



*(Updated February 2022)*

# 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.

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 our 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 more equipped 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 the work that we do. 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,

Dr. Evan D. Duff  
President

## **A. INTRODUCTION**

### **A.1 Statement of Institutional Purpose**

Mission (Approved by the Board of Trustees October 17, 2008)

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.

Vision Statement

At North Carolina Wesleyan, we provide students with opportunities to make meaningful connection and learn through innovative teaching approaches. The distinctive Wesleyan experience equips our graduates to make a positive impact on the world.

Core Values

- Knowledge & Understanding
- Integrity & Accountability
- Patience & Respect
- Kindness & Empathy

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 May 31. 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 Executive Council: the President of the College, the Chief Academic Officer, the Sr. Vice President of Administration, the Vice President of Advancement, the Executive Dean of Enrollment, the Vice President of Athletics, the Faculty Chair and the Staff Council Chair. The President's Executive 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.

#### Chief Academic Officer

The Chief Academic Officer of the College 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, Institutional Research, , the Office of the Registrar, Dean of Students, Student Success and Disability Services.

#### Sr. Vice President of Administration

The Sr. 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, finance, information technology services, financial aid, the college store and post office, security, the receptionist/switchboard, contracts, and food services. The Sr. Vice President of Administration 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 the Dunn Center of the Performing Arts, public relations, the Parents Association, the Board of Visitors, and the Alumni Association.

### Executive Dean of Enrollment

The Executive Dean of Enrollment 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 office and Adult and Professional Studies.

### 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.

### The Faculty

The Faculty consists of:

- President of the College
- Chief Academic Officer
- 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 Chief Academic Officer makes new appointments to the Faculty. The Chief Academic Officer 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

- C.4 Salary Increase
- C.5 Absenteeism
- D.3 Staff Phased Retirement
- 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 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.6 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. 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. 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 (NCWC) is an equal opportunity employer. It is the policy of NCWC to prohibit discrimination and harassment of any type and affords equal employment

opportunities to employees and applicants without regards to race, color, religion, sex (including sexual discrimination), sexual orientation, gender identity, national origin, age (40 years and older), disability or genetic information. NCWC conforms to the spirit as well as to the letter of all applicable laws and regulations. Additionally, NCWC will take action to employ, advance in employment and treat qualified Vietnam-era veterans and disabled veterans without discrimination in all employment practices.

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between NCWC and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personal working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with NCWC.

#### **B.4 Americans with Disabilities Act (ADA)**

To ensure equal employment opportunities to qualified individuals with a disability, North Carolina Wesleyan College will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the college would result.

Employees who may require a reasonable accommodation should contact the Human Resources Department.

#### **B.5 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.6 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.7 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 position in a different department is on probationary status for the first ninety (90) days of his/her full-time status.

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.8 Employment-at-Will**

For employees without an employment contract, employment with North Carolina Wesleyan College (NCWC) is a voluntary one and is subject to termination by the employee or NCWC at will, with or without cause, and with or without notice, at any time. Nothing in this handbook or in the policies listed shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of North Carolina Wesleyan College employees.

The policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the President or the Board of Trustees, whichever is applicable.

This handbook and these personnel policies are not intended to be a contract of employment of a legal document.

### **B.9 Performance Evaluations**

All College employees will have their job performance formally reviewed annually. Reviews will be conducted at the end of each fiscal year. Supervisors will review each of their employees and meet with them one-to-one to go over the assessment. As part of the evaluation process employees, along with their supervisors, will provide goals to be worked on for the next year. Copies of completed evaluations will be sent to the Human Resources office and placed in the employee's personnel file. Faculty evaluations will be conducted through their respective School Chair and the Academic Affairs office and then filed within their academic file in the Provost's office.

## **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, pay 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 and mandatory for all employees. The College has the ability to direct deposit to any bank of the employee's choosing and capable of splitting pay between multiple accounts, such as a savings account. Electronic pay statements may be viewed online.

## **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, jury duty, 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 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 an employee must be late or absent for any reason, he/she should contact (phone, text, or email) 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, except in the case of an emergency when the employee is incapacitated.

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

### **C.5 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.6 Final Checks for Dismissed or Voluntarily Resigning Employees**

A final pay 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. 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**

North Carolina Wesleyan College recognizes the value of benefits to employees and their families. The College supports employees by offering a comprehensive and competitive benefits program. Medical, dental, vision, long term disability, and life insurance is available to all full-time employees working 30 hours or more per week and becomes effective on the first of the month following the employees hire date. To keep coverage in force, every insured employee must work a minimum of 30 hours per week.

The employee's share of the premium will be deducted from each paycheck and may be deducted on a pre-tax basis. Benefit summaries are available from the Director of Human Resources or by visiting the Human Resources page of the College's website.

Medical and dental coverage under the College's insurance plan is subject to the requirements of COBRA.

### **D.2 Retirement Plan**

The College offers a Retirement Plan with Teachers Insurance and Annuity Association (TIAA). The Plan permits participation to make contributions to the retirement plan via pre-tax salary reduction. Federal and state taxes are deferred from contributions made by salary reduction.

To contribute to the retirement plan, an employee must be 21 years of age, employed by the College for 12-months, and worked at least 83 1/3 hours each month. The College contributes 6%

of the employee's base salary to the program, as long as the eligible employee contributes 4% of their base salary to the program. Please note, new employees who have met the eligibility requirements under another TIAA or institutional retirement plan may begin participation in the College's retirement plan on the first day of the month following employment.

Further information regarding the retirement program offered by TIAA is available at [www.tiaa.org](http://www.tiaa.org) and the Summary Plan Descriptions for the Plan. Employees may also contract the Director of Human Resources.

### **D.3 Phased Retirement Policy**

#### **D.3.1 Phased Retirement Program for Staff**

The Phased Retirement Program provides an opportunity for eligible full-time staff to reduce their hours and responsibilities in preparation for full retirement from the College, along with the proportionate reduction in salary. The College reserves the right to determine, from year to year, how many members of the staff can participate in this program, both on an annual basis and in the aggregate, as well as to make decision about who is eligible based on the needs of the College in general.

#### **Eligibility**

Full-time staff may elect phased retirement at or after age 59 1/2 if he/she has completed 10 years of service at North Carolina Wesleyan College. In order to be considered for this program, an eligible member of the staff must inform the Vice President of their area at least 12 months prior to entering the Phased Retirement Program. Shorter notice times may be accepted at the discretion of their VP and President. If the request is approved by the Vice President the staff member will be given an irrevocable Phased Retirement Program Agreement, which must be finalized within six weeks of the request.

#### **Phased Retirement Period**

The period of Phased Retirement is for up to 2 fiscal years. The period will be fixed at the time of entering into the Agreement. Members of the staff under the Phased Retirement Agreement are not eligible to return to full-time status once the agreement is signed.

#### **Early Termination of the Phased Retirement Program**

The term of the original Phased Retirement Agreement may be reduced during the period upon request of the staff member and approval by the VP and President. For instance, a staff member who has entered into the 2 year agreement may ask to reduce the term to one year. Such requests should be made in writing (email is acceptable) to the appropriate Vice President by December 1 of the terminal year. The term of the Phased Retirement Program will not be extended after the first year has begun.

#### **Salary and Hours**

While participating in the Phased Retirement Program, staff member's full salary will be reduced proportionately based on their elected option. The staff member will not work more than 30 hours a week and overtime will not be allowed during Phased Retirement Agreement. In the event that the chosen reduction in salary results in an employee's position not meeting the

minimum salary test under the Fair Labor Standards Act (FLSA), the staff member may be required to begin keeping a record of their time worked on a time card.

**Option 1:**

Staff employee will maintain eligibility to participate in all benefits that they currently are enrolled. Work schedule will be reduced to 20 hours per week with a 50% reduction in salary.

**Option 2:**

Staff employee will waive all employee benefits, with the exception paid leave benefits. Work schedule will be reduced to 30 hours per week with a 25% reduction in salary.

**Fringe Benefits**

**Health Insurance** – Members of the staff participating in the Phased Retirement Program continue to be eligible for health insurance coverage per standard College policies, and pay the same premiums offered to active, full-time employees if they choose to participate. (Option 1 only)

**Retirement Plan Contributions** – The College will make its normal retirement contribution on behalf of the member of the faculty, based on actual (reduced) base monthly salary received during the Phased Retirement period. Phased Retirement participants may make elective, pre-tax contributions to the Retirement Plan through salary reduction. (Option 1 only)

**Vacation and Sick Leave**

Vacation and sick leave will be prorated based on the employee's chosen work schedule option. (both Options 1 and 2)

**Full Retirement**

A member of the staff under a Phased Retirement Agreement must fully retire from the College at the end of the Phased Retirement period. The College will rely on this planning for its staffing, including the employment of additional staff.

**More Information**

Full-time staff interested in additional information regarding the Phased Retirement Program should contact their Vice President. Information about the benefits available to retired College employees is available through the Human Resources office.

*This Phased Retirement Program may be amended, modified, or terminated by the College at any time. Such amendment, modifications, or termination will not affect faculty members who have already signed a Phased Retirement Agreement.*

**D.3.2 Phased Retirement Program for Faculty**

The Phased Retirement Program provides an opportunity for eligible full-time, tenured members of the faculty to reduce their teaching responsibilities in preparation for full retirement from the College, along with the proportionate reduction in salary. The College reserves the right to determine, from year to year, how many members of the faculty can participate in this program,

both on an annual basis and in the aggregate, as well as to make decision about who is eligible based on the needs of programs or the College in general.

### **Eligibility**

Full-time, tenured members of the Faculty who are at least age 59 ½ and have at least ten consecutive years of full-time service at North Carolina Wesleyan College when the Phased Retirement period begins are eligible to participate. In order to be considered for this program, an eligible member of the faculty must inform the Provost/Sr. Vice President of Academic Affairs at least 12 months prior to entering the phased retirement program. If the request is approved by the Vice President of Academic Affairs, the member of the faculty will be given an irrevocable Phased Retirement Agreement, which must be finalized within six weeks of the request.

### **Phased Retirement Period**

The period of Phased Retirement is for up to 2 academic years (4 semesters). The period will be fixed at the time of entering into the Agreement. Members of the faculty under the Phased Retirement Agreement are not eligible for sabbatical leaves nor can they return to full-time faculty once the agreement is signed.

### **Early Termination of the Phased Retirement Program**

The term of the original Phased Retirement Agreement may be reduced during the period upon request of the faculty member and approval by the Provost/Sr. Vice President of Academic Affairs. For instance, a faculty member who has entered into the 2 academic year agreement may ask to reduce the term to one year. Such requests should be made in writing (email is acceptable) to the Provost/Sr. Vice President of Academic Affairs by December 1 of the terminal year. The term of the Phased Retirement Program will not be extended after the first year has begun. Also, faculty members may not withdraw from an agreed-upon Phased Retirement Program once it has commenced.

### **Salary and Teaching Load**

While participating in the Phased Retirement Program, salary will be 45% (with benefits) or 50% (without benefits) of the faculty member's full salary for a 6-8 semester hour teaching load per semester. Members of the faculty under the Phased Retirement Agreement are eligible for pro-rated salary increases based on the average increment given to all faculty in their respective ranks. Overloads will not be allowed or compensated once a faculty member begins participating in the Phased Retirement Program.

### **Fringe Benefits**

**Health Insurance** – Members of the faculty participating in the Phased Retirement Program continue to be eligible for health insurance coverage per standard College policies, and pay the same premiums offered to active, full-time employees if they choose to participate.

**Retirement Plan Contributions** – The College will make its normal retirement contribution on behalf of the member of the faculty, based on actual (reduced) base monthly salary received during the Phased Retirement period. Phased Retirement participants may make elective, pre-tax contributions to the Retirement Plan through salary reduction.

**Faculty Status**

Upon entering the Phased Retirement Program, the faculty member voluntarily relinquishes their permanent tenure in exchange for a fixed-term contract. Participants in this Phased Retirement Program will still have faculty status but will not have voting privileges in faculty meetings. Members of the faculty under a Phased Retirement Agreement will not be eligible to serve as a School chair or hold other academic positions that require full-time service, such as endowed professorships or chairs. Participants in the Phased Retirement Program may or may not have a private office but he/she will have access to an office. The Provost/Sr. Vice President of Academic Affairs will retain discretion to make decision about the faculty member’s office space and access to labs and other resources based on the needs of the programs and the College in general.

**Full Retirement**

A member of the faculty under a Phased Retirement Agreement must fully retire from the College at the end of the Phased Retirement period. The College will rely on this planning for its academic staffing, including the employment of additional faculty. A faculty member who elects to enter into and completes a Phased Retirement Agreement will remain eligible for Faculty Emeritus status once they fully retire.

**More Information**

Full-time faculty interested in additional information regarding the Phased Retirement Program should contact the Office of the Provost. Information about the benefits available to retired College employees is available through the Human Resources office.

*This Phased Retirement Program may be amended, modified, or terminated by the College at any time. Such amendment, modifications, or termination will not affect faculty members who have already signed a Phased Retirement Agreement.*

**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**

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.

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**

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**

North Carolina Wesleyan College complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The College abides by any state regulated leave laws. The more generous of the two laws will apply to the employee if the employee is eligible under both federal and state laws. Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources department to discuss options for leave.

**Reasons for Taking Leave.** Under federal law, unpaid leave may be requested for pregnancy and prenatal care; preplacement activities, birth, adoption, or foster placement of a child; or the serious health condition of a child, spouse, parent, domestic partner, or the employee. State law may have additional reasons defined.

**Military Family Leave Entitlements.** Under federal law, unpaid leave may also be requested by eligible employees who have any qualifying exigency arising out of the fact that the spouse or a son, daughter, parent, domestic partner, or next of kin of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces and may use their 12-week entitlement to address certain qualifying circumstances. Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

The federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. This leave applies if the employee is the spouse, son, daughter, parent, domestic partner, or next of kin caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

**Leave Designation.** If an employee does not expressly request FMLA leave, the company reserves the right to designate a qualifying absence as FMLA leave and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with short-term disability, long-term disability, PTO, workers' compensation, and/or any other leave where permitted by state and federal law.

**Benefits.** Under federal law, employers must continue healthcare benefits during FMLA leave as though the employees were still at work and must pay the employer's part of the premium. The employee will continue to be responsible for the employee's portion of the premium as well.

**Interaction with Accrued Paid Time Off.** FMLA leave, and paid vacation or sick time will run concurrently as provided under company policy except where prohibited by state law.

**Job Protection.** An employee's job, or an equivalent job, is protected while the employee is on leave. Both federal and applicable state laws require that employees be returned to their positions or to another job of like pay and status at the end of FMLA leave.

Note: If an employee is unable to return to work after the expiration of federal or state FMLA, an extension may be granted if the condition constitutes a disability under the Americans with Disabilities Act (ADA) or in certain workers' compensation cases.

**Return-to-Work Policy.** When such work is available, the College will attempt to provide an employee with a temporary modified or light-duty assignment in accordance with documented medical restrictions.

#### **D.8 Bereavement Leave**

The College grants full or part-time employees bereavement leave with pay in the event of a death 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 bereavement leave in each instance. Unpaid time off can be taken for other family members, or the employee can choose to take vacation to attend the funeral.

#### **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**

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 Assistant Director of Admissions 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). Employees, spouses and/or dependents, if selected for federal verification, must complete the verification process in order to be eligible for the tuition waiver. Please contact the financial aid office with any questions. 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 immediately 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)**

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 90 days of employment. 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:

	<b>Staff</b>	<b>Faculty</b>
1 <sup>st</sup> –10 <sup>th</sup> day	Sick leave @ 100% of base salary	Continuation @ 100% of base salary
11 <sup>th</sup> – 90 <sup>th</sup> day	Continuation @ 100% of base salary	Continuation @ 100% of base salary
91 <sup>st</sup> 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 Grievance Procedure**

Workplace complaints should be resolved whenever possible in an informal manner. Typical issues that could be subject to an informal complaint could include a job description, working conditions, salary, etc. Employees are encouraged to discuss complaints with an appropriate supervisor prior to filing a grievance. Informal complaints may be presented verbally or in writing.

All members of the college community have the right to due process. College employees should use this Grievance Procedure to resolve a grievance involving academic freedom. The support of academic freedom is not intended to supersede performance issues, college policies or procedures, or municipal, state, or federal laws. Ultimately, each employee is responsible to work toward accomplishing the mission and goals of the college.

An employee can initiate a formal grievance by submitting the grievance in writing to their direct supervisor, their second level supervisor, or the Director of Human Resources. Typical complaints for a formal grievance could include possible discrimination, harassment, retaliation, or any other serious alleged offense. If the complaint is about anyone in the supervisory chain of the employee, then the complaint should be submitted to the Director of Human Resources.

The following is the procedure for a formal grievance.

1. The employee should file the complaint with their supervisor, second level supervisor, or the Director of Human Resources. The employee should submit the complaint in writing within 14 days of the event being complained about, and should spell out clearly the circumstance or situation and should state the relief sought.
2. Within five (5) days of receiving the complaint the management person receiving the complaint will notify the person charged of a complaint and will start the investigation.

During the investigation interviews will be conducted with the complainant, the person being charged, and any witnesses to determine whether the alleged event/conduct occurred.

3. Within fifteen (15) days of the complaint being filed the person conducting the investigation will conclude the investigation and submit a written report of his or her findings to the college. If it is determined that harassment or discrimination in violation of NCWC policy has occurred, appropriate discipline will be recommended. The appropriate action will depend on the severity, frequency and pervasiveness of the conduct, prior complaints made by the person complaining, prior complaints made against the respondent, and the quality of the evidence.
4. If the matter is not resolved by the procedure outlined above, the employee may submit a written appeal to the immediate superior of the employee's supervisor, or to the Director of Human Resources. This written appeal must be submitted no later than five (5) days after learning of the results of the investigation, and should set forth the rationale for its submission.
5. If the matter is still not resolved by the procedure outlined, 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.
6. If the employee has a complaint involving their 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.
7. If necessary, the College President may become involved in the appeals and his/her finding shall constitute the final step in the complaint procedure.

### **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 two weeks' notice with up to four weeks being preferred. 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.

In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to review the exiting procedures – return of company property and discuss final pay and benefits. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

### **E.4 Longevity 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 Faculty and Staff Awards Ceremony that will occur in March. Longevity awards will be given to full-time faculty and full and part-time staff.

### **E.5 Wesleyan Service Awards**

Full-time employees may be nominated in recognition for consistently demonstrating outstanding service to the college or community that is above and beyond their job responsibilities. Nominations will be reviewed by the President and the Executive Team to determine if a Wesleyan Service Award should be granted. At the time of granting, the employee will be recognized and given a service coin. Recipients of a Wesleyan Service Award will be recognized annually at the Faculty and Staff Awards Ceremony that will occur in March. Each person who has received a coin up to that point will have their coin placed in a drawing. There will also be other incentives for those who reach 6 and 12 coins.

### **E.6 Dress Code**

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

### **E.7 Harassment**

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is North Carolina Wesleyan College's policy to provide a work environment free of sexual and other harassment. To that end, harassment of North Carolina Wesleyan College's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. North Carolina Wesleyan College will take all steps necessary to prevent and eliminate unlawful harassment.

**Definition of Unlawful Harassment.** "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

**Definition of Sexual Harassment.** "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at North Carolina Wesleyan College

**Complaint Procedure.** Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may, but are not required to, complain first to the person you feel is discriminating against or harassing you. You may complain directly to your immediate supervisor or department manager, the HR director, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, North Carolina Wesleyan College will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

### **E.8 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.9 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 will be subject to disciplinary action.

### **E.10 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 spit less, 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.11 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.12 Faculty/Staff Fund Raising**

Because the Advancement 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 Executive Council has approved the 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.

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 Executive Council, which has final authority on the proposal.
5. If approved by the President's Executive Council, the originator of the proposal must receive a list of approved prospective donors from the Advancement Office. Because of possible conflicts, no donor can be solicited without approval of the Advancement Office.
6. The fund raising event should be listed on the Fund Raising Calendar in the Advancement Office.
7. All funds solicited should be directed to the Advancement 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 Advancement 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.13 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.14 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 **ensure compliance with the Family Educational Rights and Privacy Act (FERPA)**. Divulging confidential information **in violation of this Act** may result in discharge.

#### **E.15 Fraternalization Policy**

##### **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.

**E.15 Children in the Workplace**

North Carolina Wesleyan College (NCWC) values its employees and students and recognizes the importance that families fulfill in the lives of employees and students. NCWC also has an obligation to its students, employees, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education.

These guidelines address circumstances under which it is acceptable to bring non-student, minor children to the workplace. In general, employees during their working hours should not bring their children to their place of employment, except as permitted by this policy.

**Exemption from policy:** Any staff or faculty who live on campus as part of their contract with NCWC is exempt from this policy.

**When it is Acceptable to Bring Children without Permission from Supervisor**

1. Officially-sponsored institutional programmatic activities for non-students and minor children with appropriate adult supervision.
2. Brief visits, such as an employee bringing a child to introduce to co-workers or following or before a physician’s appointment. Children must be supervised by the employee during the visit.
3. Special occasions that are employer-sanctioned and at which attendance by children is encouraged.

**Guidelines for Supervisors**

A discussion between the employee and supervisor should ensue at the time permission is being requested to go over the following:

1. The parent must accept full responsibility for the child's safety and for any damage to property or injury to persons that is caused by the child's presence.
2. Consideration must be made to the extent in which the child's presence in the workplace creates a potential danger to the child or exposes the College to liability.
3. Consideration must be made to the extent to which the child's presence in the workplace poses a risk of breach of confidentiality with respect to information in the workplace.
4. Consideration must be made to the extent to which the child's presence in the workplace disrupts or has the potential to disrupt the work.
5. Whether the parent agrees to ensure that the child's presence does not disrupt his or her work or interfere with the workplace activities.
6. Whether the parent agrees that they will not leave the child with another employee.
7. Such other factors as the supervisor deems appropriate.

### **Unavoidable Absence of Childcare**

***Regular, repeated visits by children, or visits by children with a known communicable disease is not permitted.***

The College acknowledges that despite the range of childcare options available, there may be emergencies or unavoidable rare instances where family responsibility conflicts with work commitments and where all reasonable attempts to make other arrangements have failed. In these type of situations:

1. Employees should contact their supervisor as soon as possible to discuss their situation and to seek permission to bring their child to the workplace. The immediate supervisor may grant up to 3 days of accommodation for the employee and their children due to unforeseen circumstances. If additional time is required, the employee through their supervisor will need to make a request for special consideration by the President's Executive Team.
2. Children may visit College offices and facilities that are not hazardous. Hazardous areas include:
  - a. Power plants, shops, mechanical rooms, confined spaces, food preparation areas;
  - b. Any areas, containing power tools or machinery with exposed moving parts or rotating equipment
  - c. Areas with excessive noise, temperatures, inadequate ventilation or pollutants
  - d. College vehicles: heavy duty or other motorized equipment
  - e. High-risk areas (stairwells, elevators, doorways, rooftops, construction zones, etc.)
  - f. Laboratories or work areas that include chemicals, biological hazards, radioactive hazards, flammables, explosives, compressed gasses, sharp objects, lasers, research animals, hazardous wastes or other environmental hazards.
3. Children may not be brought into classrooms with the exception of full-time faculty members who may have an unavoidable childcare issue that would otherwise require
4. class cancellation.
5. Employees must ensure that other users of College facilities are not inconvenienced by the child's presence.

6. The Employee is responsible for the child at all times while on College premises and should be aware that the ultimate responsibility for the behavior and safety of their children rests with them.
7. Supervision should not be delegated to another individual.
8. If an employee and their child are told to vacate the College premises by their supervisor or the Director of Campus Safety and Security, the employee and child are to comply immediately.
9. While each employee and child is responsible for abiding by workplace rules, regulations, policies, and guidelines, supervisors are responsible for oversight and compliance.

### **E.17 Dogs on Campus**

It is the policy of North Carolina Wesleyan College to provide a safe, non-threatening and healthy campus environment for our faculty, staff, students, vendors and guests. To establish a tradition of being a dog-friendly campus, while at the same time recognizing that allowing dogs on campus can create certain challenges, the following guidelines are adopted to effectuate a balanced approach to establishing a dog-friendly campus. These guidelines are intended to respond to concerns of health (especially allergies), fear and safety regarding dogs on campus.

#### **Dog-Owner General Campus Guidelines**

1. All dogs in compliance with this policy may be allowed on campus for occasional short visits in the company of the owner in “dog-friendly” areas, defined as the outer walking trail and sidewalks around campus. Any indoor areas or athletic fields are not considered dog-friendly unless outlined in the subsequent sections based on the category of the dog.
2. Dogs are to be under the control of their owners at all times. Dogs should be leashed (standard six feet in length or otherwise appropriately restrained or caged) unless leashing directly impedes a service dog’s ability to perform its trained task(s).
3. All dogs must be healthy and pose no reasonable health risk to humans as carriers of active infections, parasites, etc. Dog owners must comply with all state of NC and local laws and ordinances governing licensing, vaccinations, and control, and must provide proof of compliance upon request. All dogs should have their vaccine ID tag visible or a copy of recent vaccine records should be carried with the owner while on campus with the canine(s).
4. Dogs must be on a flea and tick program. The owner must decide the best type of flea and tick program for their dog and arrange for such treatment at their own expense. Dog owners must also provide proof of flea prevention, upon request.
5. Owners should be aware of their dog’s behavior and considerate of others. Excessive noise, barking or other disruptive behavior is not permitted, and may result in the dog not being permitted on campus until able to meet acceptable standards of behavior. Owners may be asked to remove the dog from events or campus for behavioral issues.
6. Owners are personally responsible for any damage the dog causes to College property and for any injuries or illnesses caused by their dog.
7. It is the owner’s responsibility to ensure that their dog’s waste is properly cleaned up and disposed of.

8. North Carolina Wesleyan College, at its sole discretion, except as required by law, retains the right to deny access to any canine.

### **Service Dogs**

In order to ensure access for individuals with disabilities, service dogs are permitted on the premises per the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. ADA compliance as it relates to students is to be coordinated through the ADA Coordinator. All faculty and staff inquiries can be directed to the Office of Human Resources. Service dogs have access to all buildings and facilities, unless they are behaving inappropriately, are not house broken or if such access poses a direct threat to the health and safety of others and that threat cannot be eliminated or reduced by reasonable modification to other policies and practices. Appropriate alternative accommodations will be made to provide the individual with access if the dog is unable to accompany. For example, a lab course may require a sterile/clean working environment, and the presence of the service dog may directly impact the ability to maintain a sterile/clean working environment. According to the ADA, fear of dogs or allergies do not constitute a “direct threat” and cannot be grounds for denying access to a service dog.

### **Reporting Concerns**

Any dog incident that involves physical harm must be immediately reported to Campus Security. The Director of Campus Safety or designee has the authority to suspend the dog’s on-campus privilege, pending investigation of any such incident, and will also notify the Office of Human Resources (Rocky Mount Campus) of any injury. When appropriate, Campus Security may also contact Animal Control to assist in the handling of dog incidents. Any case involving an animal bite that results in an injury to any person will be reported to the local Police Department, if required under City or County Ordinance.

It is the goal of the College to encourage any individual who is uncomfortable with a particular dog to be certain that his/her needs or feelings are communicated appropriately. Whenever reasonable, these issues should be discussed with the dog owner or reported to Campus Security. If involving an employee, it should be communicated to the Office of Human Resources.

Any student in violation of this policy may be subject to procedures within the North Carolina Wesleyan College Code of Conduct Standards.

## **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 Finance office.

## **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 Sr. Vice President of Administration will make the decision prior to 6:30 a.m. Notifications will be sent to employees through the campus alert system by text, phone, and/or email, and posted on the website by the Director of Campus Safety. 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. 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, Notifications will be sent to employees through the campus alert system by text, phone, and/or email, and posted on the website by the Director of Campus Safety

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**

### **Meals\***

\$7 – Breakfast

\$12 – Lunch

\$18 – Dinner

\$37 – Total per Diem for food per day

### **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**

North Carolina Wesleyan College (NCWC) prohibits the solicitation, distribution and posting of materials on or at NCWC property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by NCWC management and NCWC-sponsored programs related to college services.

Non-employees may not solicit employees or distribute literature of any kind on NCWC's premises at any time. Employees may only admit non-employees to work areas with management approval or as part of a NCWC-sponsored program. These visits should not disrupt workflow.

Employees may not solicit other employees during work times, except in connection with a NCWC approved or sponsored event. Employees may not distribute literature of any kind during work times, or in any work area at any time, except in connection with a NCWC-sponsored event.

The posting of materials or electronic announcements are permitted with approval from Human Resources.

## **F.6 Maintenance Requests**

From NCWC website; under Resources, select Faculty & Staff Resources, select [facilities.ncwc.edu](http://facilities.ncwc.edu) (Internal Only)

Log in with ID Member Number and Password. Follow instructions by selecting location of work order; giving short description and make sure you "submit" the work order.

If you have not registered as a Maintenance Connection user, please contact the Facilities Department.

## **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. "Collect calls" will not be accepted. Potential students or others should not be asked to call the College "collect".
4. All long distance calls should be kept as short as possible.
5. 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.
6. 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 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.10 Office Supplies/Purchase Orders**

An assortment of general office supplies is maintained in the College Store. An employee who obtains supplies must complete the Bookstore Request form (available on my.ncwc.edu). Supplies not available in the College Store will/can be purchased online through the College's account with FSI Office Supply, 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 departmental budget directors, Controller, and VP of Administration (when applicable). This can be done using a manual form or by utilizing the online purchase request

module. A purchase order will then be issued authorizing the acquisition. All requests for off-campus goods and services exceeding \$1,000 in cost must be obtained through this process. Purchase requisitions may be obtained from Office Services or the Business Office.

### **F.11 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 Campus Security. Campus Security 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.12 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.

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.13 Posting Policy**

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

- I. General Posting Areas
  - A. Administration Building\*
    - 1. Bulletin board near Gravelly Science Wing
    - 2. Bulletin board near Registrar's Office in Braswell
    - 3. Bulletin board near Student Success Center in Pearsall Classroom Wing
  - B. Hardees Student Union\*
    - 1. Poster bar facing Blue & Gold Cafe
    - 2. Bulletin board beside ladies restroom
  - C. Hartness Student Center
    - 1. Bulletin Board in Hallway
  - D. Residence Halls
    - 1. Place copies in Area Director boxes in Student Affairs Office
  - E. Outside on Campus
    - 1. Kiosks (three-sided bulletin board) in front of Braswell Administration and Pearsall Classrooms

- F. Taylor Recreation Center (Must have approval from Director of Intramural Sports & Recreation)
- G. Pearsall Hall Library – On the glass wall entrance to the left

\*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.14 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.15 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.16 Intellectual Property (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 Executive 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 3:00 p.m. Monday through Friday in the Business office. Employees may cash personal checks in amounts up to \$100.00 weekly.

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 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 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 Executive Director of the Dunn Center.

The 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.
4. Capacity is limited by fire code to no more than 100 people.

### **G.9 Facilities Usage**

Outside organizations may be permitted to use College facilities, including the Bellemonte House, 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 Executive Director of the Dunn Center.

All College events and/or reservations are required to go through the NCWC Event Coordinator. The Event Coordinator will help to coordinate the logistics of the room, set-up, catering and technical needs.