



VIRGINIA
WESLEYAN
UNIVERSITY

Governance and Administration Policy and Precedure Handbook 2023-2024

*Approved by the Virginia Wesleyan University Board of Trustees
February 21, 2024*

The Board of Trustees has the ultimate responsibility for the operation and wellbeing of Virginia Wesleyan University. The President and the President's senior administrators are responsible for the implementation of the decisions of the Board of Trustees for the successful operation of the University within the standards of its accrediting body and all local, state and federal laws.

The By-Laws of Virginia Wesleyan University can be found online at [bylaws.pdf \(vwu.edu\)](https://www.vwu.edu/bylaws.pdf). The Decision Matrix of the University is included as an appendix to the bylaws and to this handbook.

Policy dictates that **the Officers of Virginia Wesleyan University** are

President of the University
Chief Academic Officer
Chief Financial Officer
Chief Student Affairs Officer
Chief Advancement Officer
Chief Enrollment Officer

Specific titles may vary at the discretion of the President of the University. For the purpose of Virginia Wesleyan University policy documents for 2022-23, the Chief Academic Officer is the Provost and Vice President for Academic Affairs; the Chief Financial Officer is the Vice President for Finance; the Chief Student Affairs Officer is the Senior Vice President; and, the Chief Enrollment Officer is the Vice President for Enrollment. Titles for these positions may change at the discretion of the President of the University.

With appreciation to the late Dr. Thomas Emmet of Higher Education Executive Associates for his guidance in adopting higher education best practices of leading colleges and universities, some of which are contained in this document.

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INTRODUCTION

The Setting

Virginia Wesleyan has often been defined by its desirable and unique location in Coastal Virginia. Located in Virginia Beach, the University is just minutes from the Atlantic Ocean and the Chesapeake Bay on a beautiful 300-acre park-like campus. The area is home to a host of business, governmental, and cultural institutions, as well as rich historical and natural resources that offer tremendous opportunities for students. The University's setting complements its dual commitment to the development of the intellect and to involvement in society. Nestled in the heart of one of Virginia's largest metropolitan areas, Virginia Wesleyan is physically insulated from the bustle of the city traffic, and yet the vast resources of its surrounding urban area are easily accessible. Regardless of their major(s), students are only a few minutes away from a living laboratory. The University offers many opportunities for students to bring the theoretical and the practical together in this rich environment.

History

The concept for Virginia Wesleyan University began in 1959 when Methodist minister Joseph Johnston proposed a four-year, private college—the first of its kind in South Hampton Roads. Within two years of planning, the school had a name, a charter, and an expanding body of supporters from the Methodist Church (now United Methodist) and the regional business community. Chartered in 1961, Virginia Wesleyan College first opened its doors to students in 1966. Prior to 1966, offices and some classes were offered in rented space in an office building on Granby Street in downtown Norfolk. From 1966 until 2017, the University utilized a Norfolk mailing address even though only 30 acres of the current campus are situated in Norfolk.

Virginia Wesleyan College received full accreditation in its first year of eligibility, enjoyed steady enrollment gains, and attained membership in the selective Virginia Foundation for Independent Colleges. The College held its first commencement in May 1970, graduating 41 pioneering students. Since then, the University has grown to approximately 1,600 students and over 10,000 living alumni.

Rooted in the liberal arts tradition as well as its Methodist heritage, Virginia

Wesleyan provides a broad academic foundation while cultivating productive and engaged citizens. The enhanced curricular model at Virginia Wesleyan, implemented in 2011, prepares students by providing them with expanded opportunities to learn by doing, to connect theory to practice, and to link the classroom to the world.

In 2016, the institution organized its academic program into three schools—the Susan S. Goode School of Arts and Humanities, the Joan P. Brock School of Mathematics and Natural Sciences and the Birdsong School of Social Science. The Batten Honors College was also initiated in 2016 and establishment of University College followed. The D. Henry Watts School of Professional Studies was added in 2018. With the addition of a collaborative campus in Japan and growth of VWU Online, University College was renamed VWU Global Campus in 2020. In 2023, the schools were organized into the College of the Arts and Sciences (for the Batten Honors College and the Brock, Birdsong, Goode, and Watts Schools) and the College of Professional Studies (for VWU Global Campus).

Virginia Wesleyan College was authorized by the State Council of Higher Education for Virginia to become Virginia Wesleyan University, effective with the start of the 2017-18 academic year. Many institutional achievements led to this pivotal moment in the institution's history, most notably the structuring of the academic program, initiation of the Batten Honors College, completion of a comprehensive campus master planning process, and a move to Level III status with the Southern Association of Colleges and Schools Commission on Colleges. The change in status enabled the addition of new graduate programs and an online degree program for adults.

Virginia Wesleyan's first 50 years are depicted in a commemorative book, *Wisdom Lights the Way: Virginia Wesleyan College's First Half-Century* (Donning Company Publishers), written by University Archivist and former Dean of the College, Dr. Stephen Mansfield. The book, which details the University's rich history, is available in the Scribner University Store on campus.

Mission Statement

An inclusive community dedicated to scholarship and service grounded in the liberal arts and sciences, Virginia Wesleyan University inspires students to build

meaningful lives through engagement in Coastal Virginia's dynamic metropolitan region, the nation, and the world.

Freedom of Expression Policy

Virginia Wesleyan University is an inclusive environment that appreciates and celebrates the freedom of expression. The University understands that with freedom comes responsibility and, on occasion, some members of the community may view the expression of certain ideas of others as offensive, insensitive, or even harmful. We trust that our community members will practice good judgment and consider the rights of others, as well as their own, when practicing such freedom. The University prohibits expression considered unlawful or that which violates institutional policy or disrupts essential University operations. Additionally, the University may reasonably regulate the time, place, or manner of expression to ensure that it does not disrupt the institution's mission essential functions of delivering education and providing a safe and secure campus. Prohibited language or expression includes but is not limited to, sexual harassment, bullying, trespassing, defamation, civil harassment, imminent threats, and incitement to unlawful conduct.

Environmental Guiding Principles

Virginia Wesleyan University recognizes its responsibility to protect and enhance the environment and its biodiversity for the health of local and global ecosystems, future generations, and ourselves. We are committed to responsible stewardship of campus resources and to demonstrating leadership in sustainability. As a learning community located in the rich and unique ecosystems of Coastal Virginia and the Chesapeake Bay watershed, we are committed to promoting and developing the next generation of environmental stewards. The ongoing sustainability efforts of the University reflect a larger commitment to ethical conduct and social responsibility through environmental stewardship and education.

We seek to be a campus community:

- In which the University is an environmental leader in all aspects of institutional functions, including planning, operations, purchasing, and maintenance;

- In which environmental efforts encourage interdisciplinary and collaborative teaching and research;
- In which diversity, inclusion, and equity are valued and recognized for their role in supporting and creating a vibrant, sustainable, healthy, and resilient community;
- In which we acknowledge our obligation to live responsibly as part of a forested ecosystem that mantles our campus and promotes a rich learning environment;
- In which we build a campus community that promotes health and wellness efforts in harmony with the natural world; and
- In which University leadership and expertise contribute to Coastal Virginia's local and regional environmental efforts.

To advance our goals, we will:

- Incorporate environmental and social concerns as a priority in University decision making, planning, and investing;
- Consider social, environmental, and economic impacts of Virginia Wesleyan's policies, practices, and growth;
- Train the next generation of environmental stewards and professionals of local and regional distinction;
- Foster the University's national-niche programs in environmental sciences and the Batten Honors College by encouraging investments from internal and external resources;
- Seek practices and procedures that protect, enhance, and regenerate the environment;
- Promote the University as a living laboratory for sustainability, contributing to the education, outreach, and research mission of the University;
- Use participatory processes in developing Virginia Wesleyan's policies and practices; and
- Fulfill our responsibility as good neighbors by working with the community

to foster social equity, environmental justice, and healthy natural systems.

The Virginia Wesleyan Creed

- We accept and support the Virginia Wesleyan Honor Code;
A commitment to trustworthiness and a willingness to assume personal responsibility for honorable behavior.
- We seek experiences that enhance personal academic excellence and an integrated liberal arts perspective;
A commitment to sustained achievement in the classroom.
- We abide by and uphold the Virginia Wesleyan Community Standards;
A commitment to good campus citizenship in all undertakings.
- We value and respect diversity in all facets of our multicultural society;
A commitment to recognize and to celebrate the importance of cultural differences within our campus community and to oppose all forms of discrimination.
- We aspire to be a supportive community that respects the value of faith and religious freedom;
A commitment to cultivate spiritual sensitivity and to foster personal commitment that leads to ethical conduct.
- We respect the personal belongings of others and the property of the University;
A commitment to oppose all forms of vandalism or theft of personal and University property.
- We accept our role in protecting the environment;
A commitment to stewardship through sustainable practices.
- We embrace the importance of personal well-being;
A commitment to improve the quality of life of others.

Quality Service Pledge

We pledge to make service at Virginia Wesleyan University friendly and considerate, prompt and efficient, clear and flexible.

Presidents of Virginia Wesleyan University

1965	Joseph S. Johnston*
1966-1992	Lambuth M. Clarke
1992-2015	William T. "Billy" Greer, Jr.
2015-	Scott D. Miller

*Rev. Johnston served as "executive officer" from 1961 to 1964 before serving as the first president.

University Colors

The official colors of Virginia Wesleyan University are Dark Blue, Grey/Silver, and Coastal Blue.

Name of Athletic Teams

The official name of the men's and women's teams is Marlins. The mascot is Bob Marlin.

Athletics and Recreation

Virginia Wesleyan is a member of the National Collegiate Athletic Association—Division III, and the Old Dominion Athletic Conference. The athletic programs at Virginia Wesleyan are highly ranked and both teams and individuals have received regional and national recognitions and honors. Virginia Wesleyan believes the Division III level of intercollegiate athletics encourages the student-athlete to develop not just in his or her chosen sport, but also in the classroom and as productive members in the campus community. Nearly 25 percent of the traditional Virginia Wesleyan student population are student-athletes. Students who participate in intercollegiate athletics are required to be enrolled full-time and must be making satisfactory progress toward graduation.

The University currently has a large club level Esports program. The program competes within the NACE (National Association of Collegiate Esports)

organization along with over 150 other colleges and universities.

URec at Virginia Wesleyan strives to provide quality recreational opportunities to the campus community regardless of skill or experience. Its primary mission is to promote personal growth, social fellowship, and healthy lifestyle choices through participation in challenging and fun activities. All of the programs emphasize student involvement and leadership to determine the direction of yearly goals. Students may get involved through participation in one of many on and off campus recreational events or adventures. URec also offers various employment opportunities through the Work and Learn Program.

Accreditation and Memberships

Virginia Wesleyan University (VWU) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelor's and master's degrees.

The University's Bachelor of Arts in Recreation and Leisure Studies is accredited by the Council on Accreditation of Parks, Recreation, Tourism and Related Professions (COART). The Bachelor of Social Work (BSW) is accredited by the Council on Social Work Education (CSWE). VWU's Professional Education Program is approved by the Virginia Board of Education (Virginia Department of Education Approved Teacher Education Programs) according to standards set out in the Code of Virginia and Regulations Governing the Review and Approval of Education Program in Virginia. Questions about the accreditation of these programs should be directed to the respective agencies. Other inquiries should be directed to the University and program directors.

Virginia Wesleyan University is one of more than 80 colleges and universities in the United States recognized as United Methodist-related by the University Senate of the General Board of Higher Education of the United Methodist Church. The University was chartered in 1961 by a grant from the Virginia Annual Conference of the Methodist Church to create a church-related liberal arts college that would encourage critical and independent thinking among students of all religious and cultural backgrounds. Rooted in these traditions, Virginia Wesleyan offers rigorous academic training, while, at the same time, encouraging students to become ethical, actively engaged citizens. The University is a member of the North American Association of Methodist Schools, Colleges and Universities (NAAMSCU) and the International Association of

Methodist Schools, Colleges and Universities (IAMSCU).

Sentara College of Health Sciences (SCOHS) is not accredited by SACSCOC and the accreditation of VWU does not extend to or include SCOHS or its students. Although VWU agrees to accept certain course work from SCOHS to be applied toward an award from VWU, that course work may not be accepted by other colleges or universities in transfer, even if it appears on a transcript from VWU. The decision to accept course work in transfer from any institution is made by the institution considering the acceptance of credits or course work. SCOHS is accredited by the Accrediting Bureau of Health Education Schools (ABHES), and is certified by the State Council of Higher Education for Virginia (SCHEV). The baccalaureate degree in nursing at Sentara College of Health Sciences is accredited by the Commission on Collegiate Nursing Education (<https://www.aacnursing.org/CCNE>) and is approved by the Virginia Board of Nursing.

The University is a member of the Council of Independent Colleges (CIC), National Association of Independent Colleges and Universities (NAICU), Virginia Foundation for Independent Colleges (VFIC), New American Colleges & Universities (NACU), and the Association of American Colleges & Universities (AAC&U).

University Seal

In 1964, the Virginia Wesleyan College Board of Trustees adopted the original seal to reflect the College's United Methodist heritage. The official seal was displayed on the first diplomas and was used for all subsequent commencement materials and other documents until May 31, 2017, when an updated version was implemented reflecting the transition from College to University status. The seal is an embellished circle, with the University's name and date of charter, featuring a cross and the initials of Virginia Wesleyan entwined in a diamond.



Seal of Schools/Colleges of the University



Administrative Organization of Virginia Wesleyan University

[Organization Chart](#)

Board of Trustees

Ultimate responsibility for the University is vested in its Board of Trustees. The Board is a self-perpetuating body. Responsibilities of the Board are outlined in The By-Laws of Virginia Wesleyan University. The By-Laws are posted on the University website. The link address is included in the front of this document.

President's Cabinet

The President's Cabinet consists of the Provost and Vice President for Academic Affairs, Senior Vice President, Vice President for Finance, Vice President for Enrollment, Chief of Staff, and Executive Director of Intercollegiate Athletics. The Chief of Staff facilitates the activities of the President's Cabinet. Others may be invited at the sole discretion of the President of the University. Issues of importance concerning all aspects of the University are considered by the Cabinet, which is advisory to the President. The President's Cabinet meets at the discretion of the President.

Faculty of the University

The Board of Trustees has delegated to the Faculty the following rights and responsibilities (2023 Statement on Shared Government):

- The Faculty of the University shall consist of the President of the University, the professors, including the associate and assistant professors, instructors, lecturers, and adjuncts.

- Within the limits imposed by the Board of Trustees and the mode and course of instruction and education established by the President of the University, the Faculty shall be responsible for the academic and educational activities of the University, such as the quality of academic standards and instruction, curriculum, research, faculty status, and student assessment to ascertain proficiency and for the assignments of honors, awards, diplomas, and degrees as it deems that students may merit. Faculty may be consulted on matters outside of the academic and educational activities of the University, but ultimately have different delegated authority within the framework of participative governance.
- The precise terms and conditions of every appointment to the Faculty shall be stated in writing and copies shall be in the possession of both the University and the faculty member. Salaries of the members of the Faculty other than the President shall be fixed by the President of the University within the Board approved budget.

There shall be a Faculty Handbook, with general policies and procedures specific to the faculty, which shall supplement policies and procedures contained in the document.

HIRING

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.

Unless a supervisor specifically requests a different process and Human Resources agrees, all resumes are sent to Human Resources for processing. Upon receipt, Human Resources responds letting the applicant know the application is received and is being forwarded to the hiring supervisor for consideration. Human Resources forwards the resume to the hiring supervisor within 24 hours of its receipt.

The hiring supervisor should provide the search committee, if he/she so desires

to utilize a search committee, with an updated job description. Online training is recommended for search committee members through VectorSolutions to advise on interview and hiring best practices. The hiring supervisor and search committee review the 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.).

The hiring supervisor conducts reference checks for those applicants being considered for interviews. Additionally, a request by the hiring supervisor to the applicants will be made to determine their 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 faculty members) or an employment offer letter (for staff members) from the Virginia Wesleyan University President. Efforts of reasonable accommodation, if required, are implemented with the assistance of Human Resources.

Applicants who were interviewed and not selected for the position are notified in writing or by phone by either the Human Resources office 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 office 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 (30) to forty (40) hours per week.

PART TIME: Regularly scheduled to work twenty (20) to twenty-nine (29) 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. Members of senior administration are required to give ninety (90) days written notice of intent to resign. All other exempt employees are required to give thirty (30) days written notice of intent to resign. Nonexempt employees are required to give fourteen (14) days written notice of intent to resign. Not fulfilling this notice will result in the employee not being eligible for rehire, and the University reserves the right to withhold the payment of 50% of accrued APL.

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's Human Resources 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. Human Resources or his/her designee views the presented necessary documents and completes the Employer Section of the Form.

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.

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, continued employment will be contingent on the results of their background check.
2. Prior to conducting the criminal background check, the hiring supervisor, the President, respective vice president, executive director of intercollegiate athletics, 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 office. A background check, and when applicable a Motor vehicle Record check, will be submitted to HireRight.
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.

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 office.

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. Background screening paperwork is completed through SecureDrawer. Links to the documents will be sent from Human Resources.

If the individual begins working on campus prior to the return of the background screening, employment is contingent on acceptable return of background screening. A confidentiality agreement indicating an understanding and acceptance of the confidential nature of information to which the new employee may have access is signed upon employment.

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 in consultation with and with approval from the supervising vice president.

HR 1.7.2 New Employee Computer Systems Access

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 the Director of Human Resources and completed all necessary paperwork needed to become an employee. If an exception to this policy is needed, the Vice President for Academic Affairs (for faculty) and the Vice President for Finance (for staff) may authorize such exceptions.

Procedure

1. Employee returns signed offer of employment, confidentiality agreement, and submits background check authorization.
2. Employee completes appropriate employment paperwork via SecureDrawer and/or meets in person with Human Resources.
3. Human Resources 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. The new employee's department is responsible for system training and etiquette.

HR 1.8 Employee Onboarding

ID Cards

When new employees join the Virginia Wesleyan staff, they are issued a Virginia Wesleyan identification card. The ID card is needed for use at the Hofheimer Library, special events and athletic games, 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.

Email Signatures, Business Cards, Name Plates, etc.

An Editorial Style Guide is provided by the Virginia Wesleyan University Office of Marketing and Communications to assist faculty and staff in preparing copy for any form of communication on behalf of the University. The guide includes some of the most common editorial questions related to punctuation, capitalization, names and titles, degrees and the like. Because Marketing and Communications is geared primarily toward communicating with the general public and/or the media in addition to faculty, staff and students, the Associated Press Stylebook (most recent edition) should be used as the go-to source for any style related questions not covered on our [website](#). See AP Style Guide on the next page.

Name and Address Changes

Each employee is responsible for giving prompt notice to his or her supervisor and the Office of Human Resources any 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 - faculty/staff and student. Signs are in place to assist in parking in the areas designated for faculty and staff parking.

Parking regulations are strictly enforced. Any vehicle receiving more than two parking violations may be towed. Towing removal fees will be borne by the violator. Towed vehicles may be claimed through the Security Office. The supervising Vice President of a repeat violator may be made aware if the matter

persists.

Parking permits may be obtained from the Security Office at no charge.

Parking decals are to be placed on the driver's side top left on the inside of the windshield.

AP STYLE GUIDE

AP Style dictates that the abbreviation Dr. should only be used when referring to a medical doctor. The reason is that the general public (outside of academia) most often associates the title of doctor with the medical field. In general, avoid the use of Dr. except in direct quotes, detailed faculty listings/directories or certain publications such as formal letters or print materials associated with special events like commencement. If you must use Dr., it should only be used on the first mention of the person's name. It is more helpful for most readers to include the person's specific credentials or area of study rather than Dr. (Ex. Audrey Malagon, who holds a Ph.D. in mathematics, or Garry Noe, a professor of physics.)

When academic degree designations are listed after someone's name (as in a formal publication described above), they should be separated by a comma. Ex: Benjamin Dobrin, Ph.D.

Redundancy – Never use Dr. and Ph.D. together. Do not use two titles consecutively. (Incorrect: President Dr. Scott Miller. Correct: Dr. Scott Miller, president of Virginia Wesleyan University.)

First Names/Last Names — As a general rule, once you have stated a person's full name, use their last name in subsequent references. Though faculty and staff may be very familiar with the person in question, the general public and/or members of the media may not.

Job Titles — Capitalize a person's job title only if it is their official title and it comes directly before their name. Ex. Professor of History Sara Sewell (that's her official job title). But: Sara Sewell, a history professor at Virginia Wesleyan, or history professor Sara Sewell.

Religious Titles — The first reference to an ordained clergyperson should include a capitalized title before the person's name, usually the Rev. On subsequent mentions, use the last name only (no title). Same for Monsignor or Rabbi.

Middle Initials — Do not use middle names or initials (again, unless it's a formal print piece or

The University may close in the event of severe weather conditions and/or possible hazardous travel conditions. When the University closes because of such 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 should consult the University's website (www.vvu.edu) or the University's official social media pages for weather or emergency information.

PAY-RELATED

HR 2.1 Payroll

Working Hours

The administrative offices at Virginia Wesleyan University are open Monday through Friday from 8:30 a.m. to 4:30 p.m. with one (1) hour allotted for lunch. Hourly employees are paid for actual hours worked, rounded to the nearest quarter 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 Annual Paid 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 Vice President or the employee's supervisor with approval from the Vice President and will be considered as part of a work assignment for a given position.

Work Week

The official workweek at Virginia Wesleyan runs from 12:01 a.m. 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

Pay is processed via direct deposit to an individual's bank or other financial institutions. Virginia Wesleyan University's payroll is processed through ADP, an outsourced payroll system manager.

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 payroll coordinator. 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 coordinator. 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 employees are required to complete a withholding tax certificate (W-4 Form) at the time of employment, and can make changes through ADP self service or by submitting a new W-4 to Human Resources.

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 coordinator of any change(s) whenever such change(s) occur.

Retirement

As a condition of employment, all eligible employees aged 30 and over are required to participate in the University's retirement plan, TIAA (Teachers 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 supplementary 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).

Contributions

Contributions to Virginia Wesleyan University charitable funds may be made through payroll deductions with a written request to the Office of Human Resources by the employee.

Health, Dental and Vision 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/Health Savings Account (HSA)

Money allocated to the health care, dependent daycare or HSA 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 the 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 Director 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 APL. If the staff member desires compensation in addition to his/her regular salary, the staff member must use available APL hours for this compensation. If APL 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 APL. Staff may consider using his/her “lunch hour” to teach the course.

Fall and Spring Semesters

For staff that teach during the fall and spring semesters, APL usage would be granted per week in accordance with the number of hours per week the class meets. For example:

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

January Term and Summer Sessions

For staff that teach during January Term and Summer Sessions, APL 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 APL would be granted. For a class meeting one hour per day, five days per week, five hours of APL would be granted.

Exceptions to this policy must be approved by the Vice President for Academic Affairs and the Vice President for Finance prior to teaching the class.

EMPLOYEE BENEFITS

HR 3.1 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 on the Human Resources Webpage or contact the Human Resources Office.

Beginning January 1, 2021, employees' spouses who have access to affordable, minimum essential coverage through another employer will no longer be eligible for medical coverage through the Virginia Private Colleges Benefits Consortium. Those continuing spousal coverage must complete an affidavit or coverage will be terminated.

Health, Dental and Vision Insurance

The University offers two options for health insurance coverage - HMO and PPO. Each option offers a slightly different range of benefits with a corresponding range of monthly employee cost share premiums, per the Virginia Private Colleges Benefits Consortium. Employee premiums are paid by payroll deduction on a pre-tax basis. A dental plan and vision plan are also offered. All full-time faculty, administrative staff, support staff, and hourly employees may enroll at the start of the month following the start of employment. Open enrollment for health insurance is held annually, in November.

Life Insurance

Group life insurance is available to all full-time university employees. Premiums are paid by Virginia Wesleyan. This benefit is available to full-time faculty, administrative staff, support staff, and hourly employees 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, if the employee dies while employed by Virginia Wesleyan.

At the termination of employment, all covered employees have the option of converting to an individual policy at the policyholder's expense. Information for how to do this will be provided at the time of the employee's separation from the University.

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. For the first five days of short-term disability the employee must use Annual Paid Leave (APL). If they do not have APL available, the first 5 days are unpaid. 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 (during open enrollment). 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 when the employee makes a minimum of a five percent (5%) contribution of his or her gross monthly salary. The employee may elect a combination of pre-tax or Roth (post-tax), to earn the University match. Eligibility begins on the first of the month following twelve months of employment. Prior service of at least one year at other higher education institutions will fulfill the eligibility requirement for new employees hired after January 1, 2024.

Leave Benefits

Virginia Wesleyan University has an Annual Paid Leave (APL) 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 administrative employees are eligible for APL accrual. Although all eligible employees begin to accrue APL on their date of hire, non-exempt employees may use these hours only after three months of employment. The Annual Paid Leave accrual rate is based on employee status (exempt or non-exempt) as well as length of employment. All administrative employees are required to take at least 5 full days of APL each fiscal year. Please see [HR 3.5 Annual Paid Leave](#) 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 APL, the employee will be granted leave without pay in accordance with the federal Family Medical Leave Act.

For all employees, 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. If additional time off is requested, but is not medically required, a staff employee may then, with the supervisor's approval, use any accumulated APL (Annual Paid Leave.) Please see [HR 4.1 Short Term Disability](#) and [HR 4.3 Maternity Leave](#) for further details.

Policy Regarding Reasonable Break Time for Nursing Mothers

In keeping with the Fair Labor Standards Act, all female faculty, staff and student-employees who breastfeed their child (collectively referred to herein as "nursing mothers") will be provided reasonable break times to express milk throughout the day, each time they need to express milk, for as long as the employee has a need to express milk. The University will also provide appropriate private areas, other than bathrooms, for this purpose. The area provided, if not dedicated to the nursing mother's use, will be made available when needed by the employee. The area provided will be shielded from view, and free from any intrusion from coworkers and the public.

Nursing mothers who need to express milk during the working day, should contact their supervisor, department administrator and/or Human Resources. Working with the nursing mother, the supervisor or departmental administrator is required to provide reasonable break times and to identify an appropriate location. If possible, break times may be taken during regularly scheduled meal and rest breaks.

Nursing mothers must be paid for short breaks (20 minutes or less) otherwise given to employees. If the nursing mother is a non-exempt (hourly) employee and her break exceeds 20 minutes, her supervisor should make a good faith effort to permit the nursing mother to make up time. If no reasonable opportunity exists for a non-exempt nursing mother to make up time, a break time in excess of 20 minutes will not be paid. Nursing mothers who are exempt under the FLSA will not have pay docked for taking a break to express milk.

Questions regarding this policy may be addressed to the Human Resources office.

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 Hofheimer Library, a ten percent (10%) discount on University Store items, free admission to all regular season Virginia Wesleyan University sporting events and most theater presentations, use of the Jane P. Batten Student Center, and special rental provisions at the Coastal 61 at Oxford Village housing complex.

HR 3.2 Tuition Remission and Exchange Programs

All VWU faculty and staff and full-time employees of campus-based contract services, 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).

3.2.1 ELIGIBILITY

All regular, full-time employees of Virginia Wesleyan University and campus-based partners and contracted services who have been employed for six months before the start of the desired semester are eligible for Tuition Remission at the undergraduate and graduate level.

Those using Tuition Remission must be admitted as a student prior to taking classes. Applications for Tuition Remission for employees should be received by Human Resources in accordance with the following schedule, but in all cases must be received by Human Resources prior to the start of classes.

- July 15 – fall semester
- December 15 – spring semester
- May 1 – summer semesters
- Tuition Remission is not available for January Term.

The employee's job duties and responsibilities are given priority. Employees must schedule classes outside their regular university work hours or have a prearranged absence with the supervisor.

Employees who are on extended leave are not eligible for Tuition Remission. In cases involving medical leave, a physician's release will be required prior to enrollment.

Employees must be accepted into the program before they complete the Tuition Remission Form.

Application dates are on each program's website and are considered on a first-come, first-served basis.

3.2.2 COVERED BENEFIT

Degree-seeking employees (undergraduate and graduate) may enroll in six (6) courses

in the Tuition Remission program in any given fiscal year. There is a limit of 18 credit hours per semester (undergraduate) and 9 credit hours per semester (graduate) of enrollment. In the VWU Online program, two (2) sessions are the equivalent of one (1) semester.

Employees who are taking courses but are not working toward a degree may take no more than two (2) courses in any fiscal year.

Part-time employees may take no more than one (1) course per semester.

Only classes that are regularly scheduled on Virginia Wesleyan's Virginia Beach campus and VWU Online are eligible.

If several employees in a work area wish to enroll, but enrollments must be limited because of work demands, the following priority is to be followed by the authorizing manager: undergraduate degree, first master's degree, additional master's degree, non-degree course.

Employees, spouses, and dependent children are admitted into courses on a space-available basis. If a course becomes over-subscribed, priority will be given to paying students.

3.2.3 NOT COVERED

Sentara College of Health Sciences classes, consortium and third-party courses, fees, study materials, and/or books are not covered by Tuition Remission.

Employees using tuition remission benefits will pay regular, existing costs for overloads.

3.2.4 EMPLOYEE RESPONSIBILITY

Class Schedule

The employee's job duties and responsibilities are given priority. Employees must schedule classes outside their regular university work hours. Any change in work schedule for time spent in class must be approved by the supervisor before registering for the class. Any hours in a work schedule change must be made up within the same work week or the time must be charged to annual leave. In the event of conflicts between requests for a schedule change to take classes and the department's ability to conduct business, management has the authority to modify or deny the request.

Responsibilities

- Employees must complete the admissions process first.
- Employees must have supervisor approval for a change in work schedule before registering for in-person classes.
- Employees must apply for all appropriate financial aid.
- Employees must complete and submit the Tuition Remission Form prior to enrollment in any class or program.
- Tuition Remission Form is due according to the above mentioned schedule.
- Employees are responsible for submitting requests each semester to ensure Tuition Remission is approved and applied.

Financial Aid

Employees receiving Tuition Remission must apply for appropriate financial grants. Spouses and dependent children who intend to study full-time must apply for federal and state financial grants through the usual Financial Aid process. They must observe the deadlines for various forms of financial aid. VWU's benefit will cover tuition not covered by these aid programs.

Expectations on Successful Course Completion

Employees using Tuition Remission are expected to successfully pass each course. If an employee fails to successfully remain in good academic standing or withdrawals (W) from courses covered by the Tuition Remission program, the employee will be required to reimburse the University at a rate equal to 1/3 the current posted rate for the course(s) in question. Course failure or withdrawal involving extenuating circumstances should be discussed directly with the Office of Human Resources.

Tuition Remission may not be used to take the same course twice.

Federal Taxes

In accordance with Internal Revenue Code requirements, employees enrolled in graduate courses may be taxed on the value of Tuition Remission benefits in excess of an amount determined by the IRS per calendar year. Check with Human Resources for more information.

The value of the Waiver for spouses and dependent children enrolled in graduate courses is taxable regardless of the amount.

3.2.5 SPOUSE AND DEPENDENT CHILDREN

Eligibility

Tuition Remission is available to legal spouses and dependent children (under 24 years of age) for the undergraduate and graduate programs the first eligible semester after the VWU regular full time employee has been employed for six months. Assistance will total 100% of tuition after crediting applicable financial aid.

Full-time employees of campus-based partners and contracted services are eligible for Tuition Remission for legal spouses and dependent children (under 24 years of age) for the undergraduate program only.

Part-time employees are not eligible for Tuition Remission for spouses and dependent children in any program.

Employees' children who are not dependents for tax purposes will not be eligible for Tuition Remission.

If a spouse or dependent child becomes a full-time VWU or campus-based partners and contracted services employee, they are eligible to receive the Tuition Remission benefit after one year of employment and no longer receive a parent's or spouse's benefit. (Tuition Remission benefits are not cumulative.)

3.2.6 TUITION EXCHANGE

After one year of employment, 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 Office of Financial Aid. An Intent to Apply for Tuition Exchange Form may be obtained from the Office of Human Resources or on the Human Resources webpage and must be

submitted to Human Resources before October 31 for the following academic year.

Other Tuition Benefit for Dependent Children:

Please see the [Council of Independent Colleges Tuition Exchange](#) and [The Tuition Exchange](#) eligibility posted on their respective websites.

HR 3.3 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, death, divorce or legal separation, loss of dependent coverage due to eligibility for Medicare, 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 notify our COBRA provider who will contact the employee (or spouse or dependent).

HR 3.4 Workers' Compensation

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

occupational disease.

According to Virginia § 65.2-400, the term "occupational disease" means a disease arising out of and in the course of employment, but not an ordinary disease of life to which the general public is exposed outside of the employment.

Procedure to on-the-job injuries:

- Notify the appropriate supervisor and Human Resources of the injury **immediately**, or no later than 24 hours from the occurrence, even if the injury does not seem serious.
- If medical treatment is sought, retain appropriate records.
- Human Resources submits the claim to WorkerComplete the *Employer's First Report of Injury* form paying special attention to the details surrounding the accident, injury, or illness.
- Forward the partially completed *Employer's First Report of Injury* 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 Injury* and forward it to the insurance company for processing, if appropriate, or to the Office of Finance and Administration for payment.

If released from the doctor but then have future problems possibly related to the workplace injury/illness, contact the appropriate supervisor and/or Human Resources before seeking further medical treatment.

HR 3.5 Annual Paid Leave (APL)

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 and jury duty. 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 APL. 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, Annual Paid 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 ([HR 4.1 Short Term Disability \(STD\)](#)).

In accordance with federal and state law, Virginia Wesleyan University will grant its qualifying employees up to 90 days FMLA leave with or without pay (by use of available APL time)(see [HR 4.2 Family and Medical Leave Act](#)).

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 Annual Paid Leave (APL). Staff who are in nine month, ten month, and eleven-month positions, and temporary employees are not eligible for APL. Any employee who would like to voluntarily opt-out of this benefit may only do so with the approval of his or her supervisor.

APL 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. It 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. APL accrual is as follows:

EMPLOYMENT CATEGORY	YEARS OF SERVICE	APL DAYS ACCRUED PER MONTH	MAXIMUM NUMBER OF APL DAYS AVAILABLE PER YEAR
FULL TIME EXEMPT	N/A	2.5	30
FULL TIME NON-EXEMPT	0-3	1.66	20
FULL TIME NON-EXEMPT	3-7	2.08	25
FULL TIME NON-EXEMPT	7-13	2.25	27
FULL TIME NON-EXEMPT	OVER 13 YEARS	2.5	30

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

In order to use APL, an employee must submit a time off request through ADP. 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 APL, especially during times of peak workload and/or times when other staff have previously requested leave. However, the supervisor will make every effort to approve APL that is requested for illness and/or emergencies. In the event of simultaneous, conflicting requests for time off, seniority will determine first consideration.

The maximum accumulated balance at any time is as follows:

- 350 hours for full-time 12-month employees who work 35 hours per week
- 400 hours for full-time 12-month employees who work 40 hours per week

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.

APL for Part-Time Employees

Regularly scheduled part-time employees who work a minimum of 20 hours per week will be given 40 APL hours each fiscal year. These part-time employees will **not accrue** APL, nor will any APL remaining on the books as of June 30 each year carry over to the next fiscal year.

If hired as a part-time employee between July 1-December 31, the new employee will be given 40 hours of APL. If hired as a part-time employee between January 1-June 30, the new employee will be given 20 hours of APL until the fiscal year changes on July 1. Part-time employees may not use APL until completion of 90 days of employment.

APL use for part-time employees will follow the general APL policy as indicated above.

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 APL balance at the employee's current salary.

Members of senior administration are required to give ninety (90) days written notice

of intent to resign. All other exempt employees are required to give thirty (30) days written notice of intent to resign. Nonexempt employees are required to give fourteen (14) days written notice of intent to resign. If less notice is given by the employee, the employee is not eligible for rehire, and the University reserves the right to withhold the payment of 50% of accrued APL.

HR 3.6 Holidays

The administrative calendar will be reviewed/revised annually and distributed by the Office of the President and posted on the University's website.

EMPLOYEE LEAVE

HR 4.1 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:

Employed full time	Days available for STD
0 - 1 year	not eligible
1 - 2 years	30 calendar days
2 - 3 years	60 calendar days
3 + years	90 calendar days

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 a written request 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 annual paid 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 paid on the normal payroll schedule. 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 canceled.

In accordance with the Annual Paid Leave policy, an employee will not accrue Annual Paid 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 months leave with or without pay (see [HR 4.2 Family and Medical Leave Act](#)).

HR 4.2 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.

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 in consultation with the President or respective Vice Presidents.

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 an 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 lasting more than three consecutive full calendar days that requires treatment by a healthcare 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;
 - caused by pregnancy or prenatal care (a visit to the health care provider is not necessary for each absence);
 - 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 healthcare 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 service member'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 "service member") who has a serious injury or illness

- that was incurred in active duty and may render the service member unfit for duty; and
- for which the service member 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 service member'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 service member, 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 service member 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 service member with a serious illness or injury) in the applicable 12-month period.

Reinstatement After Leave

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 the applicable FMLA certification form from Human Resources.
- Return 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 for 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.

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.

Upon receipt of FMLA certification, 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.

Within five business days of receiving completed certification 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.

An employee seeking additional FMLA leave for a previously certified condition must specifically mention 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.

Recertification

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 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 will require periodic status reports. The University may require a second or third medical 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.

HR 4.3 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 to stop working before the 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 APL, the employee will be granted leave without pay in accordance with the federal Family Medical Leave Act.

In all cases, Virginia Wesleyan University will abide by any and all applicable federal and state laws.

HR 4.4 Military Leave (USERRA)

Virginia Wesleyan University recognizes the need to have a policy that addresses the

employment and reemployment 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 APL, if sufficient earned days of APL 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 (APL) 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.

Period of Service	Action Employee Must Take	When Action Must Be Taken From Completion of Service
1 – 30 days	Report to work	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)
31 – 180 days	Notify his or her supervisor in writing of the employee's intent to return to work	Within 14 calendar days*
181+ days	Submit a written request for reemployment	Within 90 calendar days after completing service.

*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 VWU will advise employees of specific rights and obligations upon reemployment, it is important to 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.

APL: Employees will not accrue APL 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 APL 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 employee 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.

EMPLOYEE CONDUCT

HR 5.1 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, or 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. While marijuana is legal in the Commonwealth of Virginia, marijuana use or possession is also not permitted on campus.

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.

See [HR 5.3 Social Media](#) for information on appropriate cyber conduct for employees of Virginia Wesleyan University.

HR 5.2 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 orientation, gender identity, 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; (See HR 3.3 for procedure)
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;
9. Comply with University mandates aimed at providing a safe learning/working/living environment, including but not limited to, vaccination requirements, designated smoking areas, etc.
10. Disclose any familial or personal relationship that may be or appear to be a conflict of interest. (See below).
11. Comply with the Rules of Conduct and Social Media Policy ([HR 5.1 Rules of Conduct](#) and [HR 5.3 Social Media Policy](#))

Confidentiality

Employees understand that due to the nature of their position with Virginia Wesleyan University, they may become privy to information considered sensitive, confidential and protected.

Employees agree that they will not at any time during employment at the University, or in the years following departure or retirement, divulge any such confidential information, nor transfer any such confidential information to any third party, nor use any such confidential information for their own purposes.

Employees agree that upon their departure from the University, they will return to the University all confidential information on the organization in their possession or under their control.

Conflict of Interest

Employees should disclose any relationship if it compromises, or threatens to compromise, the employee's ability to act in the University's best interest. Bridging personal and business lives may cause competitors or business partners – as well as colleagues within the University – to believe a conflict of interest is at work.

To avoid a conflict, or prevent a situation from developing into a conflict, employees should inform a supervisor if, for example:

- A relative or friend is an applicant for a position at the University.

- A family member or close personal friend works for a business partner or competitor or is an executive with a competing institution.

Outside Employment, Opportunities, and Other Activities

All employees have a right to do their personal activities during non-working hours. However, outside employment or other activities must not conflict or appear to conflict with the University's business or with an employee's ability to fulfill the prescribed duties of his/her/their University position.

Therefore, without prior written permission, VWU employees

- May not work for an organization that competes with the University
- May not start up a business that plans to offer products and/or services that compete with those offered by the University
- May not use the University's equipment, time, materials, or facilities in paid or unpaid work for other organizations

To avoid a conflict of interest, or even the appearance of such a conflict, discuss any planned outside business activities with an 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 workforce;
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.

HR 5.3 Social Media

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 [HR 3.1 Rules of Conduct](#) and [HR 3.2 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.

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. Login information for any social media created to represent Virginia Wesleyan University or any of its offices should be shared with the Office of Marketing and Communications for continuity purposes.

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 Communication.

Best Practices 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

HR 5.4 Problem Resolution Procedure (Grievance Procedure)

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 an employee and the supervisor cannot reach a solution, 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, 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 a 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 a copy of written response to Human Resources.
- If the problem is not settled at this point, the employee presents the problem in writing to the Vice President in charge of his/her department within five (5) working days. Written statements are signed and dated. The employee sends a copy of the statement to Human Resources.
- The Vice President responds in writing (signed and dated) to the employee within five (5) working days. The Vice President sends a copy of the statement to Human Resources. If the problem is not settled at this point, the employee presents the problem in writing (signed and dated) to the University President within five (5) working days for final decision. The employee sends a copy of the statement to Human Resources.
- The President, whose decision is final, notifies, in writing, the employee and Human Resources.
- Human Resources notifies, in writing, any other appropriate individuals that might have been involved in the problem or the grievance procedure.

HR 5.5 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 supervising vice president. If necessary, the Vice President might involve the Director of Human Resources to assist 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.

Please see [Appendix A](#) for the Employee Counseling Summary form. HR 5.6 Staff Performance Evaluation

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 feed-back 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 employee completes his/her portion of the evaluation and shares it with the supervisor.
2. The supervisor will complete the entire evaluation form, and review it with the employee.
3. The employee may add any comments he/she may wish to make, and sign the form.
4. The supervisor signs the form.
5. The completed forms are sent to Human Resources to be maintained in the employee's personnel file.

HR 5.6 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. Complaints may also be reported directly to the US Department of Education Office of Civil Rights.

HR 5.7 Inclusion of Transgender Students and Employees

Virginia Wesleyan University commits 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.

With regard to the privacy rights of a transgender person, Virginia Wesleyan will 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.

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.

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. The University has gender-neutral restrooms on the first floor of Clarke Hall, on the first floor of Pruden Hall, and in Eleanor and Henry Watts Grand Lobby of the Susan S. Goode Fine and Performing Arts Center.

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.

Complaints of discrimination, sexual harassment, or bullying 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.

Virginia Wesleyan follows NCAA policy on transgender athletes.

HR 5.8 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 and employees of contracted services.

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.

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.

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.

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 Campus Life and Operational Management (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 and contracted services). 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 division 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 5.9 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*, *Staff Policy and Procedure Manual*, and *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)
- Improprieties 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 perpetrating fraudulent acts may be suspended during the course of the investigation. When 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. When disciplinary action is warranted, the Vice President for Campus Life and Operational Management 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. When 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 5.10 Whistleblower Policy

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, Facilities Management, 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 the respective vice president 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.
6. In the case of disclosure alleging misconduct by the President, the disclosure shall be directed to the Chair 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.
8. 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

HR 5.11 Employee Rights Under the National Labor Relations Act

[Summary of the Act](#)

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.

EMPLOYEE HEALTH AND SAFETY

HR 6.1 Prevention of Violence in the Workplace

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 Virginia 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 on campus from employees, students, or guests, may result in disciplinary action, up to and including immediate termination, disenrollment, or removal/banishment from campus. Moreover, given the 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 reserves the right to monitor and inspect all work areas and work communications, including, but not limited to, desks, computers, telephones, and University-owned mobile devices. 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, associate or 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, associate or 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 the mental health needs of all full-time benefit eligible employees. This EAP offers confidential mental health 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 6.2.1 Harassment Policy (Administrative/Support Staff and Students)

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 students and employees. Harassment on the basis of sex, age, race, color, disability, religion, national origin, gender identity, 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 another member of the University community, 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 for Campus Life and Operational Management 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 for Campus Life and Operational Management. If the alleged victim is not comfortable with going to the Vice President for Campus Life and Operational Management, 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 appropriate vice president (or Executive Director of Intercollegiate Athletics) will decide what, if any, further action shall be taken against the alleged harasser.

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 University community (faculty, staff, or 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 for Campus Life and Operational Management 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 timeliest 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 Director of Human Resources shall submit the written complaint to the Chair of the Board of Trustees for resolution.

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 Student Counseling Center.

HR 6.3 Substance Abuse

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

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.

Employees are prohibited from engaging in the following activities:

- Using, purchasing, selling, possessing, distributing or accepting illegal drugs or drug related paraphernalia while on or off the job;
- 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;
- Using, possessing, using, manufacturing, or distributing marijuana and other paraphernalia on the Virginia Wesleyan University campus. (See below.)
- Showing up for work or being on the job while impaired by illegal drugs and/or alcohol;
- 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.
- Using, purchasing, selling or distributing alcohol at university-related activities off-campus may be prohibited under certain circumstances;

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.

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).

Marijuana

The Commonwealth of Virginia regulates the use of marijuana and permits an individual 21 years of age or older to:

- possess an ounce or less of marijuana;
- consume marijuana in private residences;
- possess up to four marijuana plants.

Regardless of Commonwealth law, Virginia Wesleyan receives federal funding through student financial aid, and therefore must uphold all federal guidelines and laws.

Under federal law, the possession, distribution, and consumption of marijuana and paraphernalia remains illegal.

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

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.

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, 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.

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, he or she shall not be disciplined solely as a result of the admission.

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.

HR 6.4 Tobacco Use

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.

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. Designated smoking areas may be established as warranted.

All tobacco products (including e-cigarettes and smokeless) are prohibited in all indoor 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.

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

HR 6.5 Tobacco Cessation Policy

Virginia Wesleyan University is committed to sponsoring programs that improve the quality of life for its 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. In addition to improving health, Virginia Wesleyan hopes to initiate change that will help to impact medical cost escalation that affects everyone.

In promotion of a healthier environment, Virginia Wesleyan offers a non-tobacco user premium discount to all employees who qualify. Also, in support of its 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 the 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. 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.

Tobacco Cessation Support

VWU supports employees who may be considering tobacco cessation, and those who recently stopped using tobacco products. Employees will be required to submit written documentation of 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 tobacco cessation efforts, the University encourages employees to consult a medical provider when making personal medical decisions.

HR 6.6 Occupational Safety and Health Administration (OSHA)

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 bodily 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:

- Intercollegiate Athletics, Sports Medicine, and Health Services
- Facilities Management
- Residence Life
- Security

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 VWU to accomplish this goal are the use of puncture resistant sharps containers and biohazard garbage containers.

Tags/labels that comply with 29 CFR 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 Office of Student Health, the sharps container is located in the treatment room. In Security, a sharps container is located in the training room. In TowneBank Arena, a sharps container is located in the athletic trainers' office. 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 blood borne 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 Student Health Services 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 in 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 within Facilities Management. 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. This policy applies to all who handle laundry, including Athletics staff, Sports Medicine staff, etc.

Hepatitis B Vaccination

The hepatitis B vaccine shall be offered, at no cost, to all employees of Security and Student Health Services whose jobs involve the risk of directly contacting blood or

other potentially infectious materials (please see Exposure Determination). The vaccines 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 one or both of the vaccines will sign a waiver.

Employees who initially decline one or both of the vaccines, but who later wish to have it/them may then have the vaccine(s) provided at no cost to the employee. Human Resources is responsible for assuring that the vaccine(s) is offered to appropriate employees and that appropriate forms are signed.

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 Student Health Services 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 blood borne 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, with Human Resources. The record shall be maintained for the duration of employment plus 30 years in accordance with 29 CFR 1910.20. 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 the employee's COVID-19 vaccination status with dates of COVID-19 vaccinations including booster 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 blood borne 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 areas where exposure is possible should arrange for training in their areas. The following will be included in the training:

- Explanation of the blood borne pathogens standard;
- General explanation of the epidemiology, modes of transmission, and symptoms of blood borne 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.

HR 6.7 Companion and Service Animals

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 companion animals with appropriate documentation. 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 an existing and documented disability supported by a physician.

Companion Animal – A companion animal is a pet owned by an individual and used by that individual to manage an existing and documented disability supported by a physician.

Procedures

1. Employees seeking to use a service or companion animal at the University should complete the steps of this policy and the registration form with the Director of Human Resources. Proof that the animal is current on all required vaccinations must be submitted at the time of request and annually thereafter.
2. For service animals, a copy of the service animal ID card is required for the animal’s usage/ continuous presence on campus. (Guests on campus with service animals do not need to provide a copy of the ID card.)
3. For companion animals, requests will be considered on a case-by-case basis with the following documentation:

- a. The credentials and contact information of the health care provider(s);
 - b. A diagnostic statement identifying the disability;
 - c. A description of the diagnostic methodology used;
 - d. A description of the current functional limitations;
 - e. A description of the expected progression or stability of the disability;
 - f. A description of current and past accommodations, services and/or medications;
 - g. Statement on how the animal serves as an accommodation for the verified disability;
 - h. 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.
4. 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 supervising Vice President and Director of Human Resources 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.
 5. 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 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 decision made by a current member of the Committee, that person 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 supervising Vice President and Director of Human Resources. The requesting party will be notified of the appeal decision in writing.
 6. 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 office setting and be secured on a leash.
 7. 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).

8. 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.
9. Where a service or companion animal creates a conflict with another campus user, such as by triggering allergies, biting, excessive barking, etc., the supervising Vice President and Director of Human Resources 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 supervising Vice President and Director of Human Resources 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 supervising Vice President and Director of Human Resources 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 decision under this section of this Policy, he or she should fill an appeal.

HR 6.8 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.

Driver Selection and Qualification

Virginia Wesleyan will examine MVRs 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 MVRs 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. For 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 either provide a recent MVR within the last 30 days for review, or sign an authorization form for the University to run an MVR. An applicant who refuses to complete, sign and submit the form may not be offered employment.
2. Current employees and students who need authorization to drive a University Vehicle must either provide a certified copy of their recent MVR, within the last 30 days, or submit an authorization to Human Resources so that an MVR can be obtained. 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 Office. Human Resources 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 MVRs 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 Office.
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 major violation within the last five years
2. Three or more moving violations within the last three years
3. Two or more at-fault accidents within the last three years
4. Combination of accidents and moving violations equaling two or more within the last three years

UNIVERSITY PROCEDURES

HR 7.1 University Owned Mobile Devices

University Provided Mobile Device: Where job or business needs demand immediate access to an employee, the University may issue a University owned and serviced mobile device to an employee for work-related communications.

Limited Expectation of Privacy: Employees who are issued University owned mobile devices understand that the University is entitled to review invoicing records with respect to the device'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 mobile devices 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 mobile devices 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 mobile device for return or inspection. Employees unable to present the mobile device in good working condition within the time period requested may be expected to bear the cost of a replacement.

Safety Issues for Use of Mobile Devices: Employees are prohibited from using University issued mobile devices 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, writing an email or text, etc. 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 mobile device for personal use, provided, however, that such does not violate any University policy, including the University's Acceptable Use Policy (signed at the time of issue). If an employee's personal use of the University's mobile device 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 mobile device. The University will not be responsible for applications purchased personally by the user on the University-issued mobile

devices. Employees who separate from employment must settle any outstanding debts for personal mobile device 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 mobile device.

Violations of this policy will be subject to discipline, up to and including separation of employment.

HR 7.2 Email and Digital Assets

This policy is intended to bring uniformity and consistency to digital policies regarding onboarding and offboarding by VWU personnel and students.

- 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 the divisional supervising vice president or, when appropriate, the Executive Director of Intercollegiate Athletics.
- 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 onboarding 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 wvu.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.

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

- All previously stated email entry/exit policies will apply.
- Employees/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.

HR 7.3 Computer and Network Security Policy

VWU Office of IT Services provides computing resources, including email and Internet access, to assist employees in the everyday operation of the business.

Only VWU Office of IT Services employees and other registered individuals may use VWU Office of IT Services computer resources. In general, employees may not use VWU Office of IT Services' computing resources for activities that are illegal, in breach of other VWU Office of IT Services policies, in breach of software or electronic library licenses, and /or for personal commercial activity.

Applicable Regulations and Standards

Employees must respect regulations and standards in relation to data security and privacy.

Acceptable Use of Computing Resources

VWU Office of IT Services seeks to preserve the confidentiality, integrity and availability of systems and data used within the organization. The University attempts to avoid incurring any civil liability by positively encouraging the responsible use of its

computing resources.

Rules

1. Passwords that allow access to the organization's computing resources must never be shared with unauthorized persons.
2. Access to particular resources will be granted on a minimum needs basis, and must be approved by the relevant head of function; access rights may be reviewed at regular intervals.
3. Wasteful use of computing resources will lead to withdrawal of services and/or disciplinary action.
4. Software copyrights and license conditions must be observed. Only licensed files or software may be downloaded from the Internet; it is unacceptable to view, download, transmit or store any illegal, offensive, indecent images or material.
5. VWU Office of IT Services reserves the right to retain logs of computer and network activity on all our services, and to analyze these logs where required.

System and Network Security

VWU Office of IT Services depends on its IT network for everyday operation. To protect the network, all employees must adhere to the following statements:

1. The Chief Information Officer (CIO) is responsible for administering our network and software domains. He/she may delegate agents as required.
2. Access to the network and facilities is restricted to authorized employees.
3. Employees must not attempt to interfere with any service to other employees, hosts, or networks (e.g. denial-of-service attacks).
4. Employees who violate systems or network security may incur criminal or civil liability. VWU Office of IT Services will cooperate with investigations of violations of systems or network security at other sites.
5. In the event of an employee violating VWU Office of IT Services policy on network usage, the agents of HR, IT Services, and/or Security reserves the right to gain access to any devices connected to the network; further, he/she may instruct that work-related passwords are surrendered by the employee if required.

Password Guidelines

VWU Office of IT Services provides usernames and passwords for employees to access computing resources (including Internet-access and internal company networks). The policy items below apply to all username and password pairs, but employees must be aware that additional policies may be relevant for applications requiring a higher level of security and accountability.

Once a password is issued, full responsibility for that account and associated password resides with the employee.

Passwords must never be shared, regardless of the circumstances; doing so exposes the authorized user to responsibility for actions the other party may take.

Employees must choose passwords that cannot be easily guessed.

All default passwords supplied by vendors for their software products must be changed before any computing or network system is used.

Personal Data and Privacy

VWU Office of IT Services collects and stores employee information, in line with the following statements:

The term “Personal Data” refers to information such as employee name, date of birth, email address, mailing address, or telephone number that can be used to identify them. VWU Office of IT Services will never use this information outside of company operations.

Wherever personal data is processed, the University takes reasonable steps to ensure its accuracy and timeliness. Employees have the right to access all data related to them on VWU Office of IT Services systems, and a procedure exists should employees wish to object to the processing of this data. Contact the Privacy Officer directly for more information.

HR 7.4 Institutional Research

The Office of Institutional Research is responsible for all mandatory reports to regulatory agencies, accreditors, and the NCAA. Institutional Research is also the first point of contact for all internal requests for data and analysis.

All requests for Institutional Research must be approved by the divisional vice president.

HR 7.5 Personal Mail

Sending Mail

The Office of Duplication and Postal Services is located within the Scribner University Store in the Jane P. Batten Student Center. As a courtesy, this office will send any stamped personal mail from employees. Personal mail must be sealed and have correct postage. Personal mail will not be billed to a departmental account.

Receiving mail

Duplication and Postal Services will not process interoffice mail or packages.

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. Failure to comply with this policy could result in personal packages being refused by Duplication and Postal Services and returned to the sender.

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

HR 7.6 Purchasing Policy

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

Ordering

In ordering supplies of any kind, University personnel must submit a completed VWU requisition form to the Purchasing Manager 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 a PO number.

Shipping and Receiving

When ordering please ask the vendor to include the PO number on all shipping and invoice documents. This will allow the University to expedite the order and 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 Duplication and Postal Services. Duplication and Postal Services 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.

Items will not be paid for until Duplication and Postal Services notifies the Accounts Payable Coordinator that the items on a PO have been received.

Accordingly, when picking items up, employees must sign the receipt and make sure Duplication and Postal Services 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, Duplication and Postal Services will stamp their copy of the purchase order "Received" and send it to the Accounts Payable Coordinator. This will authorize payment for the properly received items.

For packages that circumvent this process, contact the Accounts Payable Coordinator that the ordered items have been received. Failure to do so may result in late fees, which will be billed accordingly.

Unauthorized Purchases

Procuring any physical goods, 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 Duplication and Postal Services 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 purchaser will be held personally responsible for payment of all such goods and services. For questions, contact the Purchasing Manager in the Office of Finance and Administration to determine if a purchase order is needed.

The University holds tax-exempt, 501(c)3 status; therefore, it will not reimburse employees for sales tax on items eligible for sales tax-exemption. When making a purchase for the University, please make the vendor aware of the University’s tax-exempt status. If a tax-exempt form is needed, a copy may be obtained from the Office of Finance and Administration.

HR 7.6 Employment Verification

Human Resources will provide employment information, past or current, when properly requested.

Former Employees: Human Resources 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: Human Resources 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.

HR 7.7 Name, Image, and Likeness (NIL) Policy

Introduction:

Virginia Wesleyan University supports student-athletes receiving compensation for the use of their name, image and likeness from sources outside of the University. In conjunction with the NCAA interim policy, Virginia Wesleyan University's Department of Athletics has adopted specific guidelines to address name, image and likeness activities of student-athletes. A student-athlete's failure to comply with this policy may result in penalties imposed by the NCAA and/or the University that could impact the student-athlete's eligibility to participate in intercollegiate athletics.

Name, Image and Likeness Defined:

A name, image, and likeness activity includes any situation in which a student-athlete's name, image, likeness or personal appearance is used for promotional purposes by a non-institutional entity, including the individual student-athlete, a commercial entity, or a non-institutional nonprofit or charitable entity. While such activities may provide compensation for a student-athlete, those activities that do not provide compensation are also covered under this policy. Student-athletes' use and monetization of their name, image and likeness may involve a wide range of activities, including but not limited to:

- Traditional commercials or advertisements for products or services
- Student-athletes developing and promoting their own business
- Personal appearances
- Student-athletes running their own camps or clinics
- Providing private lessons (and using their name or image to promote those lessons)
- Sponsored social media posts
- Autograph sessions

The NCAA's interim NIL policy adopted on July 1, 2021, provides the following guidance to college athletes, recruits, their families and member schools:

- Individuals can engage in NIL activities that are consistent with the law of the state where the school is located. The NCAA is not a resource for state law questions.
- College athletes who attend a school in a state without an NIL law can engage in this type of activity without violating NCAA rules related to name, image

and likeness. University policy must still be followed.

- Individuals can use a professional services provider for NIL activities.
- State laws and schools/conferences may impose reporting requirements.
- Student-athletes should report NIL activities consistent with state law or school/conference requirements to their school.

Institutional Disclosure Requirements:

Student-athletes are required to disclose contact information for all parties involved in agreements utilizing their name, image, and likeness, as well as any involved professional service providers. Additionally, student-athletes must disclose compensation agreements and the details of their relationship with all involved parties. The NIL Disclosure form must be submitted to the Executive Director of Intercollegiate Athletics at least seven (7) days prior to committing to NIL activities. If at any point details of agreements are amended, the student-athlete must provide notice at least seven (7) days prior to the effective date of the change. Student-athletes who receive additional compensation outside of the disclosed NIL agreement could jeopardize their eligibility. Failure to disclose NIL activities in advance could lead to NCAA, institutional or Commonwealth of Virginia violations that would potentially impact eligibility.

Prohibited Name, Image and Likeness Activities:

- Student-athletes may not receive compensation which is conditioned or contingent on enrolling at, or continuing enrollment at any specific collegiate institution, or on any specific athletic performance or achievement.
- Student-athletes may not enter into an agreement for NIL activities unless the compensation to be paid to the student-athlete is for work actually performed and is at a rate reflecting fair market value.
- Student-athletes may not enter into an agreement with a third-party that conflicts with any existing University contracts or sponsorship agreements, University policies, or for any other reason determined in good faith by the University
- Student-athletes may not engage in NIL activities while participating in required institutional activities or while representing the institution.
- Student-athletes will not be permitted to use any VWU trademarked logos while participating in NIL activities.
- Student-athletes may state they are student-athletes at Virginia Wesleyan University and list personal athletic accomplishments. They may not imply, directly or indirectly, that Virginia Wesleyan University is endorsing their NIL

- activities or any products or services associated with their NIL activities.
- Student-athletes may not use institutional facilities for any NIL activities, with the exception of use for teaching lessons or for a camp/clinic, provided the rental agreement is in line with that available to the general public or outside organization.
 - Student-athletes may not sell or trade any equipment, apparel, or awards provided to them by the institution as part of any NIL activities.
 - Student-athletes may not use Virginia Wesleyan University's name, logo or their status as a Virginia Wesleyan University student-athlete for a crowdfunding campaign.
 - Student-athletes are prohibited from earning compensation for the use of their name, image or likeness in connection with any of the following:
 - Gambling or sports wagering and vendors associated with gambling or sports wagering
 - Adult entertainment and vendors associated with adult entertainment
 - Alcohol and vendors associated with alcohol products
 - Tobacco and electronic smoking products, devices and vendors associated with tobacco and electronic smoking products
 - Marijuana and vendors associated with marijuana products
 - Products or services that are illegal
 - Substances that are on the NCAA Banned Substance List
 - Weapons, including firearms and ammunition
 - Activities that adversely affect the University's reputation
 - Activities that endorse businesses or brands that are engaged in activities inconsistent with the University's mission
 - Activities that ridicule, exploit or demean persons on the basis of their age, color, creed, physical or mental disability, national origin, citizenship, veteran status, marital status, race, religion, sex or gender

Virginia Wesleyan University's Role:

- The University may prohibit a student-athlete's involvement in NIL activities that conflict with existing institutional sponsorship agreements or school policies (like institutional values).
- The University shall not arrange third party compensation for a student-athlete relating to the use of the student-athlete's name, image or likeness rights or use a similar type of arrangement as an inducement to recruit a prospective student-athlete.
- The University is obligated to apply and report potential violations of NCAA legislation that remain applicable, including the prohibitions on pay for play

and improper inducements.

- The University with assistance from the NCAA as appropriate, ultimately has the responsibility for certifying eligibility.
- If circumstances suggest additional review is appropriate, the University would be required to complete due diligence on the appropriateness of the NIL activity.
- Interpretive guidance provided by the NCAA national office will be limited to NCAA rules that remain in effect.
- The University may not: 1) use a promise of such compensation to recruit and retain athletes; 2) allow third-party compensation to affect athletic stipends or scholarships (unless mandated by student aid law); 3) compensate based on “performance” (points scored, minutes played, etc.); or 4) deny participation due to compensation or representation.

APPENDIX A: 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	Attitude	Cooperation	Cost
Effectiveness	Initiative	Judgment	Knowledge of work
Punctuality	Quality of work	Quantity of work	Responsibility
Timeliness	Other (specify)		

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 the employee indicated above.

Supervisor's Signature _____ Date _____

APPENDIX B: Decision Matrix

Decision	Board	President	President's Cabinet	Provost/VPAA	SVP	VPF	VPE	EDIA	CAT	EPC	CAS	AC	GC	FSWC	AMC	TIX	Dept. Managers	Faculty	Staff	University
University Mission	A	A	D															C	I	I
Strategic Plan for University	C, A	A	D									C			C, I		C, I	C, I	C, I	I
Campus Master Plan	A	A	D									C			C		C, I	C	C	I
University Budget	A	D	C			D						R					R	I	I	I
Division/Schools/Department Budget			D									R					R			
President's Goals	A	D	C															I	I	
Great Goals!	C, A	A	D									C			I		C, I	C	C	I
Academic Schools/Departments Goals			D	R								R						C, I		
Non-Academic Department Goals			D		R	R	R	R							I		C		C, I	
Promotion and Tenure	A	D	R	R					R			C						I	I	I
Curriculum Reform	A	A	C	C						R		R						D		I
Faculty Emeritus	A	D	R															R	I	I
Honorary Degrees/ Wesley Awards	A	D																I	I	I
Articulation Agreements	A	D	I	R		C				C		R						C, I	I	I
Admission Standards	A	D					D													
Graduation Requirements (Standards)	D	A	I	R	C	C				R		R						R		I
Graduation Requirements (Fulfillment)	A	A		D	C	C												R		
Dismissal of Students (Academic)		A		D	R	R					R									
Dismissal of Students (Administration)		A		D	R															
Graduate Programs, Policies, and Practices		A		D									R							
Personnel Decisions		A	D				C										C			
Benefits Changes	A	D	R			R												I	I	I
Human Resource Policies	I	A	D			R						R		C			C, I	I	I	I
Title IX Compliance	I	A			C, D	C	C									D				
Endowment Investment	D	C				C														
Capital Projects	D	R	R			R												I	I	I
Election of Trustees	D	R, C																		I

C: Consulted
 R: Offers Recommendations
 D: Makes Decision
 A: Approves or Accepts Decision
 I: Is Informed of Decision

AC: Academic Council
 AMC: Athletic Management Council
 CAS: Committee on Academic Standing
 CAT: Committee on Advancement and Tenure
 EDIA: Executive Director of Intercollegiate Athletics
 EPC: Educational Programs Commission
 FSWC: Faculty Standards and Welfare Committee
 GC: Graduate Council
 Provost/VPAA: Vice President for Academic Affairs
 SVP: Senior Vice President
 VPE: Vice President for Enrollment
 VPF: Vice President for Finance
 TIX: Title IX Committee