



(Updated September 16, 2015)

PERSONNEL POLICY MANUAL

The information provided in this manual is intended to be a summary of current procedures, policies, guidelines, and an overview or summary of our benefits. However, the College reserves the right to interpret, suspend, modify or terminate any policy or benefit at any time, with or without notice. No statement by a supervisor, manager, or department head, should be considered a change in policy; nor will it constitute an agreement with an employee. The College reserves the right to make decisions which may be different from the policies expressed in this manual.

This manual and its contents do not constitute a contract of employment and are not intended to create any contractual rights, either expressed or implied between the College and its employees. The employment relationship is by mutual consent (employment-at-will) and may be terminated by the employee or by the College at any time and for any reason, or no reason at all. This manual is not intended to alter the “employment-at-will” relationship in any way.

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Dear Colleague:

At Wesleyan, our personnel are our most valuable resources. I welcome you as a member of the College Community. Together, we have the important task of educating men and women, seeking to further the tradition of great ideas and humane values. Our students will depart from Wesleyan better able to serve society as responsible citizens. Students are the beneficiaries of our labor and are the ultimate reason for the existence of the College.

This manual is a collection of the policies and procedures that govern our working together. It is an important record for us concerning conditions of employment and general policies governing benefits, the use of college property and the many other matters that we all need to know during the course of our work.

Please read the manual carefully and keep it as a handy reference. We will endeavor to keep the document up to date. I invite your questions about the College's policies and welcome your suggestions about how to make the manual even more helpful. The College appreciates your commitment to its ideals and to creating the best possible working environment.

Sincerely yours,

Dewey G. Clark
President

A. INTRODUCTION

A.1 Statement of Institutional Purpose

February 6, 2009 (Approved by the Board of Trustees)

Mission

North Carolina Wesleyan College, a private institution affiliated with the United Methodist Church, prepares students for professional advancement, life-long learning, and responsible participation in their communities.

This core mission has endured for the past 53 years, and we expect it to remain a constant in the years ahead.

Campus and Community

The liberal arts and sciences are the foundation of Wesleyan's curriculum for all undergraduate degree programs. Students choose from a variety of majors, all of which help prepare students for rewarding personal lives, good citizenship, and productive careers. Instruction emphasizes critical thinking, analytical reasoning, reading, writing, speaking, informed decision-making, and the use of innovative technology in teaching and learning. The College understands the increasing importance of a global perspective and of helping students learn to function in a complex society. It provides a learning environment that encourages ethical and spiritual development

The College provides degree programs and other educational opportunities for residential, commuting, and adult students. The traditional program in Rocky Mount for residential and commuting students emphasizes small classes and individual attention. It also encourages student development through co-curricular and extra-curricular activities. The non-traditional Adult Degree program is designed for students who wish to strengthen their academic background, enhance their professional knowledge and skills, and advance their careers. It is tailored to the learning styles and schedules of working adults. Both programs provide student support services to ensure academic success.

The College has a special commitment to the Rocky Mount area and to Eastern North Carolina. Through individual faculty, staff, and alumni activity, and through its educational and cultural programs, the College promotes the development of the region. The Wesleyan community includes students from diverse cultural and racial backgrounds, which is highly valued by all. The College works to create an environment in which students, faculty, and staff come together in a dynamic learning community.

A.2 Purpose of this Manual

The Board of Trustees and the Administration of North Carolina Wesleyan College (NCWC) recognizes that the goals and objectives of the College can be met only with an appropriate faculty, professional and support staff. Qualified persons will be employed and every reasonable effort will be made by the College to assure working conditions consistent with efficiency, proficiency and good morale.

It is the purpose of this manual to set forth the practices, policies and procedures, working conditions and benefits of employment as they pertain to the employees of North Carolina Wesleyan College. By means of these policies, the College expresses its expectations of its employees and they, in turn, may know what to expect of the College in these matters.

This Manual contains general statements of College policy, and it should not be read as including the fine details of each policy. Nothing in this Manual should be construed as altering the employment-at-will relationship. Policies can be amended, altered or revised by the College at any time.

Policies will be reviewed periodically and revised as necessary. The Director of Human Resources will be responsible for making any necessary revisions. Recommendations for changes in policies may be made to a department head or the President.

A.3 Organization and Administration

North Carolina Wesleyan College is a private, co-educational, liberal arts undergraduate college related by faith to the North Carolina Annual Conference, Southeastern Jurisdiction, of The United Methodist Church. The revised Charter and Bylaws (1992) are the basic documents that describe the overall government and organization of the College.

The Board of Trustees

The legal authority to operate North Carolina Wesleyan College rests with the Board of Trustees.

The Board of Trustees consists of not less than 16 and not more than 40 members. The President of the College and the President of the Alumni Association are ex officio members. The Trustees are divided into four classes of not fewer than 4 members each; each serves a term of four years. To provide continuity, the term of one class expires each year on June 30. All members of the Board must be at least twenty-one years old.

The business and affairs of the College are administered and managed by the Board of Trustees. The Board has final authority and responsibility for all College activities, identifying the College's fundamental goals, and establishing the general policies necessary to accomplish these goals. In practice, the responsibility for implementing these policies is delegated to the President and through him/her to other members of the administration and faculty.

The powers of the Board of Trustees include but shall not be limited to the following: (i) the authority to appoint and remove the President of the College and, (ii) upon the recommendation of the President, to confer, grant or deny tenure. For a more detailed list of the Board's powers, employees may consult Article I of the North Carolina Wesleyan College, Inc. Bylaws. A copy of these Bylaws may be obtained from the President's Office.

President of the College

Appointed by the Board of Trustees, the President is the chief administrator and executive officer of the College. He/she is charged with carrying out the resolutions, orders, and policies of the Board. He/she is entrusted with the supervision and direction of the College. He/she informs and explains

to the administrative officers, faculty and staff, the policies enacted by the Board of Trustees and The United Methodist Church. The President may call and preside at meetings of the faculty and appoint committees of the faculty; however, the President may delegate these duties. All personnel are ultimately responsible to the President.

The President delegates authority to various members of his/her administration. The following officials comprise the President's Council: the President of the College, the Sr. Vice President of Academic Affairs and Provost of the College, the Vice President of Adult and Professional Studies, the Vice President of Finance, the Vice President of Advancement, the Vice President of Enrollment Management, the Vice President of Student Affairs and Dean of Students, the Vice President of Athletics, the Chair of Faculty Council, and the Chair of Staff Council. The President's Council develops long-range plans and strategies, devises policies and procedures for day-to-day operations, and constructs the College's budget. Generally, this group meets bi-weekly.

Sr. Vice President of Academic Affairs and Provost of the College

The Sr. Vice President of Academic Affairs and Provost of the College is the chief academic officer of the College. As such he/she is responsible for the accomplishment of the College's academic mission and for the achievement of its educational goals and objectives. He/she coordinates and supervises the College's instructional programs and oversees the provision of academic services including those provided by the Library, the Student Success Services Center, the ASPIRE Programs, and the Office of the Registrar.

He/she is responsible for the academic direction and leadership of all ASPIRE programs. He/she is responsible for insuring the academic quality of these programs.

Vice President of Adult and Professional Studies

The Vice President of Adult and Professional Studies will be responsible for developing and implementing a strategic vision for adult education at NC Wesleyan in addition to managing the day-to-day activities of the department, which includes planning marketing strategies to promote the ASPIRE programs and direction of all of the ASPIRE sites.

The Vice President also shares responsibility, with the Sr. Vice President of Academic Affairs/Provost of the College, for day-to-day oversight of faculty teaching in the ASPIRE program. Additionally, the Vice President will serve as a member of the President's Council and be expected to provide insight, ideas, and leadership to the College as a whole.

Vice President of Finance

The Vice President of Finance is the College's chief financial official. He/she is responsible for all treasury functions, maintaining and developing the physical plant, supervising college facilities, accounting, human resources, office services, the college store and post office, the Dunn Center of the Performing Arts, and the receptionist/switchboard. The Vice President of Finance is also responsible for all college equipment.

Vice President of Advancement

The Vice President of Advancement is responsible for fundraising, the financial development of the College, and grant writing. He/she plans and administers all current and capital support programs and deferred giving operations, and supervises the keeping of appropriate records of donors, prospects and volunteers. He/she is the administrator for public relations, the Parents Association, the Board of Visitors, and the Alumni Association.

Vice President of Enrollment Management

The Vice President of Enrollment Management reports directly to the President of the College. He/she is responsible for implementing plans for recruiting and retaining students and for the administration of the Admissions and Financial Aid Offices.

Vice President of Athletics

The Vice President of Athletics oversees the administration, direction, supervision, and leadership of the athletic program, the coaching staff, and related athletic personnel.

Vice President of Student Affairs and Dean of Students

The Vice President of Student Affairs and Dean of Students is the College's chief student affairs official. He/she is responsible for all student life functions including housing, campus life, student programming, student judicial issues (including Title IX), security, and food services.

The Faculty

The Faculty consists of:

- President of the College
- Sr. Vice President of Academic Affairs/Provost of the College;
- Director of the Library and any other professional librarians, understood to mean all who have earned at least the Master of Library Science degree from an institution accredited by the American Library Association.
- All employees under a faculty contract, understood to include teaching responsibility, and who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor;
- Faculty Emeriti
- Others in academic or administrative positions who acquire membership through Board of Trustees' action.

Part-time and adjunct teachers and teachers without the rank of Professor, Associate Professor, Assistant Professor, or Instructor shall enjoy all the privileges accorded to the Faculty by the Faculty Constitution, except that of voting.

The President upon the recommendation of the Sr. VP of Academic Affairs/Provost of the College makes new appointments to the Faculty. The Sr. VP of Academic Affairs/Provost of the College is advised by the chairman of the division in which the appointment is to be made and by the faculty personnel committee.

A.4 Employees with Faculty Contracts

Due to the special circumstances of those employees with faculty contracts, the following policies are not applicable to them as these particular policies are intended only for employees without faculty contracts. Relevant policies applicable to faculty may be found in the Faculty Handbook.

- B.1 Employee Classification
- B.4 Employment and Recruitment
- B.7 Physical Examinations and Immunizations
- B.8 Probationary Period: New Employees
- C.2 Working Hours and Overtime
- C.3 Recording Work Overtime
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- C.5 Absenteeism
- D.5 Vacations
- D.6 Sick Leave
- D.7 Family and Medical Leaves of Absence
- D.8 Funeral Leave
- D.9 Jury Duty
- D.11 Personal Leave
- D.13 Educational Leave
- E.12 Staff Development

A.5 Statement of Values

North Carolina Wesleyan College seeks to be aware of and responsive to the needs of its individual clients through programs and procedures which incorporate the following values:

1. The college will demonstrate a high level of professionalism through a clear understanding of interdepartmental dependency, the elimination of redundancy of services, improved efficiency through human resources, and greater responsiveness to constituents.
2. A renewed emphasis on liberal arts orientation and a faculty responsive to student development in addition to information dissemination.
3. A campus environment conducive to learning through improved facilities, grounds and equipment.
4. An academic environment that recognizes the diversities of our student population (i.e., age, gender, race, socioeconomic background).
5. A recognition that the college serves a broader community and is a cultural center, an education center and a leader in education for northeastern North Carolina.

A.6 Work Rules

North Carolina Wesleyan College strives to maintain good working conditions for all its employees in a pleasant atmosphere and with challenging responsibilities for everyone.

When accepting employment with NCWC, an employee is assigned certain definite duties, responsibilities and relationships that are to be observed in fulfilling the responsibilities of his/her

position with the College. It is, therefore, expected that a NCWC employee agrees to and accepts as a condition of employment the following responsibilities and rules of work conduct:

1. Work conscientiously toward achieving the objectives of NCWC in compliance with its mission, philosophy, and policies.
2. Perform assigned duties at a satisfactory level of quality, accuracy, neatness, effectiveness and integrity.
3. Work cooperatively with others in a sincere, tactful, and positive manner; to respect the findings, views and actions of fellow staff members and to use appropriate channels to express judgment on these matters.
4. Be punctual and to perform assigned duties so as to achieve effective and productive use of time.
5. Respect the privacy of students and to use, in a responsible manner, information gained in relationships with them.
6. Keep and hold confidential all information regarding the College, its students, and personnel gained in the course of employment.
7. Be responsive to the guidance, directions and instructions of the immediate supervisor.
8. Avoid conflicts of interest by refusing significant personal gifts and/or gratuities from persons or organizations served by the College or doing business with NCWC and by notifying one's supervisor whenever a conflict may exist.
9. Distinguish clearly, in public, between one's statements and actions as an individual and those made as a representative of the College.
10. Be constantly mindful of the obligation the College and its staff have to portray a positive image to students, the public and to organizations and individuals served by the College.
11. Adhere to the policies adopted by the College.

Failure to abide by or comply with any or all of the above rules may be considered cause for disciplinary action and/or dismissal.

However, this list is illustrative only, and does not encompass all rules that apply to employment at the College. Employees are encouraged to consult this Manual for other applicable standards of conduct and policies. The College reserves the right to add to, revise or alter the responsibilities and work rules at any time.

A.7 Community, Religion and Discourse

Since its founding in 1956 by the United Methodist Church and Rocky Mount leaders, North Carolina Wesleyan College has been affiliated with The United Methodist Church. The Heritage District Superintendent represents the United Methodist Conference on our Board of Trustees, and the college has a close working relationship with the Bishop and the Conference's Board of Institutions, on which the Wesleyan President sits as an ex-officio member. The college embraces its historical association with The United Methodist Church and the inaugural teaching of its founder, John Wesley. The college is unconditionally committed to the intellectual, emotional, social, and spiritual development of its students. We strive to embody the values and principles of The United Methodist Church while welcoming persons with all religious beliefs to

our campus. We promote and support the following key principles of a Methodist affiliated college:

1. **The Place of Religion in Higher Education:** We respect and provide for the teaching of religion within the curriculum. Faculty, staff and students have opportunities to explore the place of religious beliefs and practices within all academic disciplines and co-curricular activities. Our general education program requires that students take at least one course in religious studies. In addition, Wesleyan has a popular major and minor in Religious Studies.

Our campus is served by a full-time chaplain who is an ordained Methodist Minister and is a visible and popular presence on our campus. The college supports a wide range of religious life experiences for students under the guidance of the chaplain. Some of the more active groups on campus include our Refuge group, a chapter of the Fellowship of Christian Athletes, and the Baptist Church's weekly BRIDGE meetings. A number of scholarships are available for Methodist students, sons and daughters of clergy, and students of any religion who aspire to the clergy.

2. **Social Justice:** We affirm the basic rights of all persons to equal access to education and to spiritual growth within the college. We deplore acts of hate or violence against groups or persons based on race, ethnicity, gender, sexual orientation, religious affiliation, or economic status, and offer a climate of openness, acceptance, and support to enable all persons to participate fully in the life of the college. We seek to create a community of scholarship and learning that facilitates social and academic participation as an inclusive right for all.

3. **Academic Freedom:** We believe that academic freedom is protected for all members of the campus community and that the college should foster a campus environment that allows for the free and reasoned exchange of ideas, while guarding the expression of religious belief on campus. We recognize that excellence in higher education requires an environment that fosters an openness to discourse among faculty, students, and staff.

North Carolina Wesleyan College is open to all persons regardless of their religious beliefs. The college welcomes religious diversity as an opportunity for the broadening of minds and the enrichment of campus discourse. We provide opportunities for personal and private expressions of faith and the meaningful exchange of ideas for all members of the campus community.

B. EMPLOYMENT

B.1 Employee Classification

All employees of the college who do not have faculty contracts are bound by all the provisions of this manual and will be classified as follows:

1. **Full-time employees:** Employees hired to work the College's normal, full-time, forty-hour workweek on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below.

2. Part-time employees: Employees hired to work fewer than forty hours per week on a regular basis. Such employees may be "exempt" or "non-exempt as defined below.
3. Casual: Employees hired to work fewer than twenty hours per week. Such employees are classified as "non-exempt".
4. Temporary: Employees hired to work on a temporary basis. Such employees are classified as "non-exempt".

Non-exempt employees: Employees who are required to be paid overtime at the rate of time and one half (i.e., one and one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with applicable federal wage and hour laws.

Exempt employees: Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Executives, professional employees, and certain employees in administrative positions are typically exempt.

The employee will be informed of his/her initial employment classification and status as an exempt or non-exempt employee in the initial offer letter.

B.2 Personnel Records

The Director of Human Resources will maintain the employee personnel records.

The President will designate those persons who have access to employee records. A place to review personnel files will be provided. Personnel files may be removed from the office only with the permission of the President or his designee.

Each employee has access to his/her own file and may review it at any time. Because of space limitations, it is expected that the employee will arrange the time to review the file with the Director of Human Resources.

B.3 Equal Employment Opportunity

North Carolina Wesleyan College is an equal employment opportunity employer. It is the policy of the College to provide career opportunities without regard to race, religion, color, national origin, sex, age, marital status, sexual orientation or disability; also to prohibit sexual harassment.

Decisions as to hiring, promotion and other aspects of the employment relationship must be based solely upon job related qualifications.

B.4 Employment and Recruitment

In order to ensure that the College obtains competent, qualified candidates for employment, the following employment and recruiting procedures will be followed.

Authorization to Initiate Staff/Faculty Appointment

Before any search can be conducted, an Authorization to Initiate Staff/Faculty Appointment form must be completed. This form is to be used for all positions – new, replacement, or temporary. Accompanying the Authorization form should be a detailed job description, short advertisement, and a recruitment plan that requests where advertising should be placed. Signatures are needed

from the immediate Vice President over the area, the Vice President of Finance and Administration, the Director of Human Resources, and the President before the position is considered approved and the search is authorized to commence.

Internal Search

In the employment of staff, the College will seek to fill all positions with the most qualified and experienced personnel available. Whenever a position is to be filled, present employees will be notified by means of a notice posted on the designated employee bulletin board maintained by the Human Resources Office and on the College's website. The College reserves the right to change the location of this bulletin board and to provide employees notice of such change. This notice will set forth the title of the position, a brief description of its duties and responsibilities, and the required qualifications.

An employee may request a transfer to another occupation or department. Requests for transfer must be first made to an employee's supervisor who will refer the employee to the appropriate Vice President or Dean.

An employee's request for transfer will be considered, except in unusual circumstances, only after he or she has been employed for at least six months in a position.

An employee's request for transfer will be considered on the basis of his or her qualifications, his or her best interests, and those of the College.

External Search

If a current employee is not selected for the position, the College will then initiate recruitment efforts outside the College community.

B.5 Interviews

Applicants will be interviewed by the appropriate supervisor or committee. The selection process will include the completion of the College application form, review of supporting credentials, one or more personal interviews, and the contacting of employment and personal references.

In cases where license or certification is required, applicants must show proof of current State of North Carolina license or current appropriate certification before such applicants can be employed.

Offer Letter

Applicants selected will be offered the position by an official appointment letter from the President and/or appropriate supervisor. This letter will give the starting date of employment, the job title, department, exempt or non-exempt status, and salary. As a condition of employment an employee must fill out an Employment Eligibility Verification form (Form I-9) as required by the Immigration Reform Act.

Post Offer Stage

The College may require a medical examination, which may include a medical history, for the purpose of determining a person's ability or capacity to safely and satisfactorily perform the duties of available jobs for which the person is otherwise qualified, or to aid in determining possible

accommodations for a disability. In such cases the College will pay for the examination. As a condition of employment, the College will run a background check on all potential new hires.

Acceptance

The new employee's signature is required on the official appointment letter, indicating recognition and acceptance of the conditions of employment.

B.6 Nepotism

Relatives, e.g. immediate family, of supervisors will not be employed in positions where a supervisor/subordinate relationship would be created. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative.

B.7 Physical Examination and Immunizations

All applicants for health care positions and food service positions are required prior to employment to present evidence of a recent physical examination including Tuberculin skin test and/or chest X-ray conducted by a physician who is licensed in the State of North Carolina, together with a record of current standard immunizations. This list of standard immunizations, as promulgated by the North Carolina Health Department, is available from the Director of the Wellness Center. Each such employee shall be required to have an annual test for tuberculosis and to maintain standard immunizations.

B.8 Probationary Period: New Employees

All new staff employees are employed with the understanding that they are on probationary status for the first ninety (90) days of their employment. This is a period of orientation for new employees to acquaint them with their duties and responsibilities. Employees will be able to demonstrate their capacity for satisfactory performance during this period. Additionally, an existing part-time employee who becomes a full-time employee or an employee who transfers from one full-time position to another is on probationary status for the first ninety (90) days of his/her full-time status.

At any time during this period either party may terminate the employment without prejudice and without the usual notice.

Completion of probationary status is certified by a written evaluation of the employees' job performance. The supervisor shall make this evaluation within the two-week period immediately preceding the completion of the ninety-day (90) probationary period.

The probationary period may be extended with the approval of the Vice President or President. There will be a limit of one extension of no more than ninety (90) days duration for any one employee.

B.9 Verification of Employment Eligibility

The Immigration Reform and Control Act of 1986 requires that employers verify employment eligibility of anyone hired after November 6, 1986, by completing and retaining Form I-9,

Employment Eligibility Verification. The Director of Human Resources is responsible for securing the verification process.

Under this law each new employee must be a member of one of the categories listed below and provide appropriate documentation of identity under the selected category (all of which is to be reported on Form I-9, Employment Eligibility Verification).

Persons employed after November 6, 1986, must establish that they belong to one of the following within three business days of hire: (1) a citizen or national of the United States; (2) an alien lawfully admitted for permanent residence; (3) an alien authorized by the United States Attorney General or the Citizenship and Immigration Services to be employed in the United States.

B.10 Response of the College to HIV/AIDS

AIDS is a contagious disease. Medical research and experience establish that the responsible virus is not easily transmitted or contracted. Thus, there is no cause for excessive alarm, but there are compelling reasons to observe basic precautions. In the absence of preventive vaccines or effective treatments, the main defense against an ever-mounting death toll is education, which can equip individuals to take reasonable precautions against transmission or contraction of this disease. If you want more detailed information on this subject, you should contact the Wellness Center, the Public Health Department, or a private physician knowledgeable about AIDS.

Students and employees of the College who may become infected with the AIDS virus will not be excluded from enrollment or employment or restricted in their access to College services or facilities. Persons who know, or have a reasonable basis for believing, that they are infected are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of others. Recognizing that AIDS is a life-threatening disease, North Carolina Wesleyan College offers educational programs and materials, as well as counseling, for both its students and employees through the Wellness Center.

Persons who know that they are infected are urged to share that information with the Director of the Wellness Center, so the College can respond to their health and educational needs. Such information will be disclosed to responsible NCWC officials only on a strictly limited, need-to-know basis, unless the individual consents in writing to other releases of the information. The College is obligated by law to disclose to public health officials information about all cases of AIDS if it has knowledge that the person is not following Control Measures as promulgated by the NC Commission for Health Services. Specific information regarding exposure controls can be found in the Wellness Center policy and procedure manual. A copy of the Wellness Center policy and procedure manual is located in the Student Life office and in the Wellness Center Director's office.

All NCWC employees are expected at all times to exercise all necessary precautions to maintain good health and to avoid the spread of any contagious diseases. All employees are encouraged to contact the Director of the Wellness Center to address any concerns or to obtain more information regarding HIV/AIDS.

B.11 Employment-at-Will

It is the policy of North Carolina Wesleyan College that all employees who do not have a written, individual employment contract with the College for a specific, fixed term of employment are employed at the will of the College for an indefinite period.

Employees who do not have a separate, individual written employment contract are employed at the will of the College and are subject to termination at any time, for any reason, with or without cause or notice except for provisions noted in the Resignations & Termination of Employment policy. At the same time, such employees may terminate their employment at any time and for any reason.

No College representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, contrary to this policy. Supervisory and management personnel are not to make any representations to employees or applicants concerning the terms or conditions of employment with the College which are not consistent with College policies. No statements made in pre-hire interviews or discussions, or in recruiting materials of any kind, are to alter the at-will nature of employment or imply that discharge will occur only for cause.

This policy may not be modified by any statements contained in this manual or any other employee handbooks, employment applications, College recruiting materials, College memorandums, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether individually or combined, are to create an express or implied contract concerning any terms or conditions of employment. Similarly, College policies and practices with respect to any matter are not to be considered as creating any contractual obligation on the College's part or as stating in any way that termination will occur only for "just cause". Statements of specific grounds for termination set forth in this manual or in any other College documents are examples only, not all-inclusive lists, and are not intended to restrict the College's right to terminate at-will.

Completion of a probationary period or status does not change an employee's status as an employee-at-will or change the terms or conditions of employment, except for provisions noted in the Resignations & Termination of Employment policy.

C. COMPENSATION

C.1 Pay Days

Each month has two pay periods. The first pay period is from the first through the fifteenth of the month. The second pay period covers the sixteenth through the last day of the month.

Paychecks are issued on the 15th and the last day of the month. If the payday falls on a weekend or holiday, checks will be issued on the last working day before the weekend or holiday.

Pay adjustments such as overtime, time off without pay, etc. for the 1st through 15th pay period are included in the check issued on the last day of the month. Adjustments for the 16th through the end of month are included in the check issued the 15th of the following month.

Direct deposit is available to staff and faculty (with the exception of adjunct faculty). The College has the ability to direct deposit to any bank of the employee's choosing and highly encourages its employees to take advantage of this benefit.

C.2 Working Hours and Overtime

Generally, the College observes a basic workweek of five days, Monday through Friday. Regular office hours are from 8:00 a.m. to 5:00 p.m., with one hour for lunch. Supervisors are responsible for scheduling lunch periods to assure adequate office coverage.

Periodically it may be necessary for non-exempt employees (i.e., those not exempt from the provisions of the Fair Labor Standards Act) to work in excess of their normal 40 hour work week. All overtime should be pre-approved by the appropriate Vice President and when possible, a flexible work schedule should be used within the same pay period to account for the extra hours worked. When a flexible schedule cannot be arranged, overtime compensation will be paid at a rate of one and one-half times the regular hourly rate for hours worked in excess of 40 hours during the normal work week. Accrual of compensatory time is not allowed. A workweek is defined as Monday through Sunday.

During the week in which an employee receives holiday pay, sick pay, vacation pay, or personal leave, the number of such hours will not be considered as hours "actually worked" in determining eligibility for overtime payment for such week.

All employees shall be classified according to the requirements of the Fair Labor Standards Act.

C.3 Recording Work Time

The U.S. Department of Labor requires that for all non-exempt employees a record be kept of all hours worked by day and by workweek.

A semi-monthly time record sheet is used by the College for recording time and must be completed and signed by the employee, and submitted to the employee's immediate supervisor. The supervisor checks and approves the time record and turns it into the Human Resources Office by the 5th and 21st of each month for the preceding pay period. Pay adjustments for a pay period are included in the next paycheck. All absences must be recorded on the time record sheet.

C.4 Salary Increases

North Carolina Wesleyan College adjusts the salaries of its employees within the framework of the various types of salary increases described below.

Cost of Living Increases

The College is sensitive to the increases in the cost of living, and as a result, adjusts salaries as is possible to help defray these increases in living expenses.

Merit Increases

A College-wide salary review is conducted annually. Based on the level of performance, the employee's position in the salary range and the funds available, a merit increase may be granted.

Promotional Increases

The College encourages its employees to seek promotional opportunities within the organization. A promotion to a higher level position warrants a salary review. The amount of the salary increase depends on the number of levels promoted, the employee's position within the structure and the availability of funds. Each case will be examined on its own merit and an equitable adjustment will be made.

Special Adjustments

Occasionally special adjustments are warranted. Each case will be examined on its own merit and an adjustment may be made.

C.5 Absenteeism

All College personnel are expected to report to work on time. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on other employees and the supervisor. Unsatisfactory attendance will result in disciplinary action. It will also have an adverse effect on any promotional considerations.

If one must be late or absent for any reason, one should telephone his or her supervisor as far in advance of the time the employee would report for work as possible. The employee should explain why an absence is necessary and when he/she expects to return to work.

Note: It is the employee's responsibility to ensure that proper notification is given to his/her supervisor, pursuant to the preceding paragraph.

If an employee is absent without notifying the College, he or she is subject to discharge. Employees are responsible for justifying absences.

Employees have the right to appeal any imposed penalties through regular channels. (See Complaint Procedure)

C.6 Garnishments

By law, the College is required to honor legal garnishments of employees' wages. The Director of Human Resources will notify an employee that a garnishment has been received by the College and provide the employee with a copy of the garnishment.

C.7 Lost Pay Checks

Employees are responsible for their paychecks after they have been received. Checks lost, or otherwise missing, should be reported immediately to the Human Resources Office so that a stop-payment order may be initiated. To prevent this from happening, eligible employees are encouraged to have their pay direct deposited.

C.8 Final Checks for Dismissed or Voluntarily Resigning Employees

A final paycheck for hours worked will be issued to a dismissed employee, or to an employee who has resigned, on the next regular payday following the resignation or dismissal. Employees leaving the College must return all keys and other College property and satisfy all financial

obligations to the College (i.e. travel advance, etc.) before receiving their final pay checks. The Director of Human Resources will go over a checklist of items with the departing employee to ensure that all College property has been recovered.

D. BENEFITS

D.1 Insurance

All full-time employees are eligible to secure health, life, dental, and/or disability insurance and other policies as may be made available through the college's group policies for themselves and their dependents. The College pays 100% for long-term disability insurance and 50% of the insurance premium for life. The College will pay 81% of the individual's health insurance premium and an additional 57% of the difference in dependent rates and individual rates for those faculty and staff who have dependent health insurance coverage. The employee pays the full premium cost for dental or supplemental (cancer, intensive care, universal life) insurance if elected. The employee's share of the premium will be deducted from each paycheck and may be deducted on a pre-tax basis. For further information, the group insurance benefits are available from the Director of Human Resources. Coverage under the College's insurance plan is subject to the requirements of COBRA.

D.2 Retirement Plan

The College offers full-time faculty and staff a Retirement Program with Teachers Insurance and Annuity Association (TIAA)/College Retirement Equities Fund (CREF). Participation begins after one year of service unless the employee has previously met the eligibility requirements under a retirement plan at another institution.

The Plan is a defined contribution, money purchase retirement plan, which provides lifetime retirement income for participants. Under the plan, contributions are applied to individual TIAA and CREF annuity contracts that are fully funded and provide for full and immediate vesting of all contributions made by, or on behalf of, the participant.

Persons who are employed at least 30 hours per week are eligible to begin participation in the program on a voluntary basis on the first day of the month coinciding with the first anniversary of their employment with the College or on the first day of any month thereafter. Participation in the plan is strongly encouraged. New employees who have met the eligibility requirements under another TIAA/CREF or institutional retirement plan may begin participation in the College's retirement program on the first day of the month following employment at the College.

Participants in the Retirement Program contribute 4% of their base salary to the program. The College contributes 6% of the employee's base salary to the program.

The Plan permits participants to make contributions to the basic or supplemental retirement plan on a salary reduction (tax-sheltered) basis. Federal and state withholding taxes are deferred from contributions made by salary reduction.

Further information regarding the retirement program and other annuity plans offered by TIAA/CREF is available from the Director of Human Resources.

D.3 Partial Retirement Policy

A tenured faculty or full-time staff member may elect partial retirement at or after age 60 if he/she has completed 15 years of service with the College. In opting for partial retirement, an individual may elect to reduce his/her normal work schedule by one-quarter, with a commensurate reduction in his/her base salary. He/she will continue to be covered by the College's health insurance plan if covered by the College's health insurance plan at the time of such election, with the cost being shared by the individual and the College on the same terms and conditions as apply to other employees. The individual and the College will, during the period of partial retirement, continue to make contributions to the individual's TIAA/CREF plan on the same terms and conditions as other faculty and staff.

All retired employees who have served at least ten years with the institution as a full-time employee, receive the following benefits: Tuition discount and the use of College facilities including the library, gymnasium, tennis courts, Chapel, and computer lab.

D.4 Holidays

The College normally observes the following holidays each year:

New Year's Day	1
MLK Day	1
Spring Break Friday	1
Good Friday	1
Memorial Day	1
Independence Day	1
Labor Day	1
Thanksgiving	3
Christmas	7

Additional days may be granted at the discretion of the President of the College.

The scheduling of holidays is subject to change due to the College's academic calendar. On or before May 31 of each year, the Director of Human Resources (after receiving approval from the President) will announce the holiday schedule for the upcoming fiscal year.

Full-time employees are eligible for all paid holidays; however, an employee will not receive holiday pay for holidays that occur while the employee is on medical leave of absence, funeral leave, and/or personal leave. A full-time employee will receive holiday pay for holidays that occur while the employee is on jury duty.

Part-time employees will be paid holiday pay for hours they were scheduled to work. They will not be paid for the holiday if the holiday falls on a day they were not scheduled to work. A part-time employee who is otherwise eligible for holiday pay will receive holiday pay for holidays that occur while the employee is on jury duty.

D.5 Vacations (Rev. 5/7/08)

Vacation time for a part-time employee is prorated on the number of hours worked per year. Casual and temporary employees are not eligible for vacations.

From the date of employment through the fiscal year ending May 31, full-time employees accrue vacation at the rate of .8 days per month. During the first six (6) years, full-time employees are eligible for (10) days of vacation each fiscal year, earned at the rate of .8 days per month.

Employees with seven (7) to fourteen (14) years of full-time, continuous employment are eligible for fifteen (15) days of vacation per fiscal year, earned at the rate of 1.25 days per month. Employees with fifteen (15) years and over of full-time, continuous employment are eligible for twenty (20) days vacation, earned at the rate of 1.67 days per month. Professional Librarians (those with academic rank and 12-month, tenured or tenure-track appointments) receive 4 weeks of vacation per fiscal year.

It is the policy of the College for employees to take advantage of their vacation eligibility each year. Unused vacation will not be allowed to be carried over to the next year.

Vacations may be taken as desired, subject to approval of the employee's supervisor. However, positions that have the potential of handling cash or cashing checks (such as the VP of Finance, Controller, and the College Cashier) will be required to take at least one week of their vacation time in consecutive days. As positions are added or job responsibilities change, other positions may need to be added to this list by the Director of Human Resources.

Federal Wage and Hour requires exempt personnel to report only whole vacation days taken. Employees should submit a Vacation Request Form at least two weeks prior to taking vacation. (A form can be obtained from the Director of Human Resources.) All employees should record vacation time on the appropriate form after vacation has been taken. The supervisor must approve the form and submit it to the Director of Human Resources.

If a holiday occurs during an employee's vacation, the vacation may be extended the appropriate number of days or these days may be taken at a later time in the same fiscal year.

Employees who terminate employment during the fiscal year will be entitled to payment for a pro rata amount of vacation based on years of service and the month of termination, less vacation days taken. Vacation days that have been taken, but not yet accrued, will be deducted from the employee's final pay.

D.6 Sick Leave (Rev. 5/7/08)

In order for the College to function efficiently, it is necessary that employees be physically and emotionally able to fulfill the duties of their positions. Because it is recognized that employees may, on occasion, be temporarily unable to perform their duties due to sickness or injury, full-time or part-time employees will be granted sick leave in accordance with this policy.

From the date of employment through May 31 of that fiscal year, full-time employees accrue sick leave at the rate of .8 days per month. Thereafter, eligible employees are credited with ten days sick leave on June 1 of each year. Sick leave may be accumulated up to 60 days. Professional

Librarians (those with academic rank and 12-month, tenured or tenure-track appointments) accrue sick leave at the same rate as staff employees. With the written permission of the appropriate supervisor, sick leave may be used in special situations involving the illness of an immediate family member requiring the employee to be absent from the job. Unused sick leave is forfeited upon termination.

Employees working less than twelve months per year and/or working less than 30 hours per week are not eligible for paid sick leave. Federal Wage and Hour Law requires exempt personnel to report only whole sick days taken.

D.7 Family Medical Leave Act – (Last Update: 01/12/2009)

Policy

North Carolina Wesleyan College intends to grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees, in compliance with the requirements of the Family and Medical Leave Act of 1993 (the “FMLA”) and up to 26 weeks of leave in any 12-month period in accordance with the expansion of FMLA under The Support for Injured Service Members Act of 2007. This policy incorporates general information on FMLA rights and responsibilities and sets forth certain policies of the college regarding how such benefits are to be applied. Additional information may be obtained from the Human Resources office.

Eligibility

In order to qualify under this policy, the employee must meet ALL of the following conditions:

1. The employee must have worked for North Carolina Wesleyan College for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive.
2. The employee must have worked at least 1250 hours during the previous twelve months. Time spent on paid or unpaid leave does not count as hours worked.

Policy Details

Leave Entitlement

The college will grant up to twelve (12) weeks of unpaid family or medical leave during a 12-month period for one or more of the following reasons:

1. **The birth of a child of the employee, or to care for a newborn child or a child placed with the employee for adoption or foster care** (within twelve months of the birth or placement)
2. **To care for a spouse, child or parent who has a serious health condition**
3. **The eligible employee's own serious health condition that renders the employee unable to perform the functions of his or her position.** A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider. The policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, chronic or long-term health condition, which, if left untreated,

would result in a period of incapacity of more than three days, would be considered a serious health condition. The college will require certification from the health care provider concerning the serious health condition (including certification that the employee is needed to care for a family member and an estimate of the time needed) or certification that the employee is unable to perform the functions of his or her job.

4. **A covered family member's active duty or call to active duty in the Armed Forces.** An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. Reasons related to the call-up or service includes helping the family member prepare for the departure or caring for children of the service member. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave, except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period. Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service before leave is granted.
5. **To care for an injured or ill service member.** This leave may extend to up to 26 weeks in a 12-month period for an employee whose spouse, son, daughter, parent or next-of-kin is injured or recovering from injury suffered while on active military duty and who is unable to perform the duties of the service member's office, grade, rank or rating. Next-of-kin is defined as the closest blood relative of the injured or recovering service member. An employee is also eligible for this type of leave when the family service member is receiving medical treatment, recuperation or therapy, even if the service member is on temporary disability retired list. This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type, totaling the 26 weeks.

Eligible spouses who are both employed by the college are jointly entitled to a combined total of twelve workweeks of family leave for the birth or placement of a child for adoption or foster care and to care for a parent who has a serious health condition. If spouses both work for the college and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks leave.

Calculating the 12-month Period

The twelve-month period used by the college to calculate available leave is measured using a "rolling" term. Specifically, although an eligible employee is entitled to twelve weeks of FMLA leave in any twelve-month period, this twelve-month period will be measured backward from the date an employee uses any FMLA leave. Thus, each time an employee takes FMLA leave, the remaining leave entitlement will be the balance of the twelve weeks that has not been used during the immediately preceding twelve-month period.

For example, if an eligible employee takes 4 weeks of FMLA leave beginning February 1, 2008, 4 weeks beginning June 1, 2008, and then requests additional leave on December 1, 2008, the employee would be entitled to take up to 4 additional weeks for the last request. The employee would then not be entitled to any additional family medical leave until February 1, 2009.

Intermittent Leave

In some cases, intermittent leave or leave on a reduced working schedule is available. This is leave that is taken in blocks of time or by reducing a normal weekly or daily work schedule. Such leave is available whenever medically necessary to care for a family member who has a serious health condition, or because the employee has a serious health condition that makes the employee unable to work.

If an employee requests intermittent leave, the college may require the employee to transfer to an available alternative position for which the employee is qualified and that better accommodates recurring periods of leave than does the employee's regular position.

Designation of Paid Leave

FMLA provides job protection for the period of time in which an employee needs to miss work, but it does not provide pay. Employees will use all accrued vacation and sick leave to cover some or all of any FMLA leave. Any paid leave shall count toward the total leave entitlement under the FMLA. All applicable leave types (sick, workers compensation, etc.) shall run concurrently with FMLA.

Health Benefits

While on FMLA leave, the employee must continue to pay the employee portion of the health benefit premiums for coverage of the employee and, if applicable, for coverage of the employee's spouse and dependents. To the extent an employee is receiving pay during the leave period, the employee's premium contributions will continue to be deducted from the employee's pay. To the extent an employee is not receiving pay during the leave period or if such pay does not cover the employee's full contribution, the employee must pay that contribution on or before the date specified by the Human Resources Office. Failure to pay such premiums by the employee within 30 days of the due date may result in termination of group health coverage. Except in limited situations, the college will be entitled to recover from an employee all premiums paid by the college to maintain health coverage for an employee who fails to return to work after the FMLA leave. The employee must return to work for thirty (30) days in order to avoid being obligated to repay such amounts. An employee, however, will not be required to repay such amounts if the failure to return to work is due to circumstances beyond the control of the employee.

Job Restoration

Subject to certain exceptions (such as when the employee would not otherwise have been employed at the time reinstatement is requested, or the employee is within the category of employees where restoration would cause substantial and grievous economic injury to the college), employees who take FMLA leave are entitled to be reinstated to their original job at the college or to an equivalent job with equivalent pay, benefits and other terms and conditions of employment.

Nothing in this policy, however, shall be construed to entitle any restored employee to accrue any seniority or employment benefits during any period of leave or any right, benefit, or position

of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken FMLA leave.

Process

1. Employees requesting family medical leave should obtain a request form from the Human Resources office.
2. Employees wishing to utilize FMLA leave should give at least thirty (30) days notice, whenever possible, to the college of the need for leave.
3. When leave is based on planned medical treatment, whether for an immediate family member or the employee, the employee should schedule the treatment so as not to unduly disrupt the operations of the college, whenever possible.
4. When a situation is foreseeable (e.g. childbirth or placement of a child for adoption), employee should notify Human Resources of his or her intent to utilize family leave. Members of the faculty should first notify their Division Chair and the Dean of the College.
5. The college also recognizes that emergency and other last minute situations may arise where providing appropriate notice may be problematic or logistically impossible. In such situations, the employee (or family member or physician if the employee is not able to do so) should contact the Human Resources office as soon as possible.

Certifications

Employees seeking to use FMLA leave may be required, at the election of the college, to provide:

1. Medical certifications supporting the need for leave due to a serious health condition affecting the employee or an immediate family member. This certification must be provided by the employee no later than fifteen days after the request by the college. Failure to provide certification may result in a denial of continuation of leave.
2. Second or third medical opinions (at the college's expense)
3. Medical re-certification at the request of the college at reasonable intervals, but not more often than every thirty days unless certain conditions exist, as prescribed in the FMLA
4. Certification of fitness-for-duty prior to returning to work.
5. Proof of the qualifying family member's call-up or active military service (for employees requesting leave due to a service member's active duty or call to duty in the Armed Forces). This documentation may be a copy of the military orders or other official Armed Forces communication.
6. Documentation of the family member's injury, recovery or need for care (for employees requesting leave to care for an injured or ill service member). This documentation may be a copy of the military medical information, orders for treatment, or other official Armed Forces communication pertaining to the service member's injury or illness incurred on active military duty that renders him/her unfit to perform military duties.

If an employee chooses not to provide in a timely manner the requested medical certifications, the college may deny FMLA leave until the employee submits the necessary certifications. Also, if an employee fails to provide the requested fitness-for-duty certification required for return to work, the college may deny job restoration until the employee submits such certification.

Questions regarding this policy should be directed to Human Resources at 252-985-5105.

D.8 Funeral Leave

The College grants full or part-time employees funeral leave with pay to attend the funeral of a member of their immediate family. The immediate family is defined as: father, mother, husband, wife, sister, brother, daughter, son, grandparent, grandchild, or corresponding step-relatives and in-laws of the employee. A maximum of three days is granted as funeral leave in each instance.

D.9 Jury Duty

Full-time or part-time employees who are called for jury duty will receive their regular pay for that period of absence. Jury pay received from the courts may be retained by the employee to cover transportation and other incidental costs associated with jury duty.

Employees who report for jury duty and are subsequently released are required to report for work for the remainder of the day.

D.10 Military Leave

It is the policy of the College to afford such re-employment rights as are required by the laws of the United States. Military leave of absence will be granted for full or part-time employees to coincide with all National Defense Programs in the following manner:

1. Employees entering active military service for a single enlistment period will be granted a general military leave of absence. The College will make every effort to reinstate employees returning from military leave to their former jobs or equivalent positions, depending on the availability of such positions.
2. Employees who are members of a National Guard or Military Reserve Unit may elect to treat summer training periods as vacation with pay in the amount of earned vacation.
3. Employees who elect not to treat military training periods as vacation will be paid the amount by which military base pay is short of their salary for two weeks per year. Military pay vouchers must be submitted to the College in order for the amount due the employee to be determined.

D.11 Personal Leave

Personal leave with pay may be given to any employee, at the discretion of the employee's immediate supervisor, for absences of half a day or less. This leave should be scheduled to allow minimal conflicts with work schedules.

Time taken for personal leave does not count as "hours actually worked" as stated under Working Hours and Overtime.

D.12 Extended Leave of Absence

It is the policy of the College to grant an employee an extended personal leave of absence not to exceed twelve months from the College under certain extenuating circumstances. The employee must apply in writing to his/her supervisor for a leave of absence, indicating the date he/she intends to return to work. Authorization for a leave of absence must be approved by his/her

supervisor, the appropriate Vice President or Dean, and the President. Such authorization lies totally within the discretion of the persons named in the previous sentence. Failure to report at the expiration of the leave, unless an extension has been granted, will be considered a resignation.

Reinstatement to the same position or a comparable position, status, and salary will be made upon the employee's return to work, if available. Employees will not receive salary compensation during a leave of absence; however, health insurance coverage may remain in effect, but the employee must pay the entire insurance premium and insurance coverage must be arranged in advance of leave by the employee with the College. The College is not able to provide insurance if the employee has other employment during the leave of absence.

D.13 Educational Leave

Undergraduate/Graduate/Special

Full-time employees who are in the process of earning a Bachelor's degree at NCWC or who wish to enroll in a course (or courses) at NCWC in order to improve job skills may request educational leave to take a course during working hours for a maximum of three hours per week provided that the course is not offered at a time after normal working hours.

If a course necessary to improve job skills (including graduate programs) is not a part of the curriculum at NCWC but is available elsewhere, full-time employees may request educational leave to take the course during working hours for a maximum of three hours per week provided that the course is not offered at a time after normal working hours.

Each request submitted under paragraph 1 or 2 must be submitted in writing to the employee's immediate supervisor and reviewed by the appropriate Dean or Vice President or President for approval. A request for leave under paragraph 1 should be submitted on the "Application for Tuition Discount" form that may be obtained from the Financial Aid Office (See "Tuition Discount" policy). Each request will be evaluated on an individual basis. The employee is expected to keep his/her work up-to-date.

D.14 Tuition Discount (Rev. 04/16/07, 12/04/08, 12/17/09)

All full-time, benefit eligible employees (employees who work 30 or more hours per week) their spouses, and dependent children who meet the admission requirements of North Carolina Wesleyan College are eligible for the Faculty/Staff tuition discount benefit. The dependent must be classified as such by the guidelines set forth in federal financial aid regulations and the IRS definition for a dependent. According to these regulations, children who are 24 years old or older are no longer considered dependents and therefore are not eligible for the tuition discount. Other restrictions to dependency status may apply, so the Financial Aid Office should be consulted annually for federal regulatory information. Employees, spouses and dependent children may not receive institutional assistance that exceeds tuition. This benefit is not applicable to part-time employees.

Dependent children of deceased employees who were full-time employees at the time of their deaths and the children of retired employees who were full-time employees at the time of their retirement and who had served at least ten years with the institution are granted the same enrollment privileges as above. Should an employee terminate employment, or be terminated, an individual receiving the benefit because of that employment will continue to receive the benefit

for the remainder of courses in which the student is currently enrolled. In the case of a spouse, if divorce occurs, the spouse's benefits will continue for the remainder of that term only.

The prospective student must apply to North Carolina Wesleyan for admission purposes. The tuition benefit does not in itself guarantee admission. The tuition remission benefit can only be used at North Carolina Wesleyan College. Other tuition exchange programs may also be available to the dependents of full-time employees interested in attending outside institutions. The Vice President of Enrollment Management may be contacted regarding these employee benefit opportunities.

Employees, their spouses and/or dependent children wishing to use the Faculty/Staff tuition benefit and registering for six or more credit hours per semester must apply for federal and state aid by completing the Free Application for Federal Student Aid (FAFSA). The Faculty/Staff tuition benefit is a tuition only benefit. All outside grants and awards will be used to offset the tuition benefit provided by the college. Continued receipt of this benefit is contingent upon the student maintaining a cumulative NCWC GPA of 2.0 after two semesters of enrollment.

Employees and dependents receiving the tuition benefits are subject to the provision of both the College and Financial Aid satisfactory academic progress policy in determining eligibility. The Financial Aid satisfactory academic progress policy is available for review in the Financial Aid Office, and the College satisfactory academic progress policy is available in the Academic Records Office. Additionally, for ease of reference, both policies are included in the College catalog. Employees and dependents are also subject to the provisions of the Wesleyan Merit Scholarship Renewal Policy and the Wesleyan Grant Renewal Policy. These policies are available in the Financial Aid Office.

A Faculty/Staff tuition discount form may be obtained from the Financial Aid or Human Resources Offices. Once the form has been completed it should be sent to the Director of Human Resources for employment eligibility verification and approval. This benefit is not a scholarship, and must be applied for each academic year by the employee.

Employee Coursework:

Enrollment in courses, particularly during working hours or beyond three credit hours per term, will be subject to the specific approval of the immediate supervisor and the recommendation of the employee's Cabinet-level Supervisor.

1. Employees are not permitted to enroll in courses during their normal working hours unless:
 - A. the course is a degree requirement and is not offered outside of work hours at any time during the academic year, and
 - B. the time is approved by the employee's immediate supervisor.
2. Time taken to attend classes scheduled during normal working hours -- 8 a.m. - noon and 1 p.m. to 5 p.m. (unless otherwise specified) -- must be approved prior to registering for the class by the employee's supervisor.

D.15 Social Security

North Carolina Wesleyan College participates in the Social Security program. Employees contribute to their Social Security accounts by means of payroll deduction at a rate fixed by Congress. The College also contributes to each employee's account in an amount fixed by federal law.

D.16 Workers Compensation

In the event an accident occurs on the job and causes an injury that is otherwise compensable under North Carolina law, the College provides income protection and payment of medical care costs resulting from the injury for the injured employee through Workers Compensation. (The accident should be reported within 24 hours and workers Compensation claim forms should be filed within 3 days after the accident.) By law, the accident must be reported within 30 days in order to obtain Workers Compensation. Every employee is required to report all on-the-job accidents, no matter how minor, to the Director of Human Resources.

D.17 Tickets to Athletic Events

All faculty and staff are admitted free to all regular season home games for all sporting events. Please let the ticket seller know that you are a member of the faculty or staff and you will be admitted without charge. The free admission policy does not apply to games played off-campus or to USA South Conference and NCAA tournament events at home or off-campus.

D.18 Employee Assistance Program (EAP) (8/1/1991; rev. 5/1/2012)

The College provides an Employee Assistance Program to all full-time, benefit eligible employees. The program offers support, guidance and resources to help employees and their family members resolve personal issues or work through every day life challenges. The program is available for all members of the employee's household, up to 26 years of age. Access to EAP services is available through a confidential, toll-free telephone call or by logging on to the service provider's website.

The Employee Assistance Program can help with the following issues, among others:

- Alcohol and drug abuse
- Child care and elder care
- Life improvement
- Difficulties in relationships
- Stress and anxiety with work or family
- Depression
- Personal achievement
- Emotional well-being
- Financial and legal concerns
- Grief and loss

For a brochure and more information about the program, please see the Director of Human Resources.

D.19 Salary Continuation Plan

Purpose:

To provide income protection to faculty and staff during periods of prolonged illness or injury (that is not work related) that prevents employees from performing their normal or assigned duties of work.

Eligibility:

All full-time faculty and staff currently employed by the College are eligible, after 1 year of service. Full-time faculty will refer to those employees who have a signed contract to teach (or release time from) 24 semester hours of classes during the academic year. Full-time staff will refer to those employees who generally work 30 or more hours per week.

Effects on FMLA:

The Family Medical Leave Act (FMLA) requires the College to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. . The Salary Continuation Plan will run concurrently with the time period allotted by the FMLA.

The Salary Continuation Plan will provide paid time off only for employee’s who are on leave as a result of their personal injury or illness. Paid leave will not be granted under this plan for the care of family members.

The College will continue salaries based on the following schedule:

	Staff	Faculty
1 st –10 th day	Sick leave @ 100% of base salary	Continuation @ 100% of base salary
11 th – 90 th day	Continuation @ 100% of base salary	Continuation @ 100% of base salary
91 st day –	Begin benefit under LTD policy	Begin benefit under LTD policy

Procedure:

When a staff member has determined that they will be out of work beyond the 10 consecutive workdays covered by sick leave, they should contact their supervisor and/or Vice President who will notify the Director of Human Resource. Since sick leave is not accrued by faculty or coaches, faculty and coaches should immediately contact their respective Vice Presidents who will inform the Director of Human Resources.

A letter requesting a medical leave of absence and a physician’s note or letter stating the beginning date and expected length of absence will be required. Copies of these documents should be sent or delivered to the supervisor or Vice President and the Director of Human Resources. The College reserves the right on a monthly basis to require that an employee on leave re-certify that the condition exists. The College also reserves the right to request more frequent re-certification if the College receives information which casts doubts upon the

continuing validity of the certification. Should the employee recover earlier than originally anticipated, the employee is expected to return to work as soon as care is no longer required.

If an employee has an illness or condition that requires that they (with physician certification) take approved intermittent time off for the same illness, the time taken is accumulated and charged against the total period allowed under the salary continuation plan (90 days). If the employee returns to work on their regular schedule for six continuous months and then goes on leave again for the same illness or condition, a new salary continuation period begins.

The College reserves the right to have an independent physician of its choice to perform a medical exam to determine the functional capacity of the employee. If this becomes necessary, the College will pay for the cost of the physician's examination. Failure to comply with the independent medical exam will result in termination of the salary continuation benefits and could result in dismissal from the College.

Payroll and Benefits:

Under the salary continuation plan, an employee will continue to be paid through the regular payroll process. Therefore, benefits will continue to be automatically deducted from the employee's pay.

If a dependent of a disabled employee is receiving benefits under the tuition discount policy, the dependent will remain eligible for the tuition remission. However, employees on salary continuation cannot attend classes under the tuition program.

E. EMPLOYEE RELATIONS

E.1 Discipline

The College, acting through the President or other appropriate administrator, shall take disciplinary action against any employee who engages in an act of misconduct, does not abide by the responsibilities and rules of work conduct or other policies promulgated by the College, or conducts him/herself in a manner which the President believes will reflect negatively on the College. The College reserves to itself full and complete discretion to determine the extent of discipline that is appropriate to each situation. Disciplinary action can include, but is not limited to, warning, probation, suspension or discharge.

Each incident will be handled on an individual basis pending complete investigation of the occurrence. If an employee is suspended while an investigation is being conducted, salary and benefits for which the employee is otherwise eligible shall be continued.

Employees who are placed on disciplinary probation will continue to receive benefits for which they are otherwise eligible during such periods.

E.2 Complaint Procedure

Any employee having a complaint about his/her job description, working conditions, salary, possible discrimination, disciplinary action and/or termination or any other condition of employment with the College, may submit a complaint using the following procedure.

1. The allegedly aggrieved employee should state the complaint in writing, spelling out clearly the circumstance or situation and submit it to his/her immediate supervisor for response. The written complaint should be submitted in a timely manner.
2. The supervisor should discuss the complaint with the employee. After investigating the matter, the supervisor should prepare a written response and return it to the employee within ten (10) working days of receiving the employee's complaint.
3. If the matter is not resolved by the procedure outlined in paragraphs 1-2, the employee may submit a written appeal to the immediate superior of the employee's supervisor. This written appeal must set forth the rationale for its submission. The supervisor to whom the complaint was submitted must provide his/her superior with all documentation in his/her possession relevant to the complaint. After evaluating the appeal, this superior shall prepare a written response to the appeal and forward it to the employee within 10 working days after receiving the appeal. If the matter is not resolved by the procedure outlined previously in this paragraph, the employee may continue to submit written appeals up through the chain of command. The requirements for the appeal process set forth previously in this paragraph apply to these additional appeals.
4. Should the process outlined in paragraph 3 result in an appeal to the President's Office, the President or his/her designee will evaluate the appeal and provide the employee with a timely written finding on the matter.
5. If the employee has a complaint involving the supervisor (that is, the supervisor is the alleged offending party), the employee should submit the written complaint to the next level of supervision to whom the employee ultimately reports. If a member of President's Council is the alleged offender, the employee should file the complaint with the President.
6. In all cases, the President's finding shall constitute the final step in the complaint procedure.
7. Complaints of alleged sexual harassment are governed by the Sexual Harassment policy and not by this procedure.
8. The Director of Human Resources must receive a copy of all documentation generated by the process outlined in this policy.

E.3 Resignations and Termination of Employment

In order to assure smooth and effective operation of the College, non-exempt employees resigning their positions are expected to give, in writing, two weeks notice. Exempt employees should give at least four weeks notice. The provisions in the two sentences above do not apply to terminations within the probationary period.

Similarly, if the College is terminating the employment of an employee, a like notice should be given to the employee, except during the probationary period. However, the College reserves the right to immediately terminate, without notice, any employee.

Employees leaving the employment of the College will be paid for all accrued vacation due them but will not be paid for unused sick leave.

Any employee who does not provide at least two weeks notice of resignation will forfeit payment of accrued vacation pay.

All terminating employees are required to complete an exit interview with the Director of Human Resources.

E.4 Service Awards

It is the policy of NCWC to recognize service to the College. The College will show its appreciation to faculty and staff members at each employee's five-year anniversary of continuous service at the College's annual Founders Day ceremony. Service awards will be given to full-time faculty and full and part-time staff.

E.5 Dress Code

Employees are expected to dress in a manner appropriate to their position and consistent with the dignity of the College.

E.6 Gender and Sexual Harassment (Revised and Adopted: March 12, 2008)

It is the policy of North Carolina Wesleyan College that unlawful gender discrimination in any form, including sexual harassment of faculty and staff, or other forms of gender discrimination as referenced by Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 (Title IX), is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Gender discrimination of students, including sexual harassment, as referenced by Title IX, is prohibited in and out of the classroom and in the evaluation of students' academic or work performance. This policy is in keeping with the spirit and intent of various federal guidelines which address the issue of fair employment practices, ethical standards and enforcement procedures.

North Carolina Wesleyan College will endeavor to provide equality of opportunity in education and employment for all students and employees. Accordingly, the college does not practice or condone unlawful discrimination in any form against students, employees or applicants on the grounds of race, color, religion, creed, gender, national origin, age, disability, sexual orientation, or veteran status.

North Carolina Wesleyan College will respond promptly to all complaints of discrimination and retaliation. Violation of this policy can result in serious disciplinary action up to and including expulsion for students or discharge for employees.

Delegated by the President to serve as the Title IX Coordinator for the College, the Dean of Students maintains primary responsibility for the implementation of this policy. Disciplinary action for violations of this policy will be the responsibility of key administrators based upon the status of the individual(s) committing the violation as may be appropriate based upon applicable procedures.

North Carolina Wesleyan College hereby reaffirms its desire to maintain a work environment for all employees and an academic environment for all faculty and students that is free from all forms of unlawful discrimination and free from discrimination which is otherwise prohibited by College policy or regulation. Unlawful discrimination is completely incompatible with the values and goals of North Carolina Wesleyan College and will not be tolerated. North Carolina Wesleyan College strives to maintain an environment that supports and rewards individuals on the basis of such relevant factors as ability, merit and performance.

Definition of Gender Discrimination – Gender discrimination, including sexual harassment, is defined as conduct directed at a specific individual or group of identifiable individuals that subjects the individual or group to treatment that adversely affects their education or employment based upon gender.

Definition of Sexual Harassment - The determination of what constitutes sexual harassment will vary with the particular circumstances, but may be described generally as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of education, employment, or participation in other College activities;
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive College environment.

Definition of Involved Parties – The following titles and descriptions will be used throughout this policy in reference to the various parties involved with reports of gender discrimination and sexual harassment:

- Complainant – the student, faculty or staff member, or any other individual associated with the College, who informally or formally reports an incident of gender discrimination and sexual harassment.
- Respondent – the student, faculty or staff member, or any other individual associated with the College, against whom the informal or formal report of gender discrimination or sexual harassment is directed.
- Contact Persons – those individuals designated to respond to reports of gender discrimination and sexual harassment as outlined below.

Reporting Guidelines - In conjunction with training and other preventive means, the prompt reporting of gender discrimination and sexual harassment is key to the College's ability to eliminate gender discrimination and sexual harassment on campus. Under the terms of this policy, persons who believe that they are victims of gender discrimination and sexual harassment may proceed informally or formally. These options are described below. Regardless of the status of the alleged Respondent or nature of the conduct, individuals who think they may be victims of gender discrimination and sexual harassment should note the following:

- Report the incidents of gender discrimination and sexual harassment as soon as possible

to one of the appropriate Contact Persons or Ombudspersons. Contact Persons include the Dean of Students, Dean of the College, and Director of Human Resources.

- Gender Discrimination and Sexual Harassment Ombudspersons are faculty and staff members appointed by the President who are trained to provide information and advice to members of the campus community who think that they may be victims of gender discrimination and sexual harassment. The Ombudspersons will be available to advise and guide Complainants to and throughout the reporting process.
- In an emergency situation, such as after normal business hours or in the event that you are concerned for your safety, contact Campus Security. As soon as possible thereafter, you should report any conduct that may be gender discrimination or sexual harassment to one of the appropriate Contact Persons or Ombudspersons.
- The informal resolution and formal report processes are not mutual exclusive, and neither is required as a precondition for choosing the other; however, they cannot be used at the same time.

Informal Resolution

Informal resolution may be an appropriate choice when the conduct involved is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. No formal investigation is involved in the informal resolution process.

A request for informal resolution must be made within ninety days of the date of the alleged incident to the appropriate Contact Person. Methods of informal resolution may include, but are not limited to, coaching the Complainant(s) on how to directly address the situation that is causing the problem; mediating a dispute with the parties involved; aiding in the modification of a situation in which the offensive conduct occurred; assisting a group of individuals with the resolution of a real or perceived concern; or arranging a documented meeting with the alleged Respondent(s) involving a discussion of the Policy on Gender Discrimination and Sexual Harassment.

The Contact Person will document any informal resolution. Such documentation will be retained by the Office of the Dean of Students and Title IX Coordinator as appropriate and will be kept confidential to the extent permitted by law. An informal resolution meeting will not be considered a precondition for the filing of a formal report.

Formal Reporting Process

If the Complainant initially chooses to proceed with a formal report, or if informal resolution is unsuccessful, to whom the discrimination or harassment is reported and the nature of the resulting investigation and resolution process depends upon the status of the Respondent, as described in this section. The Complainant will be asked to submit a written report including the following information:

- Name(s) of the Complainant(s)
- Contact information including address, telephone number(s), and email address

- Name(s) of individual (s) responsible for the alleged violation(s)
- Date(s) and location(s) of alleged violation(s)
- Nature of alleged violation(s) as defined in this policy
- Detailed description of the specific conduct that is the basis of the alleged violation(s)
- Copies of documents pertaining to the alleged violation(s)
- Names of any witnesses to the alleged violation(s)
- Action requested to resolve the situation
- Signature of Complainant(s) and the reporting date

Formal reports should be filed within ninety calendar days of the occurrence of the alleged violation. In the case of a currently enrolled student, if the last day for filing a complaint falls prior to the end of the academic semester in which the alleged violation occurred, then the report may be filed within thirty calendar days after the end of the semester.

I. Discrimination and Harassment by Students

A. Reporting - Any alleged incident of gender discrimination or sexual harassment by a student (including a student with teaching or classroom responsibilities if the allegations are unrelated to such responsibilities) toward any faculty member, staff member, student, or other individual associated with the College, that the reporting party cannot or does not desire to resolve informally should be reported promptly to one of the contact persons in the Office of the Dean of Students.

B. Investigation – Within two working days after receipt of a complaint, the Office of the Dean of Students will begin the investigation of any allegation that has not been resolved informally to determine whether there is sufficient evidence to conclude that a violation of the policy has occurred. The investigation may involve interviews and/or written statements from the Complainant, the Respondent and any witnesses who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents. In the course of the investigation, the Respondent will be informed of the allegation, the identity of the reporting party, and the facts surrounding the allegation. The Respondent will be afforded a full opportunity to respond to the allegation. The conclusion of the investigator as to whether the Gender Discrimination and Sexual Harassment Policy was violated will be communicated in writing to both the Complainant and the Respondent.

C. Appeal Procedure - Should either the Complainant or the Respondent disagree with the decision and wish to appeal, an appeal must be submitted to the President of the College within five days of receipt of the written communication as set out on Section B. The letter must be signed and dated, and state the reasons for the appeal. The President will establish an Appeal Committee to advise him and to make a recommendation as to whether or not a violation of the Policy occurred.

The Appeal Committee will consist of a Vice President, who shall chair the Appeal committee as a voting member, the Director of Counseling and Disability Services, one person appointed by each of the Complainant and Respondent, and one other person. All persons appointed to the Committee shall be members of the College community, i.e.

faculty, staff or full-time students. Should any member of the Committee have had any prior involvement in the case as an advisor, or as a witness to the alleged violation, that person will be replaced by the person who appointed such person. In case of a disagreement as to whether a person had a prior involvement in the case, the other members of the Appeal Committee will determine whether a replacement should be appointed.

The Appeal committee will conduct a hearing, at which both the Complainant and Respondent will be allowed to bring witnesses, and forward its recommendation to the President, with the reasons for that recommendation. The decision of the President is final. A letter will be sent by the President to both the Complainant and Respondent that will provide the reasons for the final decision.

D. Resolution – If it is determined that a violation of the Policy occurred, the Office of the Dean of Students will proceed in accordance with the procedures outlined in the Student Handbook. A student found responsible for violating the policy will be sanctioned in accordance with College disciplinary procedures. These sanctions include, but are not limited to, a verbal or written warning, mandatory counseling, restrictions from specific areas of campus, loss of specific student privileges, community service, transfer or loss of on-campus housing privileges, disciplinary probation, disciplinary suspension or expulsion. If the student has teaching or classroom responsibilities, the Office of the Dean of the College may also terminate such responsibilities as a sanction if appropriate. The resolution of a gender discrimination or sexual harassment allegation will be shared with the Complainant to the extent allowed by law.

E. Records - The individual who conducts the review and/or hearing for the Office of the Dean of Students shall prepare a written summary of the matter. The purpose of this summary is twofold: (1) to ensure that the College is aware of repeat incidents by the same Respondent and (2) for record-keeping purposes so that the College can gauge the effectiveness of its anti-harassment policy and programs. This summary will be kept in a separate file and will be consulted for the two purposes set forth in this paragraph. However, discipline or other documentation issued to the Respondent (if any) as part of the resolution may be kept in that person's student disciplinary file.

II. Discrimination and Harassment by Faculty

A. Reporting - Any alleged incident of gender discrimination or sexual harassment by a faculty member (or a student with teaching or classroom responsibilities if the allegations are related to such responsibilities) toward any student, staff member, other faculty member or individual associated with the College that the Complainant cannot or does not desire to resolve informally should be reported promptly to the contact person in the Office of the Dean of the College.

B. Investigation – Within two working days after receipt of a complaint, the Office of the Dean of the College will begin the investigation any allegation that has not been resolved informally to determine whether there is sufficient evidence to conclude that a violation of the policy has occurred. The investigation may involve interviews and/or written statements

from the Complainant, the Respondent and any witnesses who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents. In the course of the investigation, the Respondent will be informed of the allegation, the identity of the reporting party, and the facts surrounding the allegation. The Respondent will be afforded a full opportunity to respond to the allegation. The conclusion of the investigator as to whether the Gender Discrimination and Sexual Harassment Policy was violated will be communicated in writing to both the Complainant and the Respondent.

C. Appeal Procedure - Should either the Complainant or the Respondent disagree with the decision and wish to appeal, an appeal must be submitted to the President of the College within five days of receipt of the written communication as set out on Section B. The letter must be signed and dated, and state the reasons for the appeal. The President will establish an Appeal Committee to advise him and to make a recommendation as to whether or not a violation of the Policy occurred.

The Appeal Committee will consist of a Vice President, who shall chair the Appeal committee as a voting member, the Director of Counseling and Disability Services, one person appointed by each of the Complainant and Respondent, and one other person. All persons appointed to the Committee shall be members of the College community, i.e. faculty, staff or full-time students. Should any member of the Committee have had any prior involvement in the case as an advisor, or as a witness to the alleged violation, that person will be replaced by the person who appointed such person. In case of a disagreement as to whether a person had a prior involvement in the case, the other members of the Appeal Committee will determine whether a replacement should be appointed.

The Appeal committee will conduct a hearing, at which both the Complainant and Respondent will be allowed to bring witnesses, and forward its recommendation to the President, with the reasons for that recommendation. The decision of the President is final. A letter will be sent by the President to both the Complainant and Respondent that will provide the reasons for the final decision.

D. Resolution - If it is determined that a violation of the Policy occurred, the Vice President for Academic Affairs will take appropriate action, including but not limited to counseling or educating the individual about gender discrimination and sexual harassment, and/or disciplinary action, including but not limited to a verbal or written reprimand, or other disciplinary sanctions up to and including termination. In the case of students with teaching or classroom responsibilities, this discipline may also include termination of such teaching and classroom responsibilities, as well as discipline from the Office of the Dean of Students if appropriate. Appeals by faculty and by students with teaching or classroom responsibilities from such disciplinary actions will be handled pursuant to the procedures for faculty grievances.

E. Records - The individual who conducts the investigation for the Office of the Dean of the College shall prepare a written summary of the matter. The purpose of this summary is

twofold: (1) to ensure that the College is aware of repeat incidents by the same Respondent and (2) for record-keeping purposes so that the College can gauge the effectiveness of its anti-harassment policy and programs. This summary will be kept in a separate file and will be consulted for the two purposes set forth in this paragraph. However, discipline or other documentation issued to the Respondent (if any) as part of the resolution may be kept in that person's personnel file.

III. Discrimination and Harassment by Staff

A. Reporting – Any alleged incident of gender discrimination or sexual harassment by a staff member toward any student, faculty member, staff member, or other individual associated with the College that the reporting party cannot or does not desire to resolve informally should be promptly reported to the Office of Human Resources.

B. Investigation – Within two working days after receipt of a complaint, the Office of Human Resources will begin the investigation of any allegation that has not been resolved informally to determine whether there is sufficient evidence to conclude that a violation of the policy has occurred. The investigation may include interviews and/or written statements from the Complainant, the Respondent and any witnesses who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents. In the course of the investigation, the Respondent will be informed of the allegation, the identity of the Complainant, and the facts surrounding the allegation. The Respondent will be afforded a full opportunity to respond to the allegation. The conclusion of the investigator as to whether the Gender Discrimination and Sexual Harassment Policy was violated will be communicated in writing to both the Complainant and the Respondent.

C. Appeal Procedure - Should either the Complainant or the Respondent disagree with the decision and wish to appeal, an appeal must be submitted to the President of the College within five days of receipt of the written communication as set out on Section B. The letter must be signed and dated, and state the reasons for the appeal. The President will establish an Appeal Committee to advise him and to make a recommendation as to whether or not a violation of the Policy occurred.

The Appeal Committee will consist of a Vice President, who shall chair the Appeal committee as a voting member, the Director of Counseling and Disability Services, one person appointed by each of the Complainant and Respondent, and one other person. All persons appointed to the Committee shall be members of the College community, i.e. faculty, staff or full-time students. Should any member of the Committee have had any prior involvement in the case as an advisor, or as a witness to the alleged violation, that person will be replaced by the person who appointed such person. In case of a disagreement as to whether a person had a prior involvement in the case, the other members of the Appeal Committee will determine whether a replacement should be appointed.

The Appeal committee will conduct a hearing, at which both the Complainant and Respondent will be allowed to bring witnesses, and forward its recommendation to the

President, with the reasons for that recommendation. The decision of the President is final. A letter will be sent by the President to both the Complainant and Respondent that will provide the reasons for the final decision.

D. Resolution - If it is determined that a violation of the Policy occurred, the appropriate administrator, in conjunction with the Office of Human Resources, will take appropriate action, including but not limited to counseling or educating the individual about sexual harassment, and/or corrective action, including but not limited to mandatory referral to the Employee Assistance Program, verbal or written reprimands, suspension or termination. Staff may appeal such decisions using the Staff Complaint Procedure. Administrators may appeal such decisions in writing to the individual who has responsibility for their department.

E. Records - The individual who conducts the investigation for the Office of Human Resources shall prepare a written summary of the matter. The purpose of this summary is twofold: (1) to ensure that the College is aware of repeat incidents by the same Respondent and (2) for record-keeping purposes so that the College can gauge the effectiveness of its anti-harassment policy and programs. This summary will be kept in a separate file and will be consulted for the two purposes set forth in this paragraph. However, discipline or other documentation issued to the Respondent (if any) as part of the resolution may be kept in that person's personnel file.

IV. Discrimination and Harassment by an Outside Individual

A. Reporting – Any alleged incident of gender discrimination or sexual harassment on College property by an individual not associated with the College toward any faculty, staff member, student, or other individual associated with the College, should be reported promptly to the Dean of Students.

B. Investigation – Within two working days after receipt of a complaint, the Office of the Dean of Students will begin the investigation of any allegation that has not been resolved informally to determine whether there is sufficient evidence to conclude that a violation of the policy has occurred. The investigation may involve interviews and/or written statements from the Complainant, the Respondent and any witnesses who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents. In the course of the investigation, the Respondent will be informed of the allegation, the identity of the reporting party, and the facts surrounding the allegation. The Respondent will be afforded a full opportunity to respond to the allegation. The conclusion of the investigator as to whether the Gender Discrimination and Sexual Harassment Policy was violated will be communicated in writing to both the Complainant and the Respondent.

C. Appeal Procedure - Should either the Complainant or the Respondent disagree with the decision and wish to appeal, an appeal must be submitted to the President of the College within five days of receipt of the written communication as set out on Section B. The letter must be signed and dated, and state the reasons for the appeal. The President will establish an Appeal Committee to advise him and to make a recommendation as to whether or not a violation of the Policy occurred.

The Appeal Committee will consist of a Vice President, who shall chair the Appeal committee as a voting member, the Director of Counseling and Disability Services, one person appointed by each of the Complainant and Respondent, and one other person. All persons appointed to the Committee shall be members of the College community, i.e. faculty, staff or full-time students. Should any member of the Committee have had any prior involvement in the case as an advisor, or as a witness to the alleged violation, that person will be replaced by the person who appointed such person. In case of a disagreement as to whether a person had a prior involvement in the case, the other members of the Appeal Committee will determine whether a replacement should be appointed.

The Appeal committee will conduct a hearing, at which both the Complainant and Respondent will be allowed to bring witnesses, and forward its recommendation to the President, with the reasons for that recommendation. The decision of the President is final. A letter will be sent by the President to both the Complainant and Respondent that will provide the reasons for the final decision.

D. Resolution – If it is determined that a violation of the Policy occurred, the Office of the Dean of Students will take appropriate action in consultation with the President and, if necessary, College counsel. The resolution of a gender discrimination or sexual harassment allegation will be shared with the Complainant to the extent allowed by law.

E. Records - The individual who conducts the review and/or hearing for the Office of the Dean of Students shall prepare a written summary of the matter. The purpose of this summary is twofold: (1) to ensure that the College is aware of repeat incidents by the same Respondent and (2) for record-keeping purposes so that the College can gauge the effectiveness of its anti-harassment policy and programs.

Confidentiality

Gender Discrimination and sexual harassment are particularly sensitive issues that may affect any member of the College community. All persons involved in any aspect of gender discrimination or sexual harassment allegation shall treat the matter as strictly confidential. The College will disclose information regarding a gender discrimination or sexual harassment report only as required by law and as necessary to meet its legal obligation to investigate allegations of gender discrimination or sexual harassment and to take action to end the discrimination or harassment.

Retaliation

Any attempt by a faculty member, staff member, or a student to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in an informal or formal gender discrimination or sexual harassment report is completely prohibited. The College will treat retaliation as a separate incident subject to appropriate discipline/corrective action, from warning to termination or dismissal.

False Reports

A Complainant who was intentionally dishonest in making the allegations or who acted maliciously is subject to appropriate discipline/corrective action, from warning to suspension, termination or dismissal.

Involvement of an Outside Authority

In the event a Complainant makes a report to a civil or government authority the College reserves the right to withhold its investigation of the matter until such time as a decision is reached by this outside authority. The College also maintains the option of conducting its own investigation regardless of the decision of this outside authority. Whether the College immediately pursues or temporarily postpones its investigation, steps will be taken to protect the individual(s) involved and to ensure the continued participation of the Complainant(s) in the program.

Duty of Faculty and Employees to Report Harassment

To assist the College in preventing gender discrimination and sexual harassment, all members of the campus community are encouraged to report the discrimination or harassment of others that they witness or otherwise know about to the Contact Person in either the Office of the Dean of Students, Office of the Dean of the College, or the Office of Human Resources.

Informational Sessions and Workshops

Informational sessions and workshops on gender discrimination, sexual harassment and related issues will be conducted each academic year for students, faculty, and staff by the Office of the Dean of Students and Title IX Coordinator.

Permanent Records of Reported Incidents

A file of all reports of incidents of gender discrimination and sexual harassment, including the names of Complainants and Respondents, will be maintained in the Office of the Dean of Students and Title IX Coordinator.

E.7 Drug-Free Workplace

Drug abuse in the workplace poses several dangers, including, but not limited to, lost productivity, legal liability, disruption of the College's academic mission, and destruction of family relationships. No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace controlled substances as defined in schedule I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1308.11 through 1308.15. All employees shall abide by the terms and conditions of the college

policy respecting a drug-free workplace. An employee who violates the policy may be referred to counseling, suspended, or terminated in accordance with college policy.

As a condition of employment, each employee shall notify his/her supervisor of his or her conviction of any criminal drug statute for a violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. Sanctions shall be imposed within 30 days of notice by an employee of a conviction for a criminal drug statute in the workplace. The College will, pursuant to 21 U.S.C. Section 702(a)(1)(e), notify the relevant federal granting agency of any relevant conviction within 10 days after receiving actual notice of such conviction. Appropriate personnel action against such employee may include sanctions up to and including termination or the employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purpose by Federal, State or local health, law enforcement or other appropriate agency. The employee's supervisor, and the college president or his designee will determine sanctions and other actions.

Workplace, for this policy, is defined to mean the site for the performance of work done for the College. This includes any college building or any college premises; any college vehicle or any college-approved vehicle used to transport students to and from college or college activities; off college property during any college sponsored event, activity, or function, such as field trip or athletic event, where students are under the jurisdiction of the college where work is performed.

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. Section 1145g), the College will also (1) fulfill its obligations to distribute materials dealing with the use of drugs and alcohol to students and employees, and (2) review its programs designed to combat the use of illicit drugs and the abuse of alcohol.

E.8 Alcohol Policy

It is the policy of the College to prohibit the possession, use or consumption of alcohol at work. Employees found possessing or consuming alcohol, or whose job performance is impaired by the use of alcohol or who are intoxicated while on the job may be subject to disciplinary action.

E.9 Tobacco Policy (Replaces policy formerly referred to as Smoking Policy)

General. North Carolina Wesleyan College is committed to providing a safe, healthy and respectful environment and campus for all students, faculty, staff and visitors. The College has long prohibited smoking inside or near any building, and effective July 15, 2015, North Carolina Wesleyan College will be a tobacco free campus. Beginning on that date, the use and possession of any tobacco, tobacco products as well as smoking substitutes, such as electronic cigarettes and vapor products, will be prohibited on any property owned or operated by North Carolina Wesleyan College.

Policy. The use, distribution, possession or sale of tobacco or tobacco products, including electronic cigarettes, vapor devices or any other device that simulates smoking as well as smoking (as defined below), is prohibited on all campus grounds, including inside personal vehicles located on campus grounds.

All staff, faculty, students, contractors, vendors, and visitors are expected to comply with this policy.

The College also prohibits littering the campus with remains of any tobacco products.

College controlled advertising, sale, or free sampling of tobacco products is prohibited on campus or College owned or College controlled property.

Exceptions. This policy will not apply to chewing gum or patches approved by the FDA for use as smoking cessation aids, but will apply to any electronic cigarettes or vapor products, regardless of their use in cessation programs. Questions regarding acceptability of a particular cessation aid should be referred to the Dean of Students or Director of Human Resources.

Definitions.

Campus or Campus Grounds - College-owned, leased or controlled properties, and College-owned, leased or rented vehicles. This includes but is not limited to the interior and exterior of all buildings (including residence halls), college sidewalks, parking lots, landscaped areas, common areas and recreational areas owned, operated or controlled by the College.

Smoking – Inhaling, exhaling, burning, carrying or possessing of lighted cigarette, cigar, pipe, water-pipe or hookah or any product used to consume in a similar manner; and the use of an unlit cigarette, cigar, pipe, water-pipe or hookah, or the use of an electronic cigarette/e-cigarette, cigar, pipe or any other device intended to simulate smoking tobacco, including vapor/vaping devices.

Tobacco – Any tobacco product, object or device including but not limited to cigarettes, cigars, pipes, electronic cigarettes, cigars as well as 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.). For the purpose of this policy use of substances such as clove, bidi, kretek or any such similar substance is prohibited.

Violations of the policy. The responsibility for the enforcement and communication of this policy rests with each member of the College community.

Visitors, contractors and other individuals on College property who are in violation of this policy should be reminded of the policy and asked to comply by immediately ceasing smoking, (or otherwise using tobacco) and discarding the tobacco. If the individual refuses to comply they may be asked or required to leave the college property.

All staff, faculty, and students in violation of the policy should be reminded of the policy and asked to comply. Employees who fail to comply with this policy should be reported to the Director of Human Resources. Students who fail to comply with this policy should be reported to the Dean of Students. These persons or their designees will follow up with the employee or student regarding the policy and available resources.

Continuing violations may also result in appropriate College disciplinary action up to and including dismissal in accordance with established student, staff, and/or faculty codes of conduct and procedures.

E.10 Lobbying with Federal Funds

No Federal appropriated funds will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

If any funds other than Federal appropriated funds are paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal grant or cooperative agreement, a complete disclosure of the activity shall be submitted to the Business office within five (5) business days of the disbursement.

Any sub-recipients are likewise required to certify and disclose accordingly with regard to any sub-awards.

E.11 Faculty/Staff Fund Raising

Because the Development Office is charged with raising funds to sustain the college and its programs, the following guidelines for fund raising must be followed to protect prospective donors and the integrity of the college.

Off-campus groups are not allowed to solicit funds on the campus of North Carolina Wesleyan College unless President's Council has approved the appeal. The college participates in the local United Way annual drive because of the combined fund appeal.

Faculty and staff who wish to solicit funds or sell items for schools, churches, or other off-campus groups should put a notice on the bulletin board and/or post an electronic notice to faculty and staff by e-mail that the items may be purchased or funds received in the individual's office. Solicitors should not go from office to office or use the campus telephone or e-mail system to ask for donations for any unauthorized outside group.

Student organizations may solicit funds or sell items on campus if they follow the student organization solicitation guidelines listed in the Student Handbook.

Faculty and staff who wish to solicit funds for departmental projects must comply with the following guidelines:

1. The individual should write a proposal outlining the project goals, fund raising goals, length of campaign, and suggested prospects, if known, to be solicited.
2. The proposal should be submitted to the immediate supervisor for approval. If approved, the proposal will be forwarded to the appropriate vice president.

3. The vice president should determine if the project is consistent with the goals and objectives of the College as articulated in the current College long-range plan, if the project is a College priority, and if the project can be funded through current budget appropriations.
4. The vice president will make a recommendation to the President's Council, which has final authority on the proposal.
5. If approved by the President's Council, the originator of the proposal must receive a list of approved prospective donors from the Development Office. Because of possible conflicts, no donor can be solicited without approval of the Development Office.
6. The fund raising event should be listed on the Fund Raising Calendar in the Development Office.
7. All funds solicited should be directed to the Development Office for the donor to receive credit, an official receipt for the charitable donation, and a personal appreciation letter from the college president. Funds received in the Development Office will be credited to the project's account number and forwarded to the Business Office for deposit. All checks should be payable to "N.C. Wesleyan College." The name of the organization or project should be noted on the check memo line.

E.12 Staff Development

It is the general philosophy of NCWC that staff are encouraged to involve themselves in training, education and other activities that will increase their skills in meeting the needs of the College. Due to limited funds, guidelines are necessary in establishing priorities for institution-funded training and education.

1. New staff members will be given an orientation to familiarize them with the work of the College and to acquaint them with the mission of the institution, various policies, practices and benefits associated with employment by NCWC.
2. Time for in-service education programs is provided during the workday.
3. Provision is made for the participation of staff members in professional meetings in the immediate vicinity during work hours as circumstances, budget and work load permit.
4. Attendance at professional meetings, conferences, state or national institutes is arranged as work schedules and budgetary constraints permit.
5. The employee's immediate supervisor, at his/her discretion, must approve the activities described in paragraphs 3 and 4 above before the employee may participate in these activities.

E.13 Confidential Information

Confidential information is handled and maintained by the various staff offices of the College. Approval must be received from the appropriate Dean or Vice-President before any confidential information or data can be released. Such information is made available on a need-to-know basis only, and every employee is cautioned to refrain from discussing such information or displaying confidential information to the students or the public. Divulging confidential information may result in discharge.

Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

The College respects the confidentiality of students' records and complies with the guidelines established by the Family Educational Rights and Privacy Act of 1974 (PL 93-390/93568). Under the jurisdiction of the U. S. Department of Education, the Act regulates the release of information about students. Directory information (student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, most recent educational institution attended and other similar information defined as directory information) may be released without student consent. No other information about a student will be released without written authorization of the student. Exceptions to this provision include personnel of the College who have a legal purpose for inquiring and certain state and federal agencies or offices. A copy of the Act and recommended guidelines are available for inspection in the Registrar's Office.

E.14 Fraternalization Policy (Approved by Presidents Council effective 06/01/2009)

POLICY:

Fraternalization between a North Carolina Wesleyan College faculty or staff member and a student is prohibited. For the purposes of this policy, fraternization will refer to the consensual romantic and/or sexual relationship between a faculty or staff member and a student. The College reserves the right to address such relationships with the involved parties to determine an appropriate course of action, up to and including termination of employment.

PURPOSE:

North Carolina Wesleyan College is committed to fostering a learning environment characterized by professional behavior and fair and impartial treatment. In a small college environment, the faculty and staff represent some level of authority to students and thereby exhibit some level of power over them. It is in the interest of the College to provide clear direction to the College community about the professional risks associated with student fraternization, especially where a power differential between the parties exists. Fraternalization, therefore, is a concern for two primary reasons:

Conflict of Interest. Conflicts of interest may arise in connection with fraternization between faculty or staff and students. General ethical principles preclude individuals from evaluating the work or academic performance of others with whom they have intimate familial relationships. The same principles apply to consensual romantic and/or sexual relationships, and require, at a minimum, that appropriate arrangements be made for objective decision-making with regard to the student. Such relationships can only be construed as appearing to be biased and providing favoritism.

Abuse of Power Differential. Although conflict of interest issues sometimes can be resolved, in a consensual romantic and/or sexual relationship involving a power differential the potential for serious consequences remains. Individuals entering into such relationships must recognize that:

- a. The reasons for entering such a relationship may be a function of the power differential;
- b. Initial consent to a romantic relationship does not preclude a charge of sexual harassment in the future;

- c. The individual with the superior power in the relationship will usually bear the burden of accountability though the College reserves the right to take disciplinary action on all involved parties;
- d. Such a relationship, whether in a class or work situation, may affect the educational or employment environment for others by creating improper, unprofessional, or possibly discriminatory conduct or treatment.

For these reasons, fraternization between a College faculty or staff member and a student is prohibited.

PROCEDURES:

1. It is the responsibility of the faculty or staff member to inform his or her supervisor and/ or appropriate Vice President/Dean when a relationship exists. (In the event the relationship involves a Vice President or the President, the reporting line will follow to the next level of supervision – President and Chair of Board of Trustees, respectively). When a consensual romantic or sexual relationship is identified, the supervisor and/or appropriate Vice President/Dean will talk with the parties involved to determine a course of action.
2. An appropriate course of action may include discipline up to and including termination of employment depending on the findings of an investigation. The action taken will be determined by the appropriate Vice President in consultation with the President. In the event that the violation of this policy involves the President, then the Chairman of the Board of Trustees makes the decision.
3. Nothing written in this policy is intended to weaken the College's position on fraternization. However, the College does recognize that under some very limited circumstances there could possibly be a reasonable or legitimate need to provide an exception to this policy (for example, a husband/wife or engaged couple relationship in which one person is the faculty or staff member and the other the student). If that is the case, it would be at the point of disclosure about the relationship to the appropriate level of supervision that the faculty or staff member should request the exception.

F. GENERAL INFORMATION AND POLICIES

F.1 College Keys

Keys will be provided to authorized personnel as needed. The Physical Plant will distribute keys as directed by the appropriate Vice-President. The Physical Plant will maintain key inventories and records of distribution.

Employees are responsible for the use and location of College keys in their possession. Keys are not to be loaned to students. Lost, stolen or damaged keys must be reported to the Director of Physical Plant within 24 hours of any such incident.

Upon separation from the College, employees will return keys to their supervisor or the Director of Human Resources on their last day of work. The President or a Vice-President must approve any exceptions to this policy.

F.2 Accidents

Within 24 hours of an accident occurring while on college business and/or involving college property and vehicles, it must be reported to the Business office. Accident report forms are

available in the Business Office. Every employee involved in an accident is required to complete an accident form, no matter how minor.

F.3 Emergency Weather Procedures

In the event of severe weather, it may become necessary to close the College. If possible, the President and/or the Vice President of Finance and Administration will make the decision prior to 6:30 a.m. A message will be placed on the College phone system and website to inform faculty and staff of any closing, delay, or re-openings. Employees may also listen to and/or watch local television and radio for any official announcements of the College's closing or re-opening.

Designated emergency personnel will report to maintain limited campus services.

Announcements regarding the re-opening of the College will be made by voice mail or on the TV and radio stations. Employees who feel they cannot report for work upon the re-opening of the College have the option of taking vacation or forfeiting pay for the time missed.

In the event that classes at one of the extension sites must be canceled due to severe weather, the individual site coordinators will contact media in Adult Degree branch areas to broadcast the closing.

If the College opens and is forced to close early because of the weather, all employees who reported for work will be paid. All employees are urged to make every possible effort to get to work

F.4 Travel Policy (Rev. 10/10/2013)

Meals*

\$7 – Breakfast

\$12 – Lunch

\$18 – Dinner

\$37 – Total per diem for food

Lodging**

\$115

All meals and lodging must be substantiated by a receipt.

*Meal rates are inclusive of gratuities. Meal reimbursement rates are determined based upon the Overnight / Same Day Travel guidelines below.

**The payment of sales tax, lodging tax, local tax, or service fees applied to the cost of lodging is allowed in addition to the lodging rate. In “high-cost” areas, special permission should be gained from your supervisor along with providing proof of several rates in the area.

Overnight Travel

Whenever business travel includes an overnight stay, meals incurred en-route (day of departure and arrival) and full days are reimbursable up to the maximum rates defined above.

Same Day Travel

Travel that does not involve an overnight stay is considered same day travel. Meals are reimbursable only if the traveler meets the following criteria. It is the traveler's and supervisor's responsibility to determine whether the criterion is satisfied.

\$0 = 4 hours or less

\$20 = 4 to 12 hours

\$37 = greater than 12 hours (according to the Meals breakdown above)

Special contractual provisions may apply to adjunct faculty.

F.5 Solicitation

Non-employees are prohibited from distributing material or soliciting employees on college premises at any time unless authorized by the President.

F.6 Maintenance Requests

All maintenance requests should be submitted by email to maintenance@nwc.edu; phone calls should be made only in emergency situations.

F.7 Use of College Telephones

The following guidelines should be followed when using the telephone at work.

1. Employees are asked to keep any personal telephone calls to a minimum.
2. No personal long distance calls are to be charged to the College.
3. Any business calls made from home should be dialed direct and the reimbursement filed when the bill is received.
4. Personal telephone credit cards should not be used for business calls. Conversely, College telephone credit cards should not be used for personal calls.
5. "Collect calls" will not be accepted. Potential students or others should not be asked to call the College "collect".
6. All long distance calls should be kept as short as possible.
7. Consider the need before placing a long distance call. Ask frequently called organizations if they have a toll-free (800) number. The "800" directory assistance (1-800-555-1212) is free of charge.
8. Help prevent unauthorized use of the telephone by locking the office when it will be unoccupied for an extended period or after office hours. Report unauthorized calls to the Information Systems Office.

F.8 Automobiles

All motor vehicles used on campus must be registered and display a valid parking permit. A vehicle registration form is available from the Campus Security Office and is required to be completed before a parking permit can be issued. Parking permits are available without charge to faculty and staff. Failure to properly display a valid parking permit could result in a vehicle being ticketed, booted, or towed at the owner's expense.

The College provides and maintains parking facilities for the use of employees. Parking is permitted only in the designated areas. The College assumes no responsibility for damage to vehicles or theft of articles from vehicles while on College property. Employees are required to use caution while on campus and to observe a 25 mph speed limit.

F.9 Automobile Liability Insurance

All employees who use personal automobiles for college business must provide the Business office with proof of current liability insurance coverage as required by State law. This information must be updated annually.

F.10 College and Personal Property

Care of College Property

An employee is expected to exercise due care in his/her use of College property and to utilize such property only for authorized purposes. College property is not to be used for personal use.

Return of College Property

College property issued to an employee must be returned to the College at the time he/she terminates employment or when it is requested by the supervisor.

Personal Property

The College assumes no responsibilities for loss or damage to the personal property of an employee.

F.11 Office Supplies/Purchase Orders

An assortment of general office supplies is maintained in the College Store. An employee who obtains supplies must sign for each item and code it to their proper budget account. Supplies not available in the College Store will/can be purchased online through the College's account with Office Depot, and are usually delivered within one to two business days.

Purchase Requisitions are utilized for purchasing equipment or service from an off-campus vendor. The form must be completed by the originator and include the signature of the appropriate Vice-President. A purchase order will then be issued authorizing the acquisition. All requests for off-campus goods and services exceeding \$500 in cost must be obtained through this process. Purchase requisitions may be obtained from Office Services or the Business Office.

F.12 Lost and Found Articles

The College cannot accept responsibility for personal losses, but every effort is made to restore found items to the proper owner.

Employees should report lost articles to their immediate supervisor, to the College switchboard receptionist, and to the Campus Security who, in turn, will keep any found items until they are claimed. If these items are not claimed within two weeks the college has the authority to dispose of the item.

F.13 Security

The College is committed to providing reasonable security for its students, its employees, authorized visitors, and to its property. However, the College assumes no responsibility or liability for lost, stolen, or damaged items and the College is not responsible or liable for accidents and/or injuries incurred by anyone while on campus.

It is the goal of the Security department to maintain an atmosphere of reasonable security in which the goals of the College can be accomplished. The prevention of crime is not only the job of the Security department but of every member of the faculty, staff, and student body. Effective crime prevention can only be accomplished through the joint efforts of the Security department and the people they serve. Security is the responsibility of every College employee.

The Security department is responsible for certain duties when preparing for an event on campus or when guests are expected. It is the responsibility of the hosting staff member to notify the Security department well in advance and give them the necessary information regarding the event.

F.14 Memorial Gift

The College, upon the death of an immediate family member of a trustee, visitor, or employee, will designate a book for the library as a remembrance. An acknowledgement of the memorial will be forwarded to the appropriate individual(s). Immediate family members will include the following: spouse, parents, children, grandparents, sisters, brothers, mother-in-law, and father-in-law.

F.15 Posting Policy

Posters and flyers announcing general college information should be posted using the following guidelines.

- I. General Posting Areas
 - A. Administration Building*
 - 1. Gravely Stairwell Area (First Floor - West Side)
 - 2. Braswell Middle Stairwell Areas (First Floor)
 - 3. Pearsall Stairwell Area (First Floor - West Side)
 - B. Hardees Student Union*
 - 1. Upcoming Events Board
 - 2. Wall Facing Cafeteria
 - 3. Commuter Board
 - C. Hartness Student Center
 - 1. Designated areas only
 - D. Residence Halls
 - 1. Exit Doors
 - 2. Designated Bulletin Boards
 - 3. Restroom Doors

*Information Bars are located in these areas to make posting easier. Tape and staples are not needed.

- II. Posting of general college information may occur only in these specified areas. This applies to public areas.
- III. Posting on exit and hallways doors, walls, and glass will not be permitted (unless designated above). Anything found on these surfaces will be removed.
- IV. Posting may occur up to two (2) weeks prior and must be removed within 24 hours following the event. Those who post material are responsible for removing it.
- V. Faculty/Staff advisors to student organizations are responsible for relating the posting policy to their organization.

F.16 Conflict of Interest

No employee of NCWC shall participate in the solicitation, negotiation, formation, award, arbitration, modification, or settlement of any contract or grant funded in whole or in part by State funds or of any dispute arising under such contract or grant when the employee stands to benefit, either directly or indirectly, from such contract or grant.

No employee shall be deemed to benefit directly or indirectly from any contract or grant funded in whole or in part by State funds unless that person is party to the contract or grant or could receive a commission on the contract or is an owner, partner, director, officer, or 10% shareholder of the contracting party or the recipient of the grant.

No employee shall be deemed to benefit directly or indirectly from a contract or grant funded in whole or in part by State funds if he or she receives only the salary or stipend due to him or her in the normal course of employment with or service to NCWC.

F.17 Campus Housing for Employees

Residence hall space is reserved for full time students. Campus housing will not be rented to, or provided for, faculty and staff members during the academic year. During summer sessions, faculty and staff members may request housing in the residence hall occupied by summer school students from the Director of Residence Life. The room rate charged to summer school students will apply to faculty and staff members.

Vice Presidents may request transitional housing for a new employee through the Director of Residence Life. The transitional period should not exceed one month and a prorated room rate will apply. Availability of this option should be determined with the Director of Residence Life at least two weeks in advance.

F.18 Intellectual Property (New policy; approved by Board of Trustees April 2008)

- I. General definition
Intellectual property is information and original expression that derives its intrinsic value from creative ideas and has commercial value. Ownership is subject to international, federal, and state laws and to this College policy.
- II. Categories

For the clarity of this policy, Intellectual Property can be categorized as follows:

Scholarly work – material prepared for traditional academic publications, such as scholarly journals, or other texts of a scholarly nature.

Creative work – artistic works, musical or dramatic compositions and performances, literary works, etc. Works of a primarily aesthetic nature.

Course materials – material of a pedagogical intent, used by the faculty member and College in the course of the College’s educational mission. This generally means materials intended for the immediate use of a student in a course.

III. Applicability

This policy shall apply to faculty, staff, and students.

For brevity, in this document below “faculty” means “faculty member,” and “faculty/staff/student” means “faculty member, staff employee, or student.”

IV. Ownership of Intellectual Property

The faculty/staff/student owns the intellectual property under the following conditions:

- If the intellectual property is unrelated to the faculty/staff/student job responsibilities and no more than incidental use was made of College resources; or
- If the intellectual property is scholarly work and/or creative work as defined above.
- If the intellectual property is online course content of a personal, intellectual nature.

The College owns the property under the following conditions:

- If the intellectual property, other than scholarly work and/or creative work as defined above, is created within the scope of employment on College time with the use of College facilities, or College financial support; or
- If the intellectual property is commissioned by the College or a component of the College pursuant to a signed contract or if it is considered work for hire under copyright law; or
- If the intellectual property results from research supported by federal, state, or College funds or third-party sponsorship designated to the College; or
- If the intellectual property consists of course materials specifically intended for the College’s instructional mission.

The College and faculty/staff/student own the intellectual property jointly:

- If criteria for College ownership and individual ownership (as set forth above) overlap; or
- If the faculty/staff/student involved in the creation of the intellectual property worked in collaboration with other College employees, for whom the creation was a part of their employment responsibilities, as part of a team to contribute the kind of expression intended to be part of an integrated whole. The College’s employees who work as programmers, graphic artists, video technicians, writers, and other College support personnel often create this kind of expression. When added to the faculty/staff/student contribution, the result is a jointly-authored work.

Jointly owned intellectual property is shared between the faculty/staff/student and the College when there is commercial value. For this to occur there must be (a) an offer and an identifiable buyer with whom to negotiate; and (b) a negotiated, written letter of agreement executed between the faculty/staff/student and the College. The agreement shall be negotiated with the faculty/staff/student by the appropriate vice president. The agreement shall stipulate the percentage of ownership between the faculty/staff/student and the College, indicate who pays and how research and development costs are recovered, and describe future uses of the intellectual property. In the event percentage of ownership and payment and recovery of research and development costs are not addressed in writing, then the economic relationship is shared on a 50%/50% basis after the recovery of research and development costs.

When termination of employment (faculty/staff/student) or enrollment (student) occurs in cases where intellectual property is jointly shared, a negotiated, written letter of agreement will be executed with the College. The agreement shall be negotiated with the faculty/staff/student by the appropriate vice president in accordance with federal, state and College policies, procedures, and regulations. The agreement shall establish separate ownership rights, stipulate the percentage of ownership between the faculty/staff/student and the College, and describe future uses of the intellectual property. To initiate an agreement: (a) the faculty/staff/student notifies the appropriate vice president that a letter of agreement is required and the vice president and faculty/staff/student prepare the letter.

In the event of a disagreement between the faculty/staff/student and the vice-president, an appeal may be made to the president whose decision shall be final.

V. Disclosure

Copies of this policy shall be printed in the College faculty/staff handbook and in the student handbook and shall be posted electronically on the college website.

VI. Review

This policy shall be reviewed, as circumstances warrant, by the President's Council.

G. FACILITIES AND SERVICES

G.1 College Store

The College Store is located in the Hardees Student Union Building. Hours change periodically to accommodate class scheduling. The hours of operation are posted at the entrance.

Special arrangements with the College Store Manager may be made in advance for opening the store during the evening and nonscheduled hours.

Employees of NCWC are granted a 20% discount on clothes, cards, and gift items sold in the store. The discount does not apply to sale items or textbooks.

G.2 Cashier

Cashier services are available from 9:00 a.m. to 1:00 p.m. and 2:00 pm to 4:00 p.m. Monday through Friday in the Registrar's office. Employees may cash personal checks in amounts up to \$100.00.

Deposits are made daily to the local banks. Checks payable to the College cannot be held for any reason. The penalty for checks returned for insufficient funds is \$35.00 for each check, but following two offenses, the employee may no longer have the privilege of cashing his/her checks at the College.

G.3 Health Services

The Wellness Center offers the following services to the staff and faculty of North Carolina Wesleyan College:

- Blood pressure screening and monitoring
- Allergy or diabetic follow-up, including injections of serums given by a physician provided the physician gives written authorization for such injections
- Physician, dental, and psychological referrals
- Pregnancy information
- Nutrition information
- Weight monitoring
- Emergency/Urgent assessment
- First Aid
- Mobile Health Clinic services including STD testing and vaccinations
- Access to all student program materials

No appointment is necessary to be evaluated at the Wellness Center. All faculty and staff are encouraged to call the Wellness Center or stop by the facility to obtain information and/or utilize any of the resources.

A variety of educational materials, including booklets, brochures, literature and videos are available at the Wellness Center. The Wellness Center Director and/or peer health educators give programs on subjects such as, but not limited to: high blood pressure, sexually transmitted diseases, HIV/AIDS, birth control, depression, cancer prevention, body mechanics, self-esteem, nutrition, dental care, alcohol implications, domestic violence, smoking cessation, heart disease, and diabetes. The Wellness Center Director also provides weekly e-mails with wellness related tidbits of information.

Mental health counselors, including a psychologist, are available to staff and faculty for consultation. Because the primary reason for employing mental health counselors is to serve students, staff and faculty appointments are on a contingent basis and may be rescheduled if additional time is needed for student consultation.

A certified Athletic Trainer is available to staff for consultation and attention to injury, preventive precautions, and rehabilitation techniques following injury. The trainer's office is located in Field House. Normal office hours are from 9:00 a.m. to 5:00 p.m. daily, except when traveling with athletic teams, and during the summer.

G.4 Cafeteria

The College Cafeteria is located in the Hardees Student Union Building and, during the regular academic year, serves three meals each weekday, two on Saturday and three on Sunday. The cafeteria is closed during the summer.

Cafeteria hours may change from year to year in order to accommodate class scheduling. Employees may check bulletin boards and published information for the specific cafeteria hours.

G.5 Post Office

The Post Office is located in College Store in the Hardees Student Union Building and is open during those hours posted. Employees may purchase stamps as well as send personal mail, which has been properly stamped.

Purchases of stamps, money orders, etc. may not be charged to departmental account numbers because the Post Office is governed by the U. S. Postal Service dictating a cash-only basis.

Inter-office and off-campus mail is picked up daily at the switchboard in Braswell Administration Building and processed for delivery.

G.6 Library

The services and collections of the Pearsall College Library are available free of charge to employees and their immediate families. Employees can receive a library card upon employment at Wesleyan.

Special collections include the Wesleyan Archives, the Music Library, a rare book collection in the Hardee-Rives Room, and the Black Mountain Collection. There is an assortment of records, including music, folk tales, plays, Broadway musicals, and authors reading their own works.

The library participates in the North Carolina Inter-Library Loan network which makes available to students, faculty and staff the holdings of other colleges, universities, and public libraries.

Hours of operation are posted adjacent to the front entrance.

G.7 Gymnasium, Fitness Center, and Athletic Fields

Everett Gymnasium, Taylor Fitness Center and the athletic fields contain facilities and equipment which employees may use when campus activities are not scheduled. Permission to use these facilities must be obtained from the Facilities Coordinator. The equipment includes basketballs, soccer balls, footballs, volleyballs and nets, golf equipment, and horseshoes. The facilities include a weight and exercise room, softball, and soccer fields. The tennis courts may be used when not required for College activities.

G.8 Leon Russell Chapel

The Leon Russell Chapel is available for use by full-time faculty, staff and students for weddings, baptisms, other religious services, and cultural events such as recitals, lectures, and forums. The Chapel must be reserved by date, time and duration of event through the Facilities Coordinator.

Three main considerations regarding the use of the Chapel are:

1. The event must not conflict with the stated mission and purpose of the College nor violate the purposes for which the Chapel is dedicated.
2. Food and beverages may not be served anywhere inside the building. Food may be served on the patio and an alternate site should be reserved in case of inclement weather.
3. The orderliness of the Chapel must be maintained.

G.9 Facilities Usage

Outside organizations may be permitted to use College facilities for certain meetings in special circumstances. Generally, such requests are denied if they would conflict in any way with regularly scheduled classes, laboratories, or other College functions. When outside organizations are permitted to use facilities, the arrangement must be made substantially in advance of the event. In these cases, earlier reservation of certain facilities may preclude scheduling of a conflicting event by on-campus groups. Arrangements for outside groups must be handled by the guidelines established by the Facilities Usage Policy. These guidelines are available from the Facilities Coordinator.