director of Human Resources. In addition, a qualified physician must certify that the employee is disabled and unable to work. Verbal application will be accepted only in emergency cases. Application for Short Term Disability does not ensure its approval. Upon receipt of a written request, the Director of Human Resources will call a meeting of the Short Term Disability Committee. If approved, the first five (5) working days of leave will be charged to the employee's paid annual leave for employees who accrue annual leave. If the employee has no paid annual leave days remaining, because any accrued leave has been used up, the first five (5) working days will be leave without pay. In the case of full-time, benefit eligible employees who do not accrue leave (i.e., 10-month employees), the first five (5) days of approved Short-term Disability will be leave without pay.
While an employee is on Short Term Disability, the employee will receive one hundred per cent (100%) of his/her salary. This will be paid on the employee’s regular pay schedule. With a written request to his/her supervisor, the University will mail the paycheck directly to the employee. It is the supervisor's responsibility to forward this written request to the payroll clerk if the supervisor would like payroll to mail the check.

Short Term Disability benefits are considered taxable income and will be reported on the W-2 withholding statement. In addition, any contributions from the employee towards other University sponsored benefits, such as insurance payroll deductions, will continue unless the employee specifies, in writing, that he/she wishes to discontinue participation. Cancellation of such contributions must be in accordance with the provisions of the policy being cancelled.

In accordance with the Paid Annual Leave policy, an employee will not accrue Paid Annual Leave while on Short Term Disability.

Short Term Disability benefits will be reduced if the employee receives other income for the same period of time. Other income might include worker's compensation, holiday pay, social security benefits, or wages earned while performing modified duties, as authorized by a physician and the University.

Virginia Wesleyan University may request medical documentation of the need for continued STD leave at any time during the leave. In addition, the University reserves the right to require a second opinion from a physician of its choice. When such a request is made, VWU will pay the full cost of the medical visit.

- Short Term Disability payments will end when any of the following occurs:
  - The employee returns to work with Virginia Wesleyan University;
  - The employee returns to work with another employer, including self-employment;
  - A qualified physician certifies that the employee is medically able to return to work;
  - The employee refuses to seek a second opinion that has been requested by the University;
  - The employee does not provide required documentation, such as medical documentation, or documentation of the receipt of other income.

In accordance with federal and state law, Virginia Wesleyan University will grant its employees a minimum of three month’s leave with or without pay (see Family and Medical Leave Act, P & P 6.2).
HR 5.3 Military Leave Policy (USERRA)

Virginia Wesleyan University recognizes the need to have a policy that addresses the employment and re-employment rights of full- and part-time employees who serve in the military. It is the policy of Virginia Wesleyan University to comply with the Uniformed Services Employment and Reemployment Act of 1994 (USERRA) (as revised) and applicable state laws which protect job rights and benefits for veterans and members of the reserves. The laws cover all persons serving in the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, and the reserve components of these services and the National Guard.

USERRA gives protection to those individuals who are absent from work for active duty, active duty for training, initial active duty for training (such as drills), funeral honors duty, inactive duty training, full-time National Guard duty (under federal, not state direction), and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty. In addition, also protected are those in service in the commissioned corps of the Public Health Service, those attending a military service academy, and those participating in a ROTC active or inactive duty training program. Covered service also includes an employee’s service as an intermittent disaster-response appointee upon activation of the National Disaster Medical System (NDMS) or as a participant in an authorized NDMS training program. Finally, in times of war or national emergency, the president has the authority to designate any category of persons called into the country’s service at such times as a service member covered by USERRA’S rights and protections.

Notice Period

Unless precluded by military necessity or circumstances under which the giving of notice is otherwise impracticable or unreasonable, the employee (or appropriate officer of the uniformed service in which the employee is to serve) must give as much advance written or oral notice as possible of the need for military leave.
**Inactive Duty**

If an employee is a member of one of the Reserve Units noted above, and is required to attend training or annual two-week encampment, or any other type of military exercise, the employee may elect to take PAL, if sufficient earned days of PAL are available, or to take a military leave of absence.

**Active Duty**

If an employee is absent from work due to active military service, Virginia Wesleyan University will grant the employee a leave of absence for the duration of such period of service up to the maximum required by USERRA.

**Employment and Pay**

If military leave of absence is elected under either an Inactive or Active Duty assignment, “makeup pay” for a period of 10 work days or 14 calendar days (whichever is greater) in a 12 month period will be granted. The “makeup pay” will be the difference between the normal base salary/wage for the period of time lost and the military pay (exclusive of travel and similar allowances) earned while at the encampment or training. To receive “makeup pay” each employee will be responsible for furnishing proof of participation in military training and a statement of government pay received. Employees may elect to use paid leave time (PAL) in lieu of military leave or a combination of paid leave and military leave.

**Reemployment**

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994, revised, an employee is entitled to reemployment by Virginia Wesleyan University upon separation from the military service, provided the employee:

- Was honorably discharged or terminated from service;
- Was employed in a position for which there was an expectation of continued employment;
- Has not been absent for duty in the Uniformed Services for longer than a cumulative period of five years unless involuntarily retained in the Uniformed Service;
- Reported to work or notified his or her supervisor of an intention to return to work, at the proper time, as indicated in the following table:
In all cases, an employee will be reinstated in accordance with federal and state law.

<table>
<thead>
<tr>
<th>Period of Service</th>
<th>Action Employee Must Take</th>
<th>When Action Must Be Taken From Completion of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 30 days</td>
<td>Report to work</td>
<td>On the next regularly scheduled work shift on the first full calendar day after service ended, plus the time for safe transportation back to his/her residence and eight hours of rest. – OR – as soon as possible after the eight hour rest period, if, through no fault of the employee, it would be impossible or unreasonable to report within the time described in (1).</td>
</tr>
<tr>
<td>31 – 180 days</td>
<td>Notify his or her supervisor in writing of the employee’s intent to return to work</td>
<td>Within 14 calendar days*</td>
</tr>
<tr>
<td>181+ days</td>
<td>Submit a written request for reemployment</td>
<td>Within 90 calendar days after completing service.</td>
</tr>
</tbody>
</table>

*If complying with this deadline is impossible or unreasonable through no fault of the employee, on the next first full calendar day when submitting the request becomes possible.

An eligible employee will be reinstated to his or her former position or a comparable position.
 Benefit Continuation and Reinstatement

The following benefit policies pertain to periods of military service qualifying under the Uniformed Services Employment and Reemployment Rights Act (USERRA):

- **Healthcare:** The University provides employees with limited health coverage during military leave. For an employee on active duty for fewer than 31 days, the University provides healthcare coverage as if he or she had not taken leave. Those on active duty for 31 or more days may elect to continue employer-sponsored healthcare for up to 24 months. As with other extended leaves, the University may require employees electing such coverage to pay up to 102% of the full premium.

- **403(b) Plan:** Employees participating in the Virginia Wesleyan TIAA-CREF Plan may make up any contributions missed due to being on leave when they return to work. Although the requirements for making retroactive contributions are complex under the controlling law, and we will advise you of your specific rights and obligations upon your reemployment, you should understand that returning employees may take up to three times the length of military service, to a maximum of five years, to make up contributions which were not made during military leave. Moreover, makeup contributions are not subject to the annual limitations on plan contributions.

- **PAL:** Employees will not accrue PAL when they are on Military Leave Without Pay for more than 14 consecutive calendar days.

- **Seniority:** Upon returning to VWU employment, an employee is entitled to the Seniority he or she had when military leave started, together with the rights and benefits tied to that Seniority, plus any rights and benefits he or she would have had if Military Service had not interrupted employment. For example, if during Military Service his or her PAL accrual rate would have increased due to seniority, the employee would accrue at the higher accrual rate upon returning to work from Military Leave.

- **Other Benefits:** The coverage provided by insurance such as group life insurance and long term disability insurance will be reinstated, with no waiting period, when the employee returns to active employment with the University.

Dependents of employees who are eligible or become eligible for tuition remission, benefits will retain this eligibility during the time the employee is on military leave. Dependents of employees who are eligible for tuition assistance or exchange will be eligible for this benefit, with no waiting period, when the employee returns to active employment with the University.
This policy may not address all issues concerning your rights during military leave. Insofar as issues arise that are not addressed in this policy, the University will abide by USERRA and any controlling state laws. Should you have any questions or require further information, please see the Director of Human Resources for further information regarding military leave.
HR 5.4 Holidays

Virginia Wesleyan University generally observes the following holidays annually:

- **July 4th**
- **Labor Day**
- **½ Day Friday of Fall Break**
- **Thanksgiving** (2 days)
- **Christmas** (4 days total)
- **New Year’s Day** (3 days total)
- **Friday of Spring Break Week**
- **Good Friday/Easter Monday**
- **Commencement Monday**
- **Memorial Day**

Included in these holidays are the following Federally Recognized holidays: Christmas Day, New Year’s Day, Memorial Day, Fourth of July, Labor Day, and Thanksgiving. Because holidays must be based on the needs of the University as dictated by the academic calendar, VWU Administration reserves the right to alter the observed holidays annually. Employees will be advised of each year’s holiday schedule during the summer months preceding the start of the academic year.

All regularly scheduled full-time twelve month employees will be given time off to observe the above mentioned holidays even if the holiday falls within the initial three months of employment.

Exempt Employees

All regularly scheduled full-time and part-time exempt employees will be given time off to observe the holidays indicated above if the holiday falls during a time when the employee is normally at work.

Non-exempt Employees

Full-time non-exempt employees will be given time off to observe the holidays indicated above if the holiday falls during a time the employee is normally at work. Part-time non-exempt 12 month employees will be given the six federally
recognized holidays if the holiday falls after the first three months of employment and the employee is regularly scheduled to work that day.

Regularly scheduled part-time non-exempt nine month employees will be given time off to observe Christmas Day, New Year’s Day, Thanksgiving Day, and Labor Day, if the holiday falls after the first three months of employment and the employee is regularly scheduled to work that day.

Temporary part-time nine and/or twelve month employees will be given no holiday time.

When hourly employees work on an observed holiday, the following will apply:

Regularly scheduled hourly employees will be paid their regular hourly base rate for all hours worked on the federally recognized or Virginia Wesleyan designated holiday. In addition they will receive holiday pay equivalent to their regular base hourly rate for any regularly scheduled hours.

Non-regularly scheduled hourly employees (on-call/casual employees) who work on Thanksgiving Day, Christmas Day, New Year’s Day, Good Friday/Easter Monday, will be paid for the hours worked plus holiday pay (regular pay) for the same number of (worked) hours.

When salaried non-exempt employees work on an observed holiday they will be paid their regular weekly salary. In addition, they will be given another day off as their holiday. This “holiday” is to be scheduled with the supervisor and, if possible, is to be taken within 30 days following the worked holiday. The additional days given for Christmas (usually 3 days total) and New Year’s Day (usually 2 days total) will be determined annually by the Cabinet.

Because different departments have different scheduling requirements, any additional time off offered by the Cabinet and/or the University president shall be recognized at the discretion of the director of each department.

If a holiday falls on a weekend, the observed federal holiday will be the VWU holiday.
HR 6.1 Worker’s Compensation

In accordance with the Virginia Worker's Compensation Act, employees of Virginia Wesleyan University are covered under worker's compensation insurance. Worker's Compensation is an insurance program which provides medical and, in some cases, income benefits to employees who are injured on the job or who contact an occupational disease.

If you are injured on the job at Virginia Wesleyan, you should do the following:

- Notify your supervisor of the injury **immediately**, or no longer than 24 hours from the occurrence, even if the injury does not seem serious.

- Your supervisor will direct you to seek medical treatment. This is to be obtained at the campus Health Center, Norfolk Diagnostic Urgent Care Center, Sentara Leigh Memorial Emergency Room, or another agreed upon medical provider.

- In the event of a life-threatening emergency, dial 911.

- Instruct the provider to bill Virginia Wesleyan directly for any care/treatment you receive. Bills should be sent to Department of Human Resources. If you receive bills/statements directly, forward them to the Office of Finance and Administration, Department of Human Resources, for processing as soon as you receive them.

- With your supervisor's assistance, begin to fill out the Employer's First Report of Accident form paying special attention to the details surrounding the accident, injury, or illness.

- Forward the partially completed Employer's First Report of Accident form to Human Resources.

It is the supervisor's responsibility to alert Human Resources, as soon as possible, that a work related injury or illness has occurred. Human Resources will complete the Employer's First Report of Accident and forward it to the insurance company for processing, if appropriate, or to the Office of Finance and Administration for payment.
If you are released from the doctor and then have future problems that you feel are related to the workplace injury/illness, contact your supervisor and/or human resources before seeking further medical treatment.
HR 6.2 Family And Medical Leave (FMLA)

Virginia Wesleyan University recognizes that an employee may need time away from work because of certain major life events, such as becoming a parent; experiencing a serious health condition that causes incapacity or requires continuing treatment; caring for a family member who has a serious health condition or a service member with a serious injury or illness; or needing time with a family member called up for or on active duty in the Armed Forces. To balance these needs with Virginia Wesleyan’s need to have employees available to work, Virginia Wesleyan has established the following Family and Medical Leave Policy in accordance with the Family and Medical Leave Act of 1993 (FMLA). Exceptions to this policy will occur if necessary to comply with any applicable state or local laws.

This policy summarizes employees’ rights and responsibilities under Virginia Wesleyan University’s Family and Medical Leave Policy. More details about the FMLA may be obtained by contacting Human Resources.

Employee Eligibility

Unless using military caregiver leave, an employee eligible for FMLA leave can take up to 12 weeks of unpaid leave during a rolling 12-month period, measured backward from the first day of each FMLA leave (“the 12-month leave year”). For military caregiver leave, an eligible employee can take up to 26 weeks of unpaid FMLA leave during a single 12-month period that begins on the first day of military caregiver leave.

To be eligible for FMLA leave, an employee must satisfy three conditions

- Reports to a facility that
  - employs 50 or more employees or
  - is located within a 75-mile radius of other Virginia Wesleyan University facilities that have a combined total of 50 or more employees.

- Have been employed by Virginia Wesleyan University for at least 12 months.
• Have worked at least 1,250 hours in the 12 months before FMLA leave begins. (When determining whether this eligibility requirement has been met for an employee returning from military obligations, the employee will be credited with hours of service that would have been performed but for the period of military service).

Circumstances Qualifying for Leave

The following circumstances qualify for FMLA leave:

**Parental leave related to a child’s birth or placement for adoption or foster care and to care for the child.** Eligible employees may take up to 12 weeks of unpaid FMLA leave during the 12-month leave year to bond with and care for a newborn or a child placed with the employee for adoption or foster care. This leave also covers activities related to an adoption or foster placement, such as counseling sessions, court appearances, consultations with lawyers or doctors, and/or travel. Spouses employed by Virginia Wesleyan University are entitled to a combined total of 12 weeks of leave for this purpose. The leave(s) must be completed within the first 12 months after the child’s birth or placement.

**Medical leave for employee’s own serious health condition.** Eligible employees may take up to 12 weeks of unpaid FMLA leave during the 12-month leave year if a serious health condition leaves them unable to perform essential job functions. “Serious health condition” means any illness, injury, impairment, or physical or mental condition that involves either

• any period of incapacity (such as inability to work, attend school or perform other regular daily activities) or treatment connected with inpatient care (that is, an overnight stay) in a hospital, hospice or residential medical care facility, as well as any period of incapacity or subsequent treatment in connection with such inpatient care; or

• continuing treatment by a health care provider that includes any period of incapacity
  
  o lasting more than three consecutive full calendar days that requires treatment by a health care provider within the first seven days and
    
    ▪ a second provider visit within the first 30 days after the first day of incapacity (unless circumstances beyond the employee’s control – such as the provider’s lack of available appointments – prevent the follow-up visit from occurring as planned) or
    
    ▪ a continuing regimen of treatment under the health care provider’s supervision;
o caused by pregnancy or prenatal care (a visit to the health care provider is not necessary for each absence);

o caused by a chronic serious health condition that requires treatment by a health care provider at least twice per year (not for each absence), continues over an extended period (including recurring episodes of a single underlying condition), and may cause episodic rather than continuing incapacity (as can happen, for example, with asthma, diabetes or epilepsy);

- caused by a permanent or long-term condition (such as Alzheimer’s, a severe stroke or terminal cancer) for which treatment may not be effective (so only supervision rather than active treatment by a health care provider is required); or

- involving absences to receive multiple treatments for restorative surgery or for a condition that would probably cause incapacity of more than three consecutive full calendar days if not treated (such as chemotherapy or radiation treatments for cancer).

**Family leave for a family member with a serious health condition.** Eligible employees may take up to 12 weeks of unpaid FMLA leave during the 12-month leave year to care for a spouse, son, daughter or parent with a serious health condition, as defined above. A son or daughter must be younger than age 18, unless incapable of self-care because of a mental or physical disability. In-laws are not family members for this purpose. Spouses employed by Virginia Wesleyan University are entitled to a combined total of 12 weeks of family leave to care for sick parents.

**Military family leave for qualifying exigencies.** Eligible employees may take up to 12 weeks of FMLA leave during the 12-month leave year for one or more of the following qualifying exigencies related to a spouse, son, daughter or parent being on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation:

- military events and related activities (including official activities sponsored by the military, a military service organization or the American Red Cross and related to the covered military member’s active duty or call to active duty);

- child care and school activities (including arranging alternative child care, providing child care on an urgent or immediate-need basis, enrolling or transferring a child to a new school or day care facility, or attending meetings with staff at a school or day care facility);
• financial and legal arrangements (including making these arrangements because of a covered military member's absence due to active duty or a call to active duty status);

• counseling (for benefit of the employee, a covered military member or a child of a covered military member if counseling is needed as a result of a covered military member's active duty or call to active duty and is provided by someone other than a health care provider);

• post-deployment activities (including attending arrival ceremonies and reintegration briefings or addressing issues resulting from a covered military member's death during active duty); and

• any other activities Virginia Wesleyan University and an employee agree constitute qualifying exigencies.

An eligible employee whose spouse, son, daughter or parent is on active duty or called to active duty may take the following amounts of FMLA leave for these qualifying exigencies:

• up to seven calendar days prior to the date of a short-term deployment, calculated from the date notified of an impending call or order to active duty in support of a contingency operation; and

• up to fifteen days to spend time with a covered military member on each short-term rest and recuperation period during deployment.

The covered military member must be a member of the National Guard or Military Reserves or a retired member of the Armed Forces or Reserves. Active members of the Regular Armed Forces are not covered.

*Military caregiver leave related to a servicemember’s serious illness or injury.* Eligible employees may take up to 26 weeks of FMLA leave during a single 12-month period beginning on the first day of leave to care for a current member of the Armed Forces, the National Guard or Reserves or a member on the temporary disability retired list of the Armed Forces, the National Guard or Reserves (a “servicemember”) who has a serious injury or illness

• that was incurred in active duty and may render the servicemember unfit for duty; and

• for which the servicemember is undergoing medical treatment, recuperation or therapy or is on either outpatient status or the temporary disability retired list.
To take this leave, an employee must be the servicemember’s spouse, parent, son, daughter or next of kin. An employee may not take more than one 26-week period of leave to care for the same servicemember, unless it is for a different serious illness or injury. Military caregiver leave, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12- month period. Spouses employed by Virginia Wesleyan University are entitled to a combined total of 26 weeks of family leave for this purpose.

Reduced-Schedule or Intermittent Leave

When medically necessary to address an employee’s own serious health condition, to care for a family member with a serious health condition, or to care for a servicemember with a serious illness or injury, an employee may take FMLA leave intermittently or on a reduced-schedule basis. The employee must make reasonable efforts to schedule medically necessary intermittent leave so it does not unduly disrupt Virginia Wesleyan University’s operations. An employee is also entitled to take reduced-schedule or intermittent leave for qualifying exigencies when necessary.

Virginia Wesleyan University may transfer an employee to an alternative comparable position to accommodate intermittent or reduced-schedule leave and business needs.

Substitution of Paid Benefits for Unpaid FMLA Leave

An employee may elect, or Virginia Wesleyan University may require, use of appropriate accrued paid time off during some or all of the 12- or 26-week FMLA leave period, as long as the policy requirements for the paid time off are met. An employee may receive short-term disability or workers’ compensation benefits, if applicable, during FMLA leave. Virginia Wesleyan University and the employee may agree to use paid leave to supplement disability or workers’ compensation benefits, if permitted by applicable state laws and plan provisions. Remaining FMLA leave must be taken on an unpaid basis. An employee’s total FMLA leave, paid or unpaid, may not exceed 12 weeks (or 26 weeks to care for a servicemember with a serious illness or injury) in the applicable 12-month period.

Reinstatement After Leave

Unless an employee is a “key employee,” Virginia Wesleyan University will reinstate the employee returning from FMLA leave to the same or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment; however, employees returning from leave have no greater right to
reinstatement or other benefits and conditions of employment than if they had been working continuously.

If, while on a family or medical leave of absence, the employee pursues other employment or self-employment inconsistent with the stated need for time off, Virginia Wesleyan University will consider the employee to have resigned from employment.

Virginia Wesleyan University will not consider the use of FMLA leave as a negative factor in any employment decision.

Notice And Certification Requirements

When an employee’s need for FMLA leave is foreseeable, the employee must provide Virginia Wesleyan University with 30 days’ advance written notice of the requested leave. Otherwise, the employee must provide as much notice as possible – generally within one to two business days of realizing the need for leave. The notice should be made in writing and state the reason for leave and the amount of time requested. Whenever possible, employees should schedule medical treatments so as not to unduly disrupt Virginia Wesleyan University’s operations.

To obtain FMLA leave, an employee needs to follow these basic steps:

- Inform the employee’s manager and Human Resources of the requested leave.
- Obtain a copy of an FMLA request form and the applicable FMLA certification form from Human Resources.
- Return the FMLA request form and the FMLA certification form as soon as possible to Human Resources.
- Continue to communicate with supervisor and Human Resources about the progress of the leave and return-to-work date, providing additional medical certifications or obtaining additional medical evaluations as needed to justify the length of absence or as requested by Human Resources.

Leave-specific obligations

Different notice obligations apply for different types of leave requests. Consistent with applicable laws, Virginia Wesleyan University may ask for additional information to support requests for qualifying exigency or military caregiver leave, including confirmation of family relationship. At minimum, however, employees
should provide the following information when requesting FMLA leave for these purposes:

**An employee’s own or a family member’s serious health condition.** To qualify for an FMLA leave related to an employee’s own or a family member’s serious health condition, an employee must provide a written certification issued by a health care provider that includes the approximate date on which the serious health condition began, the probable duration of the condition and the appropriate medical facts about the condition. The information to include in the certification varies depending on the type and reason for leave:

If the leave is for planned medical treatment and will be taken on an intermittent or reduced schedule basis, the certification must include expected dates of treatments (or at least the frequency of treatments) and the duration of the course of treatments.

If the leave is to care for a family member, the certification must state that the employee is needed to provide such care and estimate the amount of time needed for such care.

If the leave is due to the employee’s own serious health condition, the certification must identify which essential job functions the employee is unable to perform and indicate any other work restrictions and their likely duration.

**Qualifying exigency leave.** If an employee is requesting “qualifying exigency” leave, the employee must submit a certification showing that the spouse, son, daughter, parent or next of kin who is a covered military member has been called to active duty or notified of an impending call or order to active duty.

**Military caregiver leave.** If requesting military caregiver leave, written certification of the need for the leave to provide the care is required.

**Virginia Wesleyan University’s process for evaluating leave requests**

Human Resources will review and grant leave requests for qualifying reasons and for the period of time certified, subject to the limits established by the FMLA or applicable state or local law. Failure to provide adequate certification(s) may result in denial of the requested leave and may result in other employment consequences if the employee's absence is not otherwise authorized.

Within five business days of receiving a request for FMLA leave, Virginia Wesleyan University will notify the employee whether he or she is eligible for FMLA leave and whether the requested leave is designated and will be counted as FMLA leave.
Virginia Wesleyan University will advise an employee of any certification found incomplete or insufficient and will state in writing what information is needed to correct the problem. The employee will then have seven calendar days to provide a corrected certification (unless this deadline is impracticable under the circumstances). After the employee has had an opportunity to correct the certification, Virginia Wesleyan University may contact the health care provider for clarification and/or authentication. Contact with the health care provider will be made only with the employee’s written authorization and will never be handled by the employee’s direct supervisor.

An employee seeking additional FMLA leave for a previously certified condition must specifically mention the need for FMLA leave or the previous condition for which FMLA leave was used.

If a certification is in a language other than English, the employee must provide a written translation at his or her own expense.

**Recertifications**

Virginia Wesleyan University may require periodic recertification of a serious health condition and periodic reports during the leave regarding an employee’s status and intent to return to work. In addition, Virginia Wesleyan may request that the employee provide annual certifications for medical conditions lasting longer than a leave year. Finally, Virginia Wesleyan University may require certification of an employee’s ability to return to work at the end of a leave.

**Second or Third Medical Opinions**

In some cases, Virginia Wesleyan University may require periodic status reports and/or second and third opinions. To facilitate the process for a second or third opinion, an employee must authorize the release of relevant medical information to the health care provider supplying a second or third opinion, if that provider requests records related to the condition for which leave is sought. If the employee does not comply, Virginia Wesleyan University may deny FMLA leave.

**Benefits during Leave**

During FMLA leave, a Virginia Wesleyan University employee will continue the same benefits received before leave began. If the leave is running concurrently with paid leave, employee benefit contributions are deducted from the employee’s paycheck as usual. If the leave is unpaid, the employee is billed directly for the contribution. If an employee fails to pay required insurance premiums on time.
(within 30 days), Virginia Wesleyan University may elect to pay the employee's premiums and later recover those amounts from the employee. Alternatively, Virginia Wesleyan University may elect to terminate coverage. In some cases, Virginia Wesleyan University may recover all premiums it paid for an employee’s health coverage during leave if the employee fails to return to work. To the extent required by law, all employee benefits will be unconditionally reinstated upon the employee’s return to work.

Conclusion

Questions relating to leave entitlements and/or the status of employee benefits or compensation during approved leaves should be directed to Human Resources.

Exceptions to this policy will occur if necessary to comply with applicable laws. All exceptions to this policy must be reviewed in advance and approved by the Director of Human Resources.
HR 6.3 Maternity Leave

For all full-time regularly scheduled employees, maternity leave is treated as any other short-term disability and will be paid according to the terms of the Short Term Disability Policy. An employee may work for as long as is permitted by her physician. If it is medically necessary for her to stop working before her due date, Short Term Disability leave will begin at that time. The employee may return to work when medically approved to do so. If, at that time, or any time during the medically necessary leave, the employee runs out of Short-Term Disability and PAL, the employee will be granted leave without pay in accordance with the federal Family Medical Leave Act.

For faculty members who deliver babies over the summer or winter vacation, maternity leave begins from the date of delivery. Short Term Disability, which is the pay part of the leave, runs concurrently with the maternity leave but begins on September 1 (the start of fall semester) or March 1 (the start of spring semester). In the case of faculty, Short Term Disability may be extended, at the discretion of the University, for a period not to exceed one semester.

In all cases, Virginia Wesleyan University will abide by any and all applicable federal and state laws.
HR 6.4 Substance Abuse Policy

Purpose

Virginia Wesleyan University recognizes that one of its most valuable assets is its employees, and its most important responsibility is to the students whom they serve. The purpose of this Policy is to promote the health, safety and welfare of its employees and the students by striving to eliminate the negative effects of alcohol and substance use and abuse from the workplace, and to assist those employees who have a drug-related or alcohol-related problem with rehabilitation. In furtherance of this purpose, any employee who has a drug-related or alcohol-related problem is encouraged, for his or her own benefit as well as the benefit of fellow employees and the students, to voluntarily seek treatment for such problems through a treatment program of his or her choice.

If a supervisor has reasonable cause to believe that an employee is under the influence of alcohol and/or a controlled or illegal substance while at work, or following an accident, the supervisor, with the approval of the department head and the Director of Human Resources, may require the employee to submit to an alcohol or drug screen test at the expense of the university.

Applicability

This Policy shall be applicable to all employees of Virginia Wesleyan University. An employee is anyone who receives a paycheck for services and who also receives a Form W-2 or a person who is considered a contract worker and receives a Form 1099.

Employee Responsibilities

A. In accordance with the Drug-Free Schools and Communities Act of 1989, as amended, it is the policy of Virginia Wesleyan University that as a condition of employment, an employee will notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
B. Employees are prohibited from engaging in the following activities:

1. Using, purchasing, selling, possessing, distributing or accepting illegal drugs or drug related paraphernalia while on or off the job;

2. Using, purchasing, selling or distributing alcohol while on campus unless such activity takes place at an event which has been approved by the University administration and for which all necessary licenses have been obtained;

3. Using, purchasing, selling or distributing alcohol at university-related activities off-campus may be prohibited under certain circumstances by appropriate employee handbooks;

4. Showing up for work or being on the job while impaired by illegal drugs and/or alcohol;

5. Transporting illegal drugs, drug-related paraphernalia and/or alcoholic beverages in a university-owned, leased or hired vehicle with the following exception: Alcoholic beverages may be transported in such a vehicle if prior approval has been given by either the President or appropriate Vice President.

For purposes of this subsection, "on the job" shall be deemed to include meal periods, breaks, stand-by duty and any time that an employee is acting in his or her capacity as a Virginia Wesleyan University employee, whether on or off university property.

C. Although the medically-authorized use of prescription drug(s)/medication(s) is not prohibited, any employee who is taking prescription or nonprescription drug(s)/medication(s) and has reason to believe, based on information provided by his or her physician, pharmacist or the drug/medication label that the drug/medication may impair the ability to safely and effectively perform the duties and responsibilities required of his or her position shall promptly advise his or her immediate supervisor of the use of such drug(s)/medication(s).

Health Risks Associated with the Use of Illicit Drugs and/or Alcohol

Illicit drugs and alcohol and the health risks involved in using them include, but are not necessarily limited to:

Alcohol
Effects of acute intoxication include motor impairment, slowed reaction time and impaired judgment. The risk of accident, injury, suicide, and abusive behavior is greatly increased under the influence of alcohol. Chronic alcohol abuse can result in permanent damage to major organ systems. Fetal Alcohol Syndrome is the most prevalent preventable cause of mental retardation in newborns. Dependence upon alcohol is identified by the presence of tolerance and/or withdrawal.

Cannabis (Marijuana)

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Marijuana can also produce paranoia and psychosis.

Inhalants (Gases or Volatile Liquids)

Immediate negative effects may include nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays may also decrease the heart and respiratory rates and impair judgement. Amyl and butyl nitrite cause rapid pulse, headaches and involuntary passing of urine and feces. Long term use may result in hepatitis or brain damage.

Cocaine

Use causes the immediate effects of dilated pupils, elevated blood pressure, increases heart rate and elevated body temperature. Chronic use can cause ulceration of the mucous membrane in the nose and produce psychological dependency. Crack or freebase rock, a concentrated form of cocaine, produces effects within ten seconds of administration. In addition to the above, additional effects include loss of appetite, tactile hallucinations, paranoia and seizures. Cocaine in any form may lead to death through disruption of the brain's control of heart and respiration.

Other Stimulants

These include amphetamines and methamphetamines. Users may perspire, experience headache, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause physical collapse, very high fever, stroke or heart failure.

Depressants
 Included are barbiturates, methaqualone and tranquilizers. Effects can cause slurred speech, staggering gait and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can be devastating. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs. Some show birth defects and/or behavioral problems.

**Hallucinogens**

Effects of hallucinogens vary depending upon the type of drug. Chronic users may experience mood disorders, paranoia, violent behavior, hallucinations, panic, confusion, loss of control and death.

**Narcotics (including heroin)**

Overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and death. Tolerance to narcotics develops rapidly and dependence is likely. Addiction in pregnant women can lead to premature, stillborn or addicted infants.

**Designer Drugs**

These drugs have had their molecular structure changed chemically to produce analogs such as synthetic heroin and hallucinogens. These analogs can be hundreds of times stronger that the original drug which they are designed to imitate. One dose can cause uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage.

**Legal Consequences Regarding the Illegal Use and/or Possession of Drugs and/or Alcohol**

Employees should be aware that under Virginia law, a conviction for the use, possession or distribution of illicit or unlawful drugs may result in the following criminal sanctions.

**Marijuana**

- Possession (under 1/2 ounce for personal use - misdemeanor)
  - Up to 30 days in jail and/or a fine up to $500
  - For a second or subsequent violation - up to one year in jail and/or a fine up to $2,500
• Possession with intent to sell or distribute (based on weight)
  o Up to 1/2 ounce (misdemeanor) - up to one year in jail and/or a fine up to $2,500
  o 1/2 ounce to 5 pounds (felony) - from one to ten years in jail and/or a fine up to $2,500
  o 5 pounds or more (felony) - from five to 30 years in jail.
  o An 18 year old or older selling to someone under 18 and three years their junior (felony) - from ten to 50 years in jail and/or a fine up to $100,000

• Manufacturing (felony - growing, producing, processing, etc.)
  o From five to 30 years in jail and/or a fine up to $10,000

• Drug Related Material (Drug Paraphernalia)
  o Possession (misdemeanor)
    ▪ Up to one year in jail and/or a fine up to $1,000
  o Providing to minors (felony)
    ▪ From one to ten years in jail and/or a fine up to $1,000
  o Providing to adults (misdemeanor)
    ▪ Up to one year in jail and/or a fine up to $1,000

• Controlled Substances (marijuana, cocaine, narcotics and hallucinogens)
  o Possession (dependent upon the classification of the substance)
    ▪ misdemeanor offenses - up to one year in jail and/or a fine up to $2,500
    ▪ felony offenses - from one to ten years in jail and/or a fine up to $2,500
  o Distribution/Manufacturing (dependent upon the classification of the substance)
    ▪ misdemeanor offenses - up to one year in jail and/or a fine up to $1,000
    ▪ felony offenses - from five years to life in jail and/or a fine up to $500,000
Employees should also be aware that, under the provisions of the United States Code, conviction for the use, possession or distribution of illicit or unlawful drugs may result in the following criminal sanctions.

- **Controlled Substance**
  - **Prohibited/Unlawful Acts**
    - To manufacture, distribute, dispense or possess with the intent to manufacture, distribute or dispense a controlled substance
    - To create, distribute, dispense or possess with the intent to distribute or dispense a counterfeit substance
  - **Penalties (dependent upon substance and number of violations)**
    - **Narcotic Drugs**
      - First Offense - up to 15 years in jail and/or a fine up to $25,000
      - Second Offense - up to 30 years in jail and/or a fine up to $50,000
    - Other controlled substances
      - First Offense - from up to one year to five years in jail and/or a fine up to $15,000
      - Second Offense - from one to ten years in jail and/or a fine up to $30,000

Under Virginia law, a conviction for the unlawful use, possession or distribution of alcohol may result in the following criminal sanctions.

- **Underage Possession and/or Transportation (misdemeanor)**
  - up to 12 months in jail
  - fines up to $2,500
  - loss of drivers license for up to one year

- **Using a False Drivers License (misdemeanor)**
  - fines up to $500
  - loss of drivers license for up to one year

- **Buying for a Minor (misdemeanor)**
  - up to 12 months in jail
- fines up to $2,500
- loss of drivers license for up to one year

- Selling to Minors or Intoxicated Persons (misdemeanor)
  - up to 12 months in jail
  - fines up to $2,500

- Drunk in Public (misdemeanor)
  - fines up to $250

- Disorderly Conduct (misdemeanor)
  - up to 12 months in jail
  - fines up to $2,500

- Abusive Language (misdemeanor)
  - fine up to $500

- Driving Under the Influence (misdemeanor)
  - loss of drivers license for six months (first offense) to loss of drivers license for up to three years (subsequent offense)
  - fines from up to $200 to $2,500
  - confinement from one month to one year

- Unlicenced Sale (misdemeanor)
  - up to 12 months in jail
  - fines from $100 to $1,000

- Drinking in Public (misdemeanor)
  - fines up to $250

COUNSELING, TREATMENT AND/OR REHABILITATION

Any employee who believes he/she has a problem with drug and/or alcohol abuse is urged to seek counseling and treatment through the Employee Assistance Program or at a clinic of his or her choice. A list of some of the available clinics which provide counseling and/or treatment in this area are listed in Appendix A which is attached to this policy statement. All counseling and treatment sessions, as well as referrals, will be handled in a confidential manner.
SANCTIONS

A. In applying sanctions as provided by the appropriate employee handbook and regulations it will be the policy of Virginia Wesleyan University to concentrate upon the work results and performance of its employees.

B. If, based on letter >A= above, or following an accident, a supervisor has reasonable cause to believe that an employee is under the influence of alcohol and/or a controlled or illegal substance while at work, the supervisor, with the approval of the department head and the Director of Human Resources, may require the employee to submit to an alcohol or drug screening test at the expense of the University. The failure of an employee to submit to a drug/alcohol screen is grounds for disciplinary action, up to and including suspension and/or termination. Should the results of the test be positive, the employee may be required to seek professional help through the Employee Assistance Program, as a condition of continued employment.

C. Any employee who voluntarily admits, in the absence of reasonable suspicion or of any conduct which alone would subject the employee to discipline, that he or she has a drug-related or alcohol-related problem may be referred to the Employee Assistance Program or to one of the clinics listed in Appendix A, and shall not be disciplined solely as a result of the admission.

D. Any employee found to be in violation of Section III of this policy and/or who has received a final conviction in local, state or federal court will be subject to discipline up to and including termination.

This policy will be reviewed by the Director of Human Resources at least every two years to ensure that it is effective and that it is applied consistently on the Virginia Wesleyan University campus. This policy will be distributed annually to all employees.

Appendix A

The Hampton Roads area has many qualified clinics and therapists who work with addictive behaviors. Some have been listed as a part of this appendix, but the University does not recommend any particular clinic or therapist. Additional information may be obtained from the University's Director of Human Resources or from members of the University's Counseling Center staff.
• Meridian Associates
• The Virginia Beach Group
• First Hospital Corporation
• Comprehensive Substance Abuse Service of Virginia Beach
• Chesapeake Substance Abuse
• Tidewater Psychotherapy Services
• Alcoholics Anonymous
• Narcotics Anonymous
HR 6.5 Tobacco Use Policy

Introduction

Virginia Wesleyan University acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard.

Virginia Wesleyan further recognizes that tobacco smoke has been classified as a Class-A carcinogen.

The American College Health Association has adopted a NO TOBACCO USE policy and encourages colleges and universities to be diligent in their efforts to achieve a 100% indoor and outdoor campus-wide tobacco-free environment. (Position Statement on Tobacco on College and University Campuses, Nov. 2011)

In light of these health risks and recommendations, and in support of a safe and healthy learning and working environment, Virginia Wesleyan has implemented the following tobacco use campus policy.

Definitions

For the purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette (clove, bidis, kreteks), cigars, cigarillos, pipes, and any other smoking product.

This also includes smokeless, spit or spitless, dissolvable, or inhaled tobacco products, including but not limited to: dip, chew, snuff or snus, in any form (orbs, sticks, pellet, etc.).

Nicotine products not approved by the Food and Drug Administration (FDA) as a smoking cessation product, such as e-cigarettes, are also prohibited.

Exceptions

Nicotine replacement products approved by the FDA (patches, gum, etc.) are allowed on campus to support those in the process of quitting.
This policy does not apply to the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 USC, sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the Facilities/Operations Office.

Statement of Policy

Virginia Wesleyan University prohibits smoking, including e-cigarettes, and the use of smokeless tobacco inside all buildings on campus to include classrooms and administrative buildings, residential facilities, dining areas, athletic facilities, and University-owned vehicles.

Smoking is prohibited within 25 feet of the outside of any building to prevent non-smokers from having to move through the vapors. Smoking should be done in areas that prevent smoke and e-cigarette vapors from entering through entrances, windows, ventilation systems, or other means.

Smokeless tobacco products are prohibited from use in non-residential campus facilities.

This policy applies to all faculty, staff, students, clients, contractors and visitors during and after campus hours.

All Virginia Wesleyan University staff, faculty and students are responsible for compliance and for advising visitors of the policy. Smoking urns will be placed 25 feet or more from select building entrances. Smokers are strongly encouraged to use them to help keep the grounds free of tobacco product waste. Designated smoking areas may be established as warranted.

Violations will be handled like other work rule or policy violations.

The Office of Human Resources will provide access to smoking cessation programs for faculty and staff upon request. Health Services will provide access to smoking cessation programs for students upon request.
HR 6.6 Tobacco Cessation Policy

Virginia Wesleyan University is committed to sponsoring programs that improve the quality of life for our employees and their families. One way to uphold this commitment is to promote health and well-being and provide wellness opportunities for Virginia Wesleyan employees. We feel that it is our responsibility to promote a culture of health that will extend past your hours of employment and become part of your personal habits. In addition to improving health, Virginia Wesleyan hopes to initiate change that will help to impact medical cost escalation that affects everyone.

After in-depth research, we have determined that one of the ways we can support healthier lifestyles for our employees is to promote and support tobacco-use cessation.

In promotion of a healthier environment, Virginia Wesleyan offers a non-tobacco user premium discount to all employees who qualify. Also, in support of our commitment to ensure a safe and healthy work environment, Virginia Wesleyan provides on-campus tobacco cessation support. In addition, as always, those electing to attempt tobacco cessation with the help of over-the-counter medications can be reimbursed through their Flexible Spending Account (FSA) contributions, as appropriate.

To ensure that all employees understand how they can become eligible for the non- tobacco use discount, the policies and conditions of our Tobacco Cessation Program are detailed below:

Incentive Policy

Virginia Wesleyan University supports healthy habits in its employees. To promote the achievement of healthy lifestyles, we have developed the Tobacco Cessation Program, effective October 1, 2008. This wellness effort incorporates a benefit premium discount for non-tobacco users, and tobacco cessation options that will offer tools to help change unhealthy tobacco use.
Under the Tobacco Cessation Program, the terms tobacco, non-tobacco user, former tobacco user, and tobacco user have specific definitions. Tobacco is defined as any form of the tobacco plant, consumed for the effects of its addictive nicotine properties, that is not prescribed by a licensed medical professional. This term is applied to tobacco that can be chewed, smoked, and/or inhaled. A non-tobacco user is defined as an individual who does not currently use any form of tobacco. A former-tobacco user is defined as an individual who has ceased the use of tobacco products for a period of at least six months. A tobacco user is defined as an individual who currently uses any form of tobacco, regardless of the method and frequency of use.

Non-Tobacco Use Discount

All employees who meet the criteria of a non-tobacco user are eligible for a monthly insurance premium discount. An employee is eligible for this discount if he/she is able to certify, through the Tobacco Use Affidavit, that he/she:

- Has not used tobacco products (cigarettes, cigars, chewing tobacco, snuff, etc.) during the last six months, or
- Is currently a tobacco user and is enrolled in a tobacco cessation program.

An employee is considered a tobacco user and therefore not eligible for the monthly insurance premium discount if he/she:

- Is currently using any form of tobacco product (cigarettes, cigars, chewing tobacco, snuff, etc.) in any amount (including social use) and opts not to participate in a tobacco cessation program, or
- Has used tobacco products within the last six months and opts not to participate in a tobacco cessation program.

All employees are required to certify their tobacco usage status annually during Open Enrollment, on the Tobacco Usage Affidavit form. In line with Virginia Wesleyan policy, employees are expected to be truthful when completing the Tobacco Usage Affidavit. It is important to note that if you falsify your smoking habits when completing the affidavit, begin smoking during the effective dates of the affidavit, or fail to submit acceptable proof of tobacco cessation program enrollment, it will be considered falsified information and you may be subject to disciplinary action.

Tobacco Cessation Support
In support of our employees who may be considering tobacco cessation, and those who recently stopped using tobacco products, Virginia Wesleyan University recommends two reputable programs. The Virginia Wesleyan University Health Services is your resource for these tobacco cessation tools. Health Services employees can provide information about the Great American Smokeout Challenge which is offered by the American Cancer Society, and the Freedom From Smoking online program, which is a modular program offered by the American Lung Association. Choosing to participate in, and completing, either one of these programs, or other tobacco cessation programs may make you eligible to receive the monthly insurance premium discount. You will be required to submit written documentation of your completion of a tobacco cessation program to Human Resources in order to qualify for the insurance premium discount.

While Virginia Wesleyan University is committed to helping you in your tobacco cessation efforts, we encourage you to include a medical provider in your decision to stop the use of tobacco products.

**Who is Included in this Program?**

At this time, the Tobacco Cessation Program includes employees only. However, we expect that employees will practice their tobacco-free habits while at home or away from the work place. Virginia Wesleyan University is interested in promoting healthy habits in our employees and their families. Therefore, it may be a future decision to expand this initiative to include employees and their covered dependents.

**Resources to assist you in Tobacco-use Cessation**

Virginia Wesleyan University Health Services
455-3108

- [The American Cancer Society](#)
  1-800-ACS-2345
- [American Lung Association](#)
- [Centers for Disease Control and Prevention](#)
- [National Alliance for Tobacco Cessation](#)
- [Nicotine Anonymous](#)
  1-877-879-6422
- [Quite Now Program](#)
  1-800-QUITNOW
HR 6.7.1 Policy On Companion And Service Animals

Goals

Virginia Wesleyan University is committed to providing full access to its programs, services, and facilities for all people, regardless of physical or other disability and/or other special needs. Virginia Wesleyan recognizes that the assistance of service or companion animals may be necessary for some individuals to gain access to programs, services, and facilities or to better manage their particular disability. Virginia Wesleyan also is mindful of the health and safety concerns of the campus community. The University seeks to balance the needs and rights of campus and community stakeholders in effectuating this policy on companion and service animal campus use.

This Policy seeks to encourage information flow and dialogue as necessary to assure the best possible environment for animal users, animals, and other Virginia Wesleyan community members.

General Rule Regarding Animals on Campus

The University generally enforces a “no-pet” policy on campus, allowing only fish in aquariums that are 10 gallons or less. Exceptions are made for service animals and may be made for companion animals with appropriate documentation as defined under Procedures, item #2. Additionally, at University sponsored events to which animals are invited, it is expected that the animal be secured on a leash at all times.

Definitions

Service Animal – A service animal is an animal individually trained to assist an individual with a disability.

Companion Animal – A companion animal is a pet owned by an individual and used by that individual to manage a disability.
**Procedures**

1. Individuals seeking to use a service or companion animal at the University should complete the steps of this Policy and the registration form included in this Policy. The registration form should be provided to the **Director of Residence Life** if a residential student will be the animal user; to the **Director of the Learning Center** if a non-residential student will be the animal user; and to the **Director of Human Resources** if an employee will be the animal user. Any questions should also be directed to one of these individuals. Proof that the animal is current on all required vaccinations must be submitted at the time of request and annually thereafter.

2. The university will consider any request for use of a companion animal on a case-by-case basis. For companion animals, please provide the following:
   - The credentials and contact information of the health care provider(s);
   - A diagnostic statement identifying the disability;
   - A description of the diagnostic methodology used;
   - A description of the current functional limitations;
   - A description of the expected progression or stability of the disability;
   - A description of current and past accommodations, services and/or medications;
   - Statement on how the animal serves as an accommodation for the verified disability;
   - Statement on how the need for the animal relates to the ability of the resident/student or live-in family member to use and enjoy the living arrangements provided by the University.

The University reserves the right to ask follow-up questions and seek clarifying information, as necessary, upon review of the healthcare provider’s statement. After receipt of the requesting party’s registration form, the relevant Director will consider the request; seek additional information, if necessary; and establish guidelines for the companion animal’s presence on campus. Such guidelines may vary from user to user, depending on the needs being addressed by the animal. Typically, companion animals will only be permitted in the Residence Halls and certain outdoor spaces. Unlike service animals, companion animals typically will not be permitted in classrooms, labs, and other non-residential areas of the campus. The university will notify the requesting party, in writing, of its decision regarding the companion animal and any guidelines attending the animal’s use. Should the requesting party wish to appeal or seek modification of the Director’s written decision, he or she should provide a written explanation to the Disability Awareness Committee (“Committee”) to assist it in considering the appeal. Should a requesting party appeal a Director’s decision and that Director be a current member of the Committee, that Director will not
participate in the Committee's deliberations with respect to the appeal. The Committee will consider the appeal on its merits, and seek clarifying information from the appealing party as well as the relevant Director. The Committee may meet with the appealing party and/or the relevant Director as part of the appeal process, but such meeting is not required. The requesting party will be notified of the appeal decision in writing.

3. The user of the animal must be in full control and in the presence of the animal at all times when outside of the user’s residential or office setting and be secured on a leash.

4. All animals must be housebroken. The user is responsible for any necessary clean-up and any property damage caused by the animal. (The University may designate areas adjacent to residential settings where animals can excrete waste).

5. A service animal may be excluded from, or otherwise, limited in its access to a campus space if its presence creates an undue burden on the University, fundamentally alters the University’s services, or poses a direct threat to the health and safety of others. Such exclusions might occur in commercial kitchen areas, laboratories, and/or other spaces. The university will discuss such potential exclusions with the animal’s user. Where accommodations short of exclusion are reasonable, the university will consider alternate arrangements. Any decisions made under this section of this Policy will be made on a case-by-case, fact-specific basis.

6. Where a service or companion animal creates a conflict with another campus user, such as by triggering allergies, biting, excessive barking, etc., the relevant Director will collect information as to all concerns at hand and resolve the conflict consistent with the goals of this Policy and applicable law. A resolution may require the animal be removed from the campus.

The University reserves the right to exclude, or restrict use of, an animal where circumstances indicate that the animal is not an appropriate member of the campus community. To be clear, the University is committed to supporting users of service and companion animals, and any exclusion or restriction on the animal will be established after dialogue, gathering of information, and a decision by the Director that the animal’s continued use is not a reasonable use under the guidance of this Policy and applicable law. In his or her decision-making, the Director will consider the use of the animal, the needs of non-users, the relative costs associated with the use or non-use of the animal, and any other relevant circumstances. If any person wishes to appeal a Director’s decision under this section of this Policy, he or she should follow the appeal process in section 2 of this Policy.
HR 6.7.2 Registration Form For Companion/Service Animal

User Name: ________________________________________________________

Phone: ___________________________________________________________

Address: __________________________________________________________

Animal’s Name: _____________________________________________________

Type of Animal: _____________________________________________________

Service Animal or Companion Animal? __________________________________

Description of Animal (breed, color, any other relevant identification):
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Please attach proof that the animal is up-to-date on all required vaccinations. Such proof is required on an annual basis.

For companion animals, please provide the following:

1. The credentials and contact information of the evaluator(s);
2. A diagnostic statement identifying the disability;
3. A description of the diagnostic methodology used;
4. A description of the current functional limitations;
5. A description of the expected progression or stability of the disability;
6. A description of current and past accommodations, services and/or medications;
7. Statement on how the animal serves as an accommodation for the verified disability;
8. Statement on how the need for the animal relates to the ability of the resident/student or live-in family member to use and enjoy the living arrangements provided by the University.

For service animals, please answer the following:
   a. Is the animal a service animal required because of a disability? Yes/No
b. What work or task has the animal been trained to perform?
________________________________________________________
________________________________________________________
________________________________________________________

The University reserves the right to ask follow-up questions and seek clarifying information, as necessary, upon review of the healthcare provider’s statement.

“I have read and understand the Virginia Wesleyan University Companion and Service Animal Policy. I understand that the Director of Residence Life, Director of the Learning Center or the Director of Human Resources is available to answer any questions I have about this Policy.”

Signature: _________________________________________________

Printed Name: ______________________________________________

Date: _______________________________________________________
The OSHA/VOSH 1910.1030 Blood borne Pathogens Standard was issued to reduce the occupational transmission of infections caused by microorganisms sometimes found in human blood and certain other potentially infectious materials. The purpose of this exposure control plan is to eliminate or minimize employee occupational exposure at Virginia Wesleyan University to blood or other potentially infectious materials as detailed in this standard.

All employees who are exposed to blood and other potentially infectious materials as a part of their job duties are included in this program.

**Exposure Determination**

All job categories in which it is reasonable to anticipate that an employee will have skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials (see list below) are included in this Exposure Control Plan. Exposure determination is made without regard to the use of personal protective equipment - employees are considered to be exposed even if they wear personal protective equipment.

**Other Potentially Infectious Materials**

- Semen
- Vaginal secretions
- Cerebrospinal fluid
- Pleural fluid
- Pericardial fluid
- Amniotic fluid
- Any body fluid visibly contaminated with blood
- Other Saliva in dental procedures
- Any unfixed tissue or organ (other than intact skin) from a human (living or dead)
- HIV/HBV containing cell or tissue
- Blood, organs, or other tissues from experimental animals infected with HIV or HBV
At Virginia Wesleyan University employees in the following job classifications are included in this category:

- Athletic Department (Coaches and Trainers) Health Services
- Housekeeping
- Maintenance (except Administrative Assistant and Secretary/Receptionist/Work Center Coordinator)
- Residence Life (except Secretary) Security (except Reserve Officers)

**COMPLIANCE METHODS**

**Universal precautions** will be observed at Virginia Wesleyan University in order to prevent contact with blood or other potentially infectious materials. This means that all blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, or vomitus unless they contain visible blood.

**Engineering and Work Practice Controls** shall be used to eliminate or minimize employee exposure. All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. The methods which will be employed at VWC to accomplish this goal are the use of puncture resistant sharps containers and biohazard garbage containers. These controls will be examined every six months by the Director of Health Services to ensure their effectiveness.

**Tags/labels** that comply with 29CFR 1910.145(f) shall be used to identify the presence of an actual or potential biological hazard. The tags shall contain the word "BIOHAZARD" or the biological hazard symbol and shall state the specific hazardous condition or the instructions to be communicated. The word/message shall be understandable to all employees who may be exposed to the identified hazard. The tags/labels may be an integral part of the container, or may be affixed as close as safely possible to the hazard by string, wire, or adhesive. This is to prevent loss or unintentional removal. VWU may substitute red bags or red containers for labels on containers of infectious waste. All appropriate employees shall be informed of the meaning of the labels/tags.

**Hand washing** is a primary infection control measure. Appropriate hand washing must be diligently practiced. Employees shall wash hands thoroughly using soap and water whenever hands become contaminated and as soon as possible after removing gloves or other personal protective equipment. When other skin areas or mucous membranes become exposed, the skin in these areas shall be washed with soap and water, and the mucous membranes shall be flushed with water as soon as possible.
**Sharps** such as used needles, shall not be bent, recapped, broken, resheathed by hand. Sharps containers must be closable, puncture resistant, labeled or color-coded, leak proof on sides and bottom, and maintained upright throughout use. Containers are to be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or found. In the Health Services Office, the sharps container is located in the treatment room. In the Security Office a sharps container is located in the training room. In the gym, a sharps container is located in the Trainer's office. Containers distributed to students with individual medical needs are turned in to the Director of Health Services for disposal as needed. Contaminated disposable sharps are to be discarded, as soon as possible after use, in the disposable sharps containers. Contaminated broken glass is also to be placed in disposable sharps containers. Broken glass which may be contaminated is to be cleaned up with something other than the hands, i.e. brush and dust pan, or tongs. A bloodborne pathogen disposal kit will be located in each building on campus. Location of kits will be clearly marked. As soon as possible after use, reusable contaminated sharps are to be placed in the reusable sharps container until properly processed. Nearly full sharps containers are to be promptly disposed of (or emptied and decontaminated in the case of reusable sharps) and replaced. This is to prevent the hazard of overfilling of sharps containers. The Health Service staff is solely responsible for maintaining the sharps containers.

**Personal Protective Equipment** is specialized clothing or equipment used by workers to protect themselves from direct exposure to blood or other potentially infectious materials. Virginia Wesleyan University will provide, repair, clean, and dispose of appropriate personal protective equipment based on the anticipated exposure to blood or other potentially infectious materials. This equipment shall be provided and readily available in a variety of sizes as needed at no cost to the employee. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees’ clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. If a garment is penetrated by blood or other potentially infectious material, the garment shall be removed as soon as possible and placed in a designated container for laundering or disposal. A container for this purpose is located in each appropriate department. Protective equipment will be provided to employees through their individual department by the department head or his/her designee who is responsible for its distribution. Protective equipment is to be worn whenever there is a risk of exposure.
HOUSEKEEPING

Virginia Wesleyan University will ensure that the campus and campus buildings are maintained in a clean and sanitary condition. The written Housekeeping procedure guide is located in the Housekeeping Policy and Procedure Manual at the Physical Plant. All contaminated surfaces will be decontaminated as soon as feasible. The Housekeeping staff is to wear appropriate Personal Protective Equipment while carrying out their duties.

**Gloves** shall be worn when it can reasonably be anticipated that hands will contact blood or other potentially infectious materials, mucous membranes, and non-intact skin and when handling or touching contaminated items or surfaces. Disposable gloves are not to be washed or decontaminated for re-use. These gloves are to be replaced as soon as feasible when they become contaminated, torn, punctured, or when their ability to function as a barrier is compromised.

**Laundry workers** shall wear protective gloves and other appropriate personal protective equipment to prevent exposure to blood or other potentially infectious materials during handling of linen. Laundry that is contaminated with blood or other potentially infectious materials or that may contain contaminated needles or sharps shall be treated as if it were HBV/HIV infectious and handled as little as possible and with a minimum of agitation. Contaminated laundry shall be bagged and tagged at the location(s) where it was used.

HEPATITIS B VACCINATION

The hepatitis B vaccine shall be offered, at no cost, to all employees of Security and Health Services whose jobs involve the risk of directly contacting blood or other potentially infectious materials (please see Exposure Determination). The vaccine will be offered within 10 working days of their initial assignment as an employee in an at risk category unless the employee has previously had the vaccine or wished to submit to antibody testing which shows the employee to have sufficient immunity. Employees who decline the Hepatitis B vaccine will sign a waiver (please see attached).

Employees who initially decline the vaccine, but who later wish to have it may then have the vaccine provided at no cost to the employee. Human Resources is responsible for assuring that the vaccine is offered to appropriate employees and that appropriate forms are signed. Campus Health Services will administer the vaccine to VWU employees.
An **exposure incident** is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Employees who experience an exposure incident are to immediately report their exposure to their Department Head. The Department Head will inform the Health Services Department of the exposure within 24 hours. When an employee reports an exposure incident, he/she will immediately be offered a confidential medical evaluation and follow-up including:

- **documentation** of the route(s) of exposure, and the circumstances occurred; under which the exposure incident
- **identification** and documentation of the source individual unless identification is not feasible;
- An offer to collect a blood sample from the exposed employee as soon as possible after the exposure incident for determination of HIV and/or HBV status; If the employee consents to baseline blood collection, but does not give consent to HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the sample tested, such testing shall be done as soon as feasible.
- An offer to repeat HIV testing to the exposed employee six weeks post-exposure and again at 12 weeks and six months after exposure;
- Counseling, medical evaluation of any acute febrile illness that occurs within 12 weeks after exposure, and use of safe and effective post-exposure measures according to recommendations for standard medical practice.

If the status of the source individual's blood is unknown, the individual's blood will be tested as soon as feasible after consent is obtained.

After an exposure, the following information will be provided to the healthcare professional who is evaluating the employee:

- a copy of 1910.1030 bloodborne pathogens standard;
- a description of the exposed employee's duties as they relate to the exposure incident;
- the documentation of the route(s) of exposure and circumstances under which exposure occurred;
- results of the source individual's blood testing, if available;
- all medical records relevant to the appropriate treatment of the employee including vaccination status.

A written opinion by the Health Care Professional shall be obtained whenever an employee is sent for a post exposure incident.
Virginia Wesleyan University shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation. The written opinion will be limited to the following information:

- Whether the Hepatitis B vaccine is indicated;
- The employee has been informed of the results of the evaluation;
- The employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

All other findings shall remain confidential and shall not be included in the written report.

**RECORDKEEPING**

Virginia Wesleyan University shall track each employee's reported exposure incident to blood and/or other potentially infectious materials. Such documentation shall be kept in the employee's health file, separate from the personnel file. The record shall be maintained for the duration of employment plus 30 years in accordance with 29 CFT 1910.20. The file shall be maintained by VWU Health Services. Such medical record shall include the following:

- Name and social security number of the employee;
- A copy of the employee's hepatitis B vaccination status with dates of hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination;
- A copy of examination results, medical testing, and any follow-up procedures;
- A copy of the healthcare professional's written opinion;
- A copy of the information provided to the healthcare professional who evaluated the employee for suitability to receive hepatitis B vaccination prophylactically and/or after an exposure incident.

The employee's medical record will be kept confidential. The contents will not be disclosed or reported to any person within or outside the workplace without the employee's express written consent, except as required by law or regulation.

Needlestick injuries shall be included on the OSHA 200 occupational injury and illness log if medical treatment is prescribed and administered by a licensed medical professional.

HBV and/or HIV shall be recorded on the OSHA 200 log if the illness can be traced back to an injury or other exposure incident.
TRAINING AND EDUCATION OF EMPLOYEES

Employees will be trained regarding bloodborne pathogens at the time of initial assignment to tasks where exposure may occur and annually thereafter. Training will take place during work hours.

Additional training will be provided whenever there are changes in tasks or procedures which affect employees' occupational exposure; this training will be limited to the new exposure situation.

The training will be tailored to the educational level, literacy, and language of the employees. The training plan will include an opportunity for employees to have their questions answered by the trainer.

The Director of Health Services or his/her designee is responsible for arranging and/or conducting training. The following will be included in the training:

- Explanation of the bloodborne pathogens standard;
- General explanation of the epidemiology, modes of transmission, and symptoms of bloodborne diseases;
- Explanation of this Infection Control Plan and how it will be implemented;
- Procedures which may expose employees to blood or other potentially infectious materials;
- Control methods that will be used at VWU to prevent/reduce the risk of exposure to blood or other potentially infectious materials;
- Explanation of the basis for selection of personal protective equipment;
- Information on the hepatitis B vaccination program including the benefits and safety of vaccination;
- Information on procedures to use in an emergency involving blood or other potentially infectious materials;
- What procedure to follow if an exposure incident occurs including method of reporting the incident;
- Explanation of post-exposure evaluation and follow-up procedures;
- An explanation of warning labels and/or color coding.
- Location of disposal kits.

Training records will be maintained for at least three years from the date on which the training occurred. The following information will be included in these records:
• Dates of training sessions;
• Contents or a summary of the training sessions;
• Names and qualifications of trainer(s);
• Names and job titles of all persons attending.

This Exposure Control Plan was prepared by:

Date prepared: ______________________

Date(s) Reviewed: ____________________

Authorized by: _______________________

Date: _______________________________
HR 7.1 Whistleblower Policy

Purpose and Applicability

The purpose of this policy is to set forth procedures under which an employee of Virginia Wesleyan University can report suspected unlawful and/or unethical behavior by an employee or official of the University and be protected against retaliation in the form of an adverse employment action.

Statement of Policy

Virginia Wesleyan University expects its employees and officials to perform their duties in accordance with applicable federal, state, and local laws and regulations, University policies, and the highest ethical standards. At the same time, the University recognizes that improper conduct, whether intended or not, may occur. The University, therefore, encourages each employee to report any illegal or unethical conduct by an employee or official of the University. Such conduct may include, but is not limited to, the following kinds of activities:

- Forgery or alteration of documents
- Questionable accounting and internal controls
- Unethical business practices
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Misappropriation or misuse of University resources, including funds, supplies, or other assets
- Authorization or receipt of compensation for services not received or not performed, or hours not worked

Reporting Improper Activities
Virginia Wesleyan University has a responsibility to investigate and report to appropriate parties allegations of suspected improper activities and to report the actions taken by the University. Any allegations of improper activities that may result in subsequent actions bringing disciplinary charges against a faculty or staff member shall be coordinated with the applicable faculty or staff personnel conduct and disciplinary policies.

1. All employees are encouraged to report possible improper activities to his or her immediate supervisor or department head and to the President.

2. Members of contracted services, including Food Service, Physical Plant, Student Health Center and Athletic Training operations, as well as other external campus-based organizations are encouraged to follow the policies and procedures of their respective organization. The campus-based representative should report improper activities to their University Administrator and the President.

3. Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

4. Under this policy, an employee that believes that there is a conflict of interest on the part of the person to whom the allegations of suspected improper activities are to be reported, the next higher level of authority shall be contacted.

5. In the event the employee is uncomfortable reporting the alleged matter to the above referenced parties, the employee may instead contact the Campus Hotline service by calling 757-493-2161. This is a secure voicemail system that will be received by the Director of Human Resources. The Chairperson of the Board of Trustees Audit Committee will also receive an email notification of the received voice mail message. Upon receipt of such, either directly or as received through the Campus Hotline, the Director of Human Resources shall consider the disclosure and take whatever action is determined to be appropriate under University policies, the law and the circumstances of the disclosure.
6. In the case of disclosure alleging misconduct by the President, the disclosure shall be directed to the Chairperson of the Virginia Wesleyan University Board of Trustees.

7. The disclosure recipient, the party to whom the comment is made, will be responsible for:

   a. Ensuring all investigations are carried out in a fair and unbiased manner.

   b. Ensuring that those making complaints and/or reporting compliance concerns are treated fairly, their confidentiality is protected to the extent the law allows, and no retaliation takes place.

9. Employees reporting suspected improper activities may do so orally, but they are encouraged to make such reports in writing so as to assure a clear understanding of the issues raised. Written allegations of suspected improper activities should include the following information:

   a. The name, address and position of the complainant

   b. The name and title of the VWU employee or official against whom the complaint is made

   c. A detailed description of the time, place(s), and manner in which the misconduct occurred along with a reference to any records that might document the misconduct

**Process for Disclosure**

1. The disclosure recipient shall handle the matter in accordance with the relevant policies of Virginia Wesleyan University in a fair and unbiased manner.

2. To ensure that the Whistleblower Policy is being adequately enforced, the Director of Human Resources shall prepare and submit to the Chairperson of the Board of Trustees Audit Committee a report annually on the number of complaints submitted, the disposition of the complaints, and an account of significant actions undertaken as the result of meritorious complaints. The Audit Committee may use this information to identify important trends
HR 7.2 Employee Rights Under The National Labor Relations Act

Employee rights are explained on the following website:

(https://www.nlrb.gov/news-outreach/brochures)

Summary of the Act (extracted from the above website)

**Purpose of the Act.** It is in the national interest of the United States to maintain full production in its economy. Industrial strife among employees, employers, and labor organizations interferes with full production and is contrary to our national interest. Experience has shown that labor disputes can be lessened if the parties involved recognize the legitimate rights of each in their relations with one another. To establish these rights under law, Congress enacted the National Labor Relations Act. Its purpose is to define and protect the rights of employees and employers, to encourage collective bargaining, and to eliminate certain practices on the part of labor and management that are harmful to the general welfare.

**What the Act provides.** The National Labor Relations Act states and defines the rights of employees to organize and to bargain collectively with their employers through representatives of their own choosing or not to do so. To ensure that employees can freely choose their own representatives for the purpose of collective bargaining, or choose not to be represented, the Act establishes a procedure by which they can exercise their choice at a secret-ballot election conducted by the National Labor Relations Board. Further, to protect the rights of employees and employers, and to prevent labor disputes that would adversely affect the rights of the public, Congress has defined certain practices of employers and unions as unfair labor practices.

**How the Act is enforced.** The law is administered and enforced principally by the National Labor Relations Board and the General Counsel acting through 52 regional and other field offices located in major cities in various sections of the country. The General Counsel and the staff of the Regional Offices investigate and prosecute unfair labor practice cases and conduct elections to determine employee representatives. The five-member Board decides cases involving charges of unfair labor practices and determines representation election questions that come to it from the Regional Offices.
HR 8.1 Miscellaneous Information

ID Cards

When new employees join the Wesleyan staff, they are issued a Virginia Wesleyan identification card. The ID card is needed for use at the University Library, special events and athletic games, for check cashing, and for dining hall discounts. The card is not transferable and must be turned in to the Director of Human Resources when employment is terminated.

Name And Address Changes

Each employee is responsible for giving prompt notice to his or her supervisor, the Payroll Manager, and the Director of Human Resources any information concerning change of name (e.g. marriage), number of dependents, and change of address. This information is essential for keeping adequate payroll and tax records and for administering accurate employee benefits.

Traffic Regulations And Parking

In order to provide a parking space for each student, faculty, and staff member, the University issues decals in two categories. We ask that you park in the areas designated for faculty and staff parking. Signs are in place to assist you in identifying these areas.

Parking regulations are strictly enforced. Any vehicle receiving more than two parking violations may be towed or booted. Towing and boot removal fees will be borne by the violator. Towed vehicles may be claimed through the Security Office.

Parking permits may be obtained from the Security Office at no charge. Parking decals are to be placed on the top center of the outside of the windshield.
Weather Closing

It is the policy of the University to close the school in the event of severe weather conditions causing possible hazardous travel. When the University closes because of severe weather conditions, only specified emergency personnel are required to report to work unless announcements contrary to this are made. Emergency closings declared by the University are not charged against paid annual leave. The employee may call 455-5711 and listen to the recorded message or the employee may listen to the following official radio stations in the event of such conditions:

- WFOG 92.9
- WHRO 90.3
- WROX 96
- WJQI 95
- WKOC 93.7
- WNVZ 104
- WGH AM 1010
- WLTY 95.7
- WWDE 101.3
- WGH FM 97.3
- WTAR AM 790
- WOWI 103
- WHRV 89.5
- WNIS AM 850
- WSVY 107.7
- WJCD 105.3
- WXEZ 94
HR 8.2 References

The Department of Human Resources at Virginia Wesleyan University will provide employment information, past or current, when properly requested.

**Former Employees:** The Human Resources Department will respond in writing confirming dates of employment and position held. The following statement will be written on each reference request: It is the policy of Virginia Wesleyan University to confirm only dates of employment and position held.

**Current Employees:** The Human Resources Department will verify employment hire date and position held for current employees. Salary information will be provided only when an employee has provided written authorization for the release of such information.

When individual department heads/supervisors receive a written and/or verbal request for a reference, it is the responsibility of that department head/supervisor to forward the request to Human Resources for processing.
HR 8.3 Policy Against Fraud

Virginia Wesleyan University is committed to the highest standards of moral and ethical behavior. These standards, and the subject of appropriate behavior, are outlined in the Student Handbook, The Staff Policy and Procedure Manual, and the Faculty Handbook and should be observed by all students, faculty, and staff.

The purpose of this policy is to specifically address fraudulent acts. Fraudulent activity of any kind, including for the benefit of Virginia Wesleyan University, is expressly forbidden. Fraud generally involves a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means. All fraudulent acts are included under this policy and include, but are not limited to, such things as:

- Embezzlement, misappropriation or other financial irregularities
- Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, other financial documents, electronic files)
- Improperities in the handling or reporting of money or financial transactions
- Misappropriation of funds, securities, supplies, inventory, or any other asset (including furniture, fixtures, or equipment)
- Authorizing or receiving payment for goods not received or services not performed
- Authorizing or receiving payments for hours not worked
- Misapplication, destruction, removal, or concealment of property
- False claims by students, employees, vendors, or others associated with Virginia Wesleyan University
- Theft of any asset including, but not limited to, money and tangible property
- Inappropriate use of computer systems, including hacking and software piracy
• Bribery, rebate, or kickback
• Intentional misrepresentation of facts

While a fraudulent act may have criminal and/or civil law consequences, Virginia Wesleyan University is not required to use a determination by a criminal justice authority to criminally prosecute as the basis for determining whether an act is fraudulent. It is the internal determination that the above criteria are present that defines an act as fraudulent under this Policy.

Generally, faculty, staff, students, and other persons associated with Virginia Wesleyan abide by laws, rules, regulations, and policies; however, incidents of fraud may occur. Vice presidents, and all levels of management, are responsible for establishing and maintaining proper internal controls that provide security and accountability for the resources entrusted to them.

Management personnel should be familiar with the risks and exposures inherent in their areas of responsibility and be alert for any indication of improper activities, misappropriation, or dishonest activity.

Any member of the campus community who has a reasonable basis for believing a fraudulent act has occurred, has a responsibility to promptly notify his or her supervisor, the appropriate Vice President or, if appropriate, the Director of Security. Employees who, in good faith, report suspected fraudulent activity are protected against retaliation by Virginia Wesleyan University for making such a report. The reporting member of the campus community shall refrain from confrontation of the suspect, further examination of the incident, or further discussion of the incident with anyone other than the employee’s or student’s supervisor or others involved in the resulting review or investigation. Anyone found to be making an intentional or misleading claim under this Policy will be disciplined, up to and including termination of employment or expulsion from the University.

Great care is to be taken in dealing with suspected fraudulent activities to avoid any incorrect accusations, alerting suspected individuals that an investigation is under way, violating anyone’s right to due process, or making statements that could lead to claims of false accusation or other civil rights violation(s).

Anyone found to have participated in fraudulent acts as defined by this policy will be subject to disciplinary action, up to and including termination. Additionally, employees suspected of committing fraudulent acts may be suspended during the course of the investigation. In those cases where disciplinary action is warranted, the Director of Human Resources shall be consulted prior to taking such action. Criminal or civil actions against employees who participate in unlawful acts will be
forwarded to the appropriate agency. The employment of any employee involved in the perpetration of fraud will ordinarily be terminated.

Students found to have participated in fraudulent acts as defined by this policy will be subject to disciplinary action pursuant to the code of Student conduct and/or the Student Handbook. In those cases where disciplinary action is warranted, the Vice President for Student Affairs and/or legal counsel shall be consulted prior to taking such action. Additionally, criminal or civil actions against students who participate in unlawful acts will be forwarded to the appropriate agency.

The relationship of other individuals or entities associated with Virginia Wesleyan University found to have participated in fraudulent acts as defined by this policy will be subject to review, with possible consequences including termination of the relationship. In those cases where action is warranted, legal counsel shall be consulted prior to taking such action. Additionally, criminal or civil actions against individuals or entities associated with Virginia Wesleyan who participate in unlawful acts will be forwarded to the appropriate agency.
HR 8.4 Policy on Transgender Students and Employees¹ (TGO, February 21, 2018)²

The University shall take the following steps, to become effective on July 1, 2018, unless otherwise noted.³

1. Add “gender identity” to its general statement on non-discrimination.⁴

   **Catalog Language**

   Virginia Wesleyan University admits students of any race, religion, color, creed, gender, national and ethnic origin, age, marital status, covered veteran status, disability, sexual orientation, gender identity and expression, or any other legally protected status to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, religion, color, creed, gender, national or ethnic origin, age, marital status, covered veteran status, disability, sexual orientation, gender identity and expression, or any other legally protected status in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other University-administered programs.⁵

   **Human Resources (Employment)⁶**

   Virginia Wesleyan University is an Equal Opportunity Employer. Applicants are considered on the basis of skills, experience, and qualifications without regard to race, religion, color, creed, gender, national and ethnic origin, age, marital status, covered veteran status, sexual orientation, gender identity and expression, the presence of non-job-related medical disability, or any other legally protected
status.  

2. Set out a more specific set of policies defining the meaning of its general statement of non-discrimination to the effect that the University will:

   a. With regard to the privacy rights of a transgender person, recognize or protect the identity of a transgender student or employee as requested by the affected transgender person;

   The University invites students and employees to self-identify as a member of any protected class or status so that it can take appropriate steps to ensure that they suffer no discrimination. Alternatively, persons choosing not to self-disclose will not be placed at any disadvantage with respect to any University benefit or practice. 

   b. With respect to prefix, provide the title of Mr., Ms., Mrs., or no designation, as requested by the student or employee;

   For purposes of institutional correspondence and records, students and employees shall be given the option of designating an appropriate prefix among these options: no prefix, Mr., Ms., Mrs., or Dr.

   c. With respect to restroom facilities, designate two or more additional gender-inclusive (or gender-neutral) restrooms on campus; and allow persons to use those single-sex restrooms that match their gender identity, provided that such restrooms offer a reasonable expectation of privacy;

   Unless a restroom facility is expressly excluded from this regulation, Virginia Wesleyan University policy is that persons can use the single-sex restroom that matches their gender identity. Prior to the effective date of this policy, the University will survey and identify any restroom that will be excepted from this policy.

   The University now has gender-neutral restrooms on the first floor of
Clarke Hall (in Room 100, the Computer Laboratory) and on the first floor of Pruden Hall. By December 31, 2018, it will establish at least two additional gender-neutral restrooms.

d. With respect to locker room facilities, allow persons to use those locker rooms that match their gender identity, provided that such locker rooms already ensure or have been modified to ensure a reasonable expectation of privacy; Unless a locker room facility is expressly excluded from this regulation, Virginia Wesleyan University policy is that persons can use the single-sex locker room that matches their gender identity. Prior to the effective date of this policy, the University will survey and identify any locker room facility that will be excepted from this policy or, in the alternative, establish a date certain at which the facility will be brought into conformity with this policy.

e. With regard to complaints of discrimination, sexual harassment, or bullying, provide that complaints by or against transgender students are handled in a manner consistent with existing policies on these matters; Complaints of discrimination on the basis of sexual orientation, gender identity, or gender expression shall be handled according to the procedures already in place for dealing with complaints for gender discrimination.

f. With regard to participation in intercollegiate athletics, follow NCAA policy on transgender athletes;

According to NCAA policy, which Virginia Wesleyan University follows:

i. A trans male (FTM) student-athlete who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NCAA competition may compete on a men’s team, but is
no longer eligible to compete on a women’s team without changing that team status to a mixed team.

ii. A trans female (MTF) student-athlete being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism, for the purposes of NCAA competition may continue to compete on a men’s team but may not compete on a women’s team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.\(^{15}\)

g. With regard to student housing policy, provide an appropriate placement consistent with the student’s gender identity.

The Student Handbook shall include within its materials a general statement of non-discrimination, along the following lines: “Residence Life at Virginia Wesleyan University is committed to providing safe, inclusive and supportive experience for all students and supports students who identify as transgender or gender non-conforming in choosing (or being placed with) a roommate of any gender.”\(^{16}\)

Within a year of the effective date of this policy, Residence Life shall adopt a more comprehensive policy on gender-inclusive housing, for which there are many examples at universities and colleges across the country.\(^{17}\)

3. Commit not merely to follow applicable federal and state law regarding non-discrimination, but to promote through training, education, counseling, and administration equal opportunities and a supportive, respectful, and caring environment for all persons.\(^{18}\)

Virginia Wesleyan University subscribes to the principles set out in “A Statement of the National Association of Schools, Colleges, and Universities of the United Methodist Church.”\(^{19}\) Thus,

We welcome students to our campuses regardless of their race or ethnicity, their creed, national origin, sexual orientation, or gender
identity [and expression]. We encourage the free exchange of ideas and therefore recognize that diversity of backgrounds, values, and viewpoints is essential for rich conversation and sound learning. We promote a vision of life in which people are judged by the content of their character and not their skin color, their gender, their sexual orientation, or any of the other artificial barriers used to devalue some of God’s children.  

Consistent with these principles, Virginia Wesleyan will continuously:

assess its own institutional practices and then take explicit action to prioritize and reshape its policies and institutional culture to foster more fully the dignity of all people. These actions will include policies that address the health and wellbeing of all persons regardless of race, sexual orientation, gender [identity and expression], social class, and other aspects of human difference.

4. Encourage all members of the campus community to join in the active support of these policies.

Consistent with its Methodist heritage, its mission statement, and its core values, the Virginia Wesleyan community recognizes, cherishes, respects, and supports the dignity and worth of all persons.

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1 The National Center for Transgender Equality offers the following definitions:

**Transgender** is a broad term that can be used to describe people whose gender identity is different from the gender they were thought to be when they were born. “Trans” is often used as shorthand for transgender. To treat a transgender person with respect, you treat them according to their gender identity, not their sex at birth. So someone who lives as a woman today is called a **transgender woman** and should be referred to as “she” and “her.” A **transgender man** lives as a man today and should be referred to as “he” and “him.” . . . **Gender identity** is your internal knowledge of your gender. . . . **Gender expression** is how a person presents their gender on the outside, often through behavior, clothing, hairstyle, voice, or body characteristics. When a person begins to live according to their **gender identity**, rather than the gender they were thought to be when they were born, this time period is called **gender transition**. . . . Some transgender people identify as neither a man nor a woman, or as a combination of male and female, may use terms like **non-binary** or **genderqueer** to describe their identity. [Emphasis in original] Quoted from “Understanding Transgender People: The Basics,” at [https://transequality.org/issues/resources/understanding-transgender-people-the-basics](https://transequality.org/issues/resources/understanding-transgender-people-the-basics).

**Transgender** is the “T” in LGBTQ, which refers to Lesbian, Gay, Bisexual, Transgender, and Questioning or Queer. See “What does the Q in LGBTQ stand for?” *USA Today*, 22 July 2016, available at
2 This draft builds on the May 2, 2017, outline of principles presented to the Board of Trustees. Thus, the current draft includes the same numbered items, or principles, as in the May outline, but provides implementing language, in bold, for each of the principles. Additional documentation, in the form of expanded or new footnotes, appears in non-bold font.

3 It is important to point out that this policy advances two of the six goals in the draft strategic plan, which will take Virginia Wesleyan University forward to 2027. One goal calls for “Strengthen[ing] the University’s commitment to be an inclusive campus community” and another calls for “Achiev[ing] greater academic eminence by continuing to recruit and retain diverse, well-credentialed faculty and staff.”

4 In 2016, it appeared that the federal government would compel schools, colleges, and universities to implement a specific form of transgender policy. Under the Obama administration, the departments of Justice and Education in 2015 and 2016 had issued “Dear Colleague” letters that held that Title IX of the Education Amendments of 1972 applied to transgender students, in particular, “mean[ing] that a school must not treat a transgender student differently from the way it treats other students of the same gender identity” and requiring, with respect to “restrooms and locker rooms,” that “[a] school may provide separate facilities on the basis of sex, but must allow transgender students access to facilities consistent with their gender identity.” U.S. Department of Justice and U.S. Department of Education, “Dear Colleague Letter on Transgender Students,” 13 May 2016, available at https://www.justice.gov/opa/file/850986/download. At the same time, a case involving a transgender high school student in Gloucester County, Virginia, was making its way through the federal courts and was accepted for review by the U.S. Supreme Court. On February 22, 2017, the Trump administration’s Justice Department withdrew the earlier guidance, noting that it lacked “extensive legal analysis” and had not undergone “any formal public process” [for federal rule-making]. The letter observed, however, that schools must protect transgender students from discrimination, bullying, and harassment, “and further, that ‘[a]ll schools must ensure that all students, including LGBT students, are able to learn and thrive in a safe environment.’” U.S. Department of Justice, “Dear Colleague” Letter, 22 February 2017, available at https://www.justice.gov/opa/press-release/file/941551/download. In March the Supreme Court, in light of the Justice Department’s new position, vacated and sent the Gloucester County case back to the Fourth Circuit Court of Appeals. Thus, Virginia Wesleyan University has a continuing obligation not to discriminate against transgender students, but some degree of flexibility in defining the meaning of that obligation in light of the ambiguity created by the conflicting legal views of the Obama and Trump administrations. For additional background, see National School Boards Association, 2016 Transgender Students in Schools (Updated 10-12-2017), pp. 3-4, available at https://cdn-files.nsba.org/s3fs-public/reports/Transgender_Guide_101217_V11.pdf?qkRqeN_CkOekZjjsOpzKQ62VT98vfhzgkv. See also “G.G. v. Gloucester County School Board” at https://www.aclu.org/cases/gg-v-gloucester-county-school-board,(accessed 1-9-2018) for an up-to-date summary of the history and current status of this case, along with links to the relevant court decisions.

5 See the statement of Wesley College, at http://wesley.edu/wp-content/uploads/2015/03/Notice-of-Non-Discrimination.pdf, “Wesley College does not discriminate against any person on the basis of race, color, national origin, sex, gender identity, sexual orientation, marital status, disability, age, genetic information, disability, or status as a veteran in admission to, access to, treatment in, or employment in its programs, activities, or employment.” Randolph-Macon College offers the following statement: “In compliance with Title IX of the Education Act Amendment of 1972, Title VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and Amendment (2008) and other federal, state and local equal opportunity laws, and in accordance with our values, Randolph- Macon College will not discriminate on the basis of race, gender, disability, age, national origin, religion, sexual orientation, or gender expression in any phase of its admissions, financial aid, educational, athletic or other programs or activities, or in any phase of its employment practices” (https://www.rmc.edu/offices/ombuds/policy-on-harassment-and-nondiscrimination).

6 It is important to note that health insurance for VWU employees, under the terms of its Consortium policy administered by Anthem, covers gender-transgender services, including sex-reassignment surgery. Karla Rasmussen email to T. O’Rourke, 5 January 2018, and Anthem Clinical UM Guideline #CG-SURG-27 (12/27/2017).
See, for example, the policy at Iowa Wesleyan, at https://www.iw.edu/human-resources/. The policy provides:

Iowa Wesleyan University is an Equal Employment Opportunity (EEO) employer. No person may be unlawfully discriminated against in employment because of race, color, religion, sex, gender, gender identity or expression, sexual orientation, veteran status, creed, national origin, age, disability, genetics, or any other protected status in accordance with applicable federal, state, and local laws. All aspects of the employment relationship are covered by this policy, and all employees and applicants are protected from unlawful discrimination in recruiting, hiring, placement, training, evaluation, job assignment, pay, benefits, promotion, termination, layoff, recall, transfer, leave of absence, compensation, or discharge. Any form of discrimination or retaliation is not allowed. Iowa Wesleyan University expressly prohibits any form of workplace harassment based on race, color, religion, sex, gender, gender identity or expression, sexual orientation, veteran status, creed, national origin, age, disability, genetics, or any other protected status.

According to its website (http://www.randolphcollege.edu/humanresources/non-discrimination-and-equal-employment-opportunity/), “Randolph College is an equal opportunity employer. We do not discriminate or allow discrimination on the basis of race, color, religion, gender, sexual orientation, sex (including pregnancy), gender identity, gender expression, national origin, age, disability, genetic information, marital status, veteran status, political beliefs, or any other classification protected by applicable law. This policy applies to all terms and conditions of employment, including but not limited to hiring, promotion, termination, placement, transfer, layoff, recall, compensation, and training.”

The University will invite students and employees to self-identify any protected class or status so that it can take appropriate steps to ensure that they suffer no discrimination. Alternatively, persons choosing not to self-disclose will be placed at any disadvantage with respect to any University benefit or practice. [The footnote language closely paraphrases Robert Barry, “Kaufman & Canoles Equal Employment Opportunity Policy,” 17 April 2017; see also National School Boards Association, 2016 Transgender Students in Schools (Updated 10-12-2017), p. 9.


As an example of one institution’s policy, see Washington and Lee University, “All Genders Restroom Initiative,” identifying more than two dozen “all genders” restrooms on the campus (https://www.wlu.edu/lgbtq-resource-center/resources/all-genders-restroom-initiative).

Illinois Wesleyan University policy provides that “transgender and gender non-conforming individuals should use bathrooms that correspond to their sex or gender identity, depending on which option they feel is safer, or utilize bathrooms that are designated gender inclusive. This policy does not imply that presently gendered bathrooms are de facto all gender; cisgender persons are expected to continue using bathrooms that correspond with their lived and expressed gender identities” (https://www.iwu.edu/residential-life/policies/community-living-policies.html#bathroomusagepolicy).

“While remaining sensitive to the rights of all students, a practical way of addressing these concerns [that all students are made to feel welcome] is to make spaces available for any student who does not want to share locker rooms or restrooms with other students. Such options can include privacy curtains in locker rooms and separate restrooms.” National School Boards Association, 2016 Transgender Students (Updated 10-12-2017), p. 15. See also Ann Forman, “Creating Gender-Inclusive Restrooms on Campus” (Education Advisory Board, 14 January 2016), which recommends that institutions “consider student privacy when making multi-stall restrooms gender inclusive” (available at https://www.eab.com/research-and-insights/facilities-forum/expert-insights/2016/creating-gender-inclusive-restrooms-on-campus). See as well U.S. Department of Education, “Examples of Policies and Emerging Practices,” pp. 7-8.
This page includes references to policies and procedures regarding transgender students and employees. For example, the text states:

“No two students are alike, and at Roanoke College we recognize this. We work to ensure that all students have an opportunity to prosper. Students who inform Roanoke College Residence Life & Housing in a timely manner that they identify beyond the binary or as transgender will be housed in keeping with their gender identity; and every attempt will be made to give those students safe and comfortable housing.”

Another example is Pacific Lutheran University, offering gender-inclusive housing with well-designed admissions criteria. Cornell University also offers gender-inclusive housing policies.

This section closely tracks Article IV of The Fairfax County School Board Policy 1450.6 (Revised 7 May 2015), available at https://www.boarddocs.com/vsba/fairfax/Board.nsf/goto?open&id=867SAA2A6973.

“Adopted unanimously by the NASCUMC members attending the semiannual meeting of the organization in a plenary session in Washington, DC, on February 2, 2015.” For the full statement, see: http://www.justiceanddignity.org/resolution. See also: https://www.gbhem.org/article/nascumc-explores-wesleyan-identity-takes-action-justice-and-dignity-campuses.

Ibid. (I have “and expression” is added to the original language.)
21 Ibid. (I have substituted after “gender” “identity and expression” for “preference” as it appears in the original text.)

22 See, e.g., Kansas Wesleyan’s “Statement of Connection” (http://www.kwu.edu/about-kwu/statement-of-connection), as adopted by KWU’s Board of Trustees on June 20, 2015.

Kansas Wesleyan University has seen many transformations in our history but one constant has been our view that education is part of the redemptive work of the Church. The Kansas Wesleyan University community embraces the vision of the National Association of Schools and Colleges of the United Methodist Church expressed by Five Faith Commitments:

- Connect and resource supportive opportunities that nurture faith traditions and journeys of students, faculty and staff; connect and resource supportive opportunities that nurture faith traditions and journeys of students, faculty and staff;
- Uphold the vital principle of academic freedom where there is an open and honest pursuit of knowledge and wisdom without restriction;
- Prepare students, regardless of social standing, ethnic identity, gender, gender identity or sexual orientation, for lives of intellectual vigor, moral integrity, spiritual fulfillment, and for personal and societal benefit.
- Emphasize through teachings and example the worth and dignity of each person, with an emphasis on service and international relations.
- Affirm this relationship between the United Methodist Church and Kansas Wesleyan University openly and with pride in our mutual history and shared potential for the future.

As the Disciples received their great commission (Matthew 28:16-20) the faculty and staff take up our commission by pledging our support to provide quality education, to be a vital and vibrant Christian faith community, and to prepare individuals for lives of committed service.

See also “Beloved Friends and Allies: A Pastoral Plan for the Support and Holistic Development of GLBTQ and Heterosexual Students at the University of Notre Dame,” available at http://friendsandallies.nd.edu/. This thoughtful and sensitively-argued document recognizes, and attempts to bridge the differences between, the dignity interests of the LGBTQ community and the traditional claims of the Roman Catholic faith. Needless to say, Methodist institutions of higher learning confront the same challenges of fitting the legitimate demands of the LGBTQ community within Church doctrine. While aware of the doctrinal issues in play, the present draft transgender policy for VWU makes no attempt to address, let alone resolve, these issues, but instead responds to the moral and legal commands that VWU must ensure that members of the LGBTQ are fully integrated into the VWU community and suffer no discrimination. (On this point, see especially note 4 above.)

Outside the realm of church doctrine, a balanced debate on the tension between the civil rights claims of the LGBTQ community and the religious freedom claims of traditional Christians within a constitutional framework is John Corvino, Ryan T. Anderson, and Sherif Girgis, Debating Religious Liberty and Discrimination (New York: Oxford University Press, 2017).
HR 9.1 Motor Vehicle Record Policy

The administration of Virginia Wesleyan University takes seriously the safety of its employees and students and expects anyone driving a University-owned vehicle as well as employees using personal vehicles in the course of University business to have a current driver’s license and to maintain a safe driving record. The following guidelines have been established to include Motor Vehicle Record (MVR) acceptability levels for prospective drivers and current Virginia Wesleyan drivers. It is Virginia Wesleyan’s policy and a requirement that every employee and student with driving duties maintain an MVR that meets the requirements outlined in this policy.

Purpose

The purpose of this policy is to establish compliance with requirements of Virginia Wesleyan University’s liability insurance carrier. The insurance carrier determines what is an acceptable driving record (for insurance purposes) for an individual who drives University-owned or leased vehicles, or who routinely use personal vehicles in the course of University business. The insurance carrier uses Motor Vehicle Record (MVR) reports to determine if drivers meet the carrier’s criteria.

To be clear, this MVR policy applies both to drivers of University-owned and/or leased vehicles as well as employees routinely using personal vehicles in the course of University business. Routinely can be defined as the need to drive on a weekly basis. We appreciate the adjustments you will make to your plans to comply with this policy.

Driver Selection and Qualification

Virginia Wesleyan will examine MVR’s for all employees and students driving University owned vehicles and/or vehicles leased by the University prior to authorizing driving privileges and at least annually thereafter. Virginia Wesleyan University will examine MVR’s for all employees and students using personal vehicles routinely in the course of University business. Continued driving privileges
in these positions requires maintenance of an MVR that meets the standards presented within this policy.

Procedure

1. Prior to making an offer of employment, for those positions whose job function may involve driving a University owned and/or leased vehicle for the University or driving routinely in the course of University business, an applicant will be required to provide a recent MVR, within the last 30 days, for review. An applicant who refuses to complete, sign and submit the form may not be offered employment.

2. For current employees and or students, prior to obtaining an MVR, the hiring supervisor, the Provost, or Human Resources/Payroll will obtain consent from the employee or student. A current employee or student may personally provide a certified copy of their recent MVR, within the last 30 days, or may authorize the University to obtain the MVR on their behalf. A current employee or student who refuses to provide a recent MVR or who refuses to complete, sign, and submit the authorization form authorizing the University to obtain the MVR may not be allowed to continue as an employee should driving responsibilities be a part of the employee’s job description or may have driving privileges restricted, depending on the importance of driving to the position in question.

3. This written consent form will be forwarded to the Human Resources Department. Human Resources or Payroll will forward the request to the University’s third-party background service to obtain an MVR. The MVR will be obtained from the Virginia Department of Motor Vehicles and/or any other state in which the applicant, employee, or student is licensed or has recently been licensed to drive.

4. If the results of an individual’s MVR indicate that the applicant, employee, or student may be a driving risk, the Director of Human Resources will evaluate the findings and make a recommendation on hiring, continuing employment, or restricting driving privileges to the relevant supervisor if driving is pertinent to the position as written within the individual's job description.

5. Questionable MVR's will be forwarded to the University’s insurance carrier for final review.
General Information

1. MVR information will be used only for the purpose of this policy. All other Virginia Wesleyan policies will be observed when implementing this policy.

2. Offers of employment will be contingent on satisfactory results of the MVR check for those positions requiring employees to drive University owned and/or leased vehicles or personal vehicles routinely for University business.

3. Any MVR obtained during implementation of this policy will be maintained as confidential by the Human Resources Department.

4. The supervisor or the Director of Human Resources may verify or clarify any questions raised by the MVR with the relevant applicant, employee, or student.

Motor Vehicle Record Standards

Any applicant, employee, or student may be denied employment or continued employment if driving is pertinent to the individual’s responsibilities as defined in the job description while others may be restricted from driving a University vehicle or a personal vehicle for University purposes as part of the relevant position if any of the following combinations of offenses are found on the MVR:

1. One or more type “A” violations in the past 3 years
2. Three or more accidents in the past 3 years (regardless of fault)
3. Three or more type “B” violations in the past 3 years
4. Any combination of accidents and type “B” violations equaling four or more in the last 3 years.

Serious Offenses (as outlined by the DMV and recognized by insurance providers)

- Leaving the scene of an accident
- Reckless/careless driving
- Speeding more than 15 mph over posted limit
- Driving under the influence of alcohol or drugs
- Use of vehicle in drug trafficking, reckless homicide, soliciting or unlawful use of weapons
- Driving under suspension or revocation
• Fleeing a police officer
• Vehicle theft
• Chemical test refusal
• Improper or illegal lane change
• Following too close

**Minor Offenses**

• Stop sign and traffic signal offenses
• Speeding less than 15 mph over limit
• Improper turns, failure to signal, failure to yield, improper backing
• Operating a defective vehicle
• Failure to observe a funeral procession, crossing a fire hose
• Seat belt violation
• Registration, overweight or permit violations

The Director of Human Resources will be accountable for implementation and adherence to this program.
HR 9.2 Social Media Policy

General

Social media presents both opportunity and responsibility for the Virginia Wesleyan University community. This policy is meant to provide guidance and encourage caution with social media use both professionally and personally.

All campus community members are expected to use good judgment in their online interactions and to carefully consider any commentary that may serve or be seen as a reflection of the University’s mission and core values.

On social media, as in all aspects of conduct associated with the University, faculty and staff are expected to abide by VWU’s Rules of Conduct and Code of Personnel Relations. Similarly, VWU students are expected to abide by the Honor Code. The same rules and policies that apply in the "real world" also apply on social media. Any unprofessional or inappropriate online behavior or content that violates University policies will be handled in the same manner as on-campus violations. It is understood, however, that the perceived meaning of thoughts and opinions is subjective by nature, and issues assumed in violation will be reviewed on a case-by-case basis. Employees and students must also follow VWU's Acceptable Use Policy with regard to any activity conducted while utilizing the University's computer systems and networks.

Social media is constantly evolving, and the Office of Marketing and Communications is available to offer support for utilizing these tools. The following tips represent best practices and also serve as expectations for VWU community members using social media for professional and/or personal use.

- **Think before you post.** Whether it's on a personal or VWU-affiliated page, keep in mind nothing is truly private in social media. Consider your comments, photos, or shared content carefully before posting. If it's something you wouldn't want shared or re-posted for a broad audience, it is best not to share it at all. Remember that VWU policies govern all verbal conduct, whether or not that conduct takes place online or in person. If you are sharing someone else’s post, recognize that a retweet or share connects you to the shared content. Do not share any content you would not be comfortable posting yourself. Also be aware that any visual imagery shared that features VWU apparel or branding creates a connection to the University and could be seen as a reflection of official University endorsement of the subject matter.

- **Keep it civil.** Professionalism and respect for others is a must. Social media can be a great place to engage in constructive dialogue. But remember, anything you post in your role as a Virginia Wesleyan employee or student reflects not only on...
you but on the University as a whole. Be careful when participating in negative
comment threads or unhealthy debates. Above all, refrain from posting derogatory,
false, inflammatory, or harassing comments. If deemed in violation of University
standards, Virginia Wesleyan reserves the right to remove comments, as well as to
ban or block offending users, from institutional social media pages. The same is
true for commentary on University pages that is intended to be defamatory,
libelous, inciting, or threatening.

- Be transparent, but private. Use privacy settings to restrict personal information
  as needed, but remember, people with access to your private accounts have the
  ability to screenshot and share your content. If there is any question that your
  content is inappropriate, do not post it. If you participate in or maintain a social
  media site on behalf of VWU, make that clear in any relevant communications.
  Relationships between faculty/staff and students on social media should reflect
  those that are appropriate given their respective roles and in their day-to-day
  interactions on campus and in the community.

- Be aware of liability. You may be legally liable for what you post. Individuals can
  be held liable for online commentary deemed to be proprietary, copyrighted,
defamatory, libelous or obscene.

- Maintain confidentiality. Do not post confidential or proprietary information
  about Virginia Wesleyan University, its students, alumni, employees, or yourself.
  Use good ethical judgment and follow all local, state and federal regulations,
such as FERPA and HIPPA.

- Be accurate and address problems. Strive for accuracy and correct errors in a
timely fashion. If issues arise on social media that are best handled through
another campus office or form of communication, contact the appropriate person
and follow through to see that the problem is resolved.

Administrative Rights and Passwords

Social media accounts established to represent the University or any of its
departments and programs should be created and maintained by an employee or
authorized representative of the University. Student workers may be authorized users
on social media sites but should be supervised by a faculty or staff member.

Any social media accounts created to represent Virginia Wesleyan University or any of its
offices, departments, teams or affiliate groups are considered the property of the
University. The University reserves the right to monitor these accounts. The Office of
Marketing and Communications should be notified of any new social media pages
created.

Any employees (or student assistants) who maintain VWU-related social media accounts
and who leave the University for any reason are expected to make arrangements to
either close those accounts or transfer them to an appropriate VWU colleague along with
all relevant logins, passwords or other administrative rights. For assistance, please
contact the Office of Marketing and Communications.

Policy Review

Virginia Wesleyan University's Social Media Policy is maintained and reviewed
annually by the Office of Marketing and Communications.
HR 9.3 University Owned Cell Phone Policy

**University Provided Cellular Phone:** Where job or business needs demand immediate access to an employee, the University may issue a University owned and serviced cell phone to an employee for work-related communications.

**Limited Expectation of Privacy:** Employees who are issued University owned cellular phones understand that the University is entitled to review cell phone records with respect to the phone’s use for University business. This shall remain in effect unless otherwise expressed in an alternative agreement. Otherwise under this policy, the University can review phone logs, text messages, University-related e-mail, and internet usage logs.

University issued Cellular phones shall remain the sole property of the University and shall be subject to inspection and/or monitoring (including related records including text messages) at any time. Employees in possession of University cellular phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested may be expected to bear the cost of a replacement.

**Safety Issues for Use of Cellular Devices:** Employees are prohibited from using a University issued cellular device while driving. Employees should place safety before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees should pull off to a reasonably safe location and safely stop the vehicle before placing or accepting a call. Special care should be taken in situations where there is heavy traffic or inclement weather or the employee is driving in an unfamiliar area. Under no circumstances are employees expected to place themselves at risk to fulfill business or personal needs.

**Personal Use:** The employee may use a University-issued cell phone for personal use, provided, however, that such does not violate any University policy, including the University’s Acceptable Use Policy. If an employee’s personal use of the University’s cellular phone results in a charge to the University, the user will be responsible for reimbursing the University. Upon credible evidence of a violation of the University’s Acceptable Use Policy, the University may inspect all contents of a University-issued phone. The University will not be responsible for smart phone applications purchased personally by the user on the University-issued cell phone. Employees who separate from employment must settle any outstanding debts for personal cell phone use prior to leaving the University.
In the event that an employee is under investigation for an alleged violation of areas such as but not limited to University policy, NCAA regulations, federal and/or state law, the University may be required to review personal usage on the University issued cellular device.

Violations of this policy will be subject to discipline, up to and including separation of employment.
This policy is intended to bring uniformity and consistency to digital policies regarding entry and exit events by VWU personnel and students. Digital security is a high priority for Virginia Wesleyan University; however, there have been challenges to the stated policy for entry and exit events regarding email accounts and other digital assets. In most cases, these challenges have come in the form of administrative level needs to ensure program continuity when leadership changes in both faculty and staff positions.

The policy as stated:

- Access to any new digital assets will not be available to employees until they have arrived for their first day of work – this includes services like email and Colleague.
- Early access to Colleague, prior to completion of a background check, cannot be granted without approval of departmental supervising vice president.
- If an employee has any separation of employment event, all access to email and any other digital accounts will be disabled on the last day of employment.
- Upon exit, supervisors will be required to produce an appropriate outgoing auto-reply message and determine who will receive the redirected digital communications.
- The reply message should not include how or where the exiting employee may be contacted.
- The standard period for the outgoing auto-reply message should not exceed more than 30 days.

Exceptions to this policy can be made in order to ensure administrative continuity in a program or department. Any requests for exceptions to this policy must be initiated via email to Human Resources. Exception examples are as follows:

- Faculty and staff leaving in good standing can be allowed access to their vwu.edu email accounts with approval of the Director of Human Resources, the Chief Information Officer and the department’s corresponding vice president.
- The duration should not exceed 30 days unless circumstances dictate the need for a longer term.
- Incoming administrative personnel can also be allowed early access to communication mediums such as email if deemed necessary to provide continuity for the program or department. Prior to seeking any approval, the employee must have successfully passed all background checks. This approval must also be made by the Director of Human Resources, the Chief Information Officer and the department’s corresponding vice president.
Once the approvals have been obtained, the email approval chain must be sent to Helpdesk in order to carry out the corresponding request.

**Email for Students:**

While attending Virginia Wesleyan University, students will be provided a vwu.edu email address and student digital assets throughout their academic career. The active status of student accounts is administered under the guidelines of the Student Handbook.

Students transitioning to alumni/graduate status will no longer be provided an alumni email account using the vwu.edu domain. This policy will go into effect starting in the fall of 2016. This also includes access to digital assets.

- The university will maintain accounts for those who have previously been awarded an alumni/graduate account until December of 2016.
- After December 2016, all alumni email accounts will be disabled.

Students or Alumni with vwu.edu alumni email account transitioning to an employee of the university will be provided a new vwu.edu account to be used while employed.

- All previously stated email entry/exit policies will apply.
- Employee/alumni will not be transitioned back to their alumni/graduate account if they are no longer employed by the university.

Any changes in this service or policy occur at the sole discretion of Virginia Wesleyan University.

This policy does not apply to personnel with emeritus status awarded by the board of trustees. Emeriti need only request their account remain active via email to the chief information officer.
HR 9.5 Requesting Data And Data Analysis

The Office of Institutional Research (Research and Policy Analysis) is the first point of contact for all requests for data and analysis. This department works with Information Technology Services and other departments to generate the “raw” data and after reviewing and formatting this data, provides this information to the requestor.

Information Technology Services generates specific information from the University’s databases and neither interprets this data nor establishes guidelines for the data analysis. For proper analysis and presentation, Institutional Research processes all such requests.

A copy of any report resulting from such data analysis is to be provided to the Office of Institutional Research.
HR 9.6 Personal Mail

Sending Mail

As a courtesy to the University, Campus Mail Service will pick up any stamped personal mail from departments at the regular pick-up location. Personal mail must be sealed and have correct postage affixed to it. All stamped mail should be kept separate from all other mail. PERSONAL MAIL WILL NOT BE BILLED TO A DEPARTMENTAL ACCOUNT. There are no exceptions to this.

Receiving mail

Campus Mail Services will not accept personal packages sent from one campus address to another campus address due to the liability risk associated with this practice.

Virginia Wesleyan University requires all faculty and staff to receive their personal mail at an address other than Virginia Wesleyan University. All packages that are delivered to the campus are subject to being opened and inspected, especially if it is unclear for whom they are intended. Failure to comply with this policy could result in your personal packages being refused by the Mail Center and returned to the sender.

Except for Residence Life staff who live on campus, Virginia Wesleyan University should not be given as your permanent address.

Please contact the Mail and Copy Center (ext. 3319) with any questions regarding this policy.
HR 9.7 Purchasing Policy

In order to ensure efficient delivery and accurate charging of packages delivered to the Virginia Wesleyan University Shipping and Receiving Department, the following policy is in effect:

**Ordering**

In ordering supplies of any kind, University personnel must submit a completed VWU requisition form to the Director of Purchasing in order to obtain a Purchase Order (PO). Requisition forms may be found on line or in the Office of Finance and Administration. All requisitions must be on a requisition form; no phone requests will be accepted. Items or services purchased without a PO will not be paid for by Virginia Wesleyan University.

This also includes all credit card purchases which must have a Purchase Order before the credit card is used. Please allow a 24-hour turn around to get your PO number.

**Shipping and Receiving**

All items should be shipped to Virginia Wesleyan University, Attention: Receiving Department. When ordering please ask the vendor to include the PO number on all shipping and invoice documents. This will allow the University to expedite your order to you and the payment to the vendor.

As requisitions are approved and purchase orders issued, a copy of each purchase order will be sent to the University’s Shipping & Receiving Department. The Shipping & Receiving Department is responsible for verifying that the items ordered have been received. They will open all packages and verify that the packing slip and/or invoice matches what is in the package and matches the PO. The University has a policy that no personal packages should be sent to the University. However, should you receive a personal package at the University, it will be under the same guidelines as above.
**Items will not be paid for until the Shipping & Receiving Department notifies Accounts Payable that the items on a PO have been received.**

Accordingly, when picking items up, please sign the receipt and make sure the Shipping & Receiving Department receives the receipt (or a copy of the receipt) as soon as possible. In addition, please make sure the correct PO number is on the receipt and the items received are correct. Upon receiving this verification, that the (correct) items have been received, the Shipping & Receiving Department will stamp their copy of the purchase order “Received” and send it to the Accounts Payable office. This will authorize the Accounts Payable Clerk to pay for the properly received items. Failure to notify the Shipping & Receiving Department that you have received the correct item may result in late fees, which will be billed to your department.

**Unauthorized Purchases (After the Fact PO)**

Procuring any goods, memberships, services or subscriptions, prior to obtaining proper authorization through the requisition/purchase order process, is considered to be an “unauthorized transaction.” This type of transaction directly violates this established University purchasing policy. Any purchases made in this manner, will become the responsibility of the individual who made the purchase and will be held in the Shipping & Receiving Department until payment is made in full on the items ordered by the ordering party. Any supplier, who accepts an unauthorized order, will be advised of this policy and may jeopardize the ability to do future business with Virginia Wesleyan University.

**Check Requisitions**

Any check requisition that is submitted for payment for an item that should have had a purchase order issued but did not, will not be honored. The person who purchased the items will be held personally responsible for payment of all such goods and services. If you are unsure whether you need a purchase order, please contact the Director of Purchasing in the Business Office.

The University is a tax-exempt entity. Therefore, it will no longer reimburse employees for sales tax on any item(s) bought for the University. When making a purchase for the University, please make the vendor aware of our tax-exempt status. They may need the tax-exempt form, which may be obtained from the Office of Finance and Administration. If necessary, please contact the Office of Finance and Administration and a representative will send you a copy or send one to the vendor.