

*WILBERFORCE UNIVERSITY*



*EMPLOYEE HANDBOOK*

*July 2005*



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## Smoking

Smoking in University offices and facilities is strictly prohibited in order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws. Smoking in front of University buildings is not permitted.

## General Safety Rules

Safety is everyone's business and employees are expected to give serious attention to safety considerations in every aspect of planning and performing all of their duties at Wilberforce University.

Employees are expected to:

- Follow safety rules applicable to their specific job and use safety devices and personal protective equipment as required and directed;
- Properly use the safety belts and restraint systems provided in University or privately owned vehicles when driving or occupying motor vehicles while on University premises and business;
- Maintain clean and sanitary work areas;
- Keep access to all fire extinguishers, fire hoses, sprinkler valves, electrical panel boxes, and exits clear at all times;
- Follow rules prohibiting smoking in all buildings;
- Avoid horseplay, scuffling, and other conduct which endangers the safety and/or well being of others;
- Observe tag out notices on machinery and equipment and refrain from using tagged out machinery and equipment until such time as proper repairs have been concluded and an authorized individual has removed the tag out notice;
- Review the additional safety rules described in the University Safety Manual.

## EMPLOYMENT IS AT WILL

YOUR EMPLOYMENT AT WILBERFORCE UNIVERSITY ("WILBERFORCE" OR "UNIVERSITY") IS "AT-WILL". THIS MEANS THAT YOU ARE FREE TO RESIGN FROM THE UNIVERSITY AT ANY TIME, FOR ANY REASON OR FOR NO REASON AND YOU ARE NOT REQUIRED TO GIVE US ADVANCE NOTICE. IT ALSO MEANS THAT YOUR EMPLOYMENT IS NOT GUARANTEED FOR ANY PARTICULAR LENGTH OF TIME AND THAT YOUR EMPLOYMENT MAY BE ENDED WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE FOR ANY REASON OR FOR NO REASON AT ANY TIME.

THE CONTENTS OF THIS HANDBOOK ARE PRESENTED AS A MATTER OF INFORMATION ONLY. THIS HANDBOOK OR ANY UNIVERSITY DOCUMENT OR REPRESENTATION IS NOT A PROMISE, AN AGREEMENT OR AN EXPRESSED OR IMPLIED CONTRACT THAT YOUR EMPLOYMENT IS GUARANTEED FOR A DEFINITE OR INDEFINITE TERM OR THAT THE PRACTICES AND BENEFITS WHICH ARE DESCRIBED WILL ALWAYS BE THE SAME. THE UNIVERSITY CAN CHANGE THE INFORMATION DESCRIBED IN THIS HANDBOOK AT ITS SOLE DISCRETION.

## Reporting Accidents and Injuries

If you are injured or become ill on the job, you must:

- Immediately report such injury or illness to your supervisor and the Office of Human Resources;
- Seek medical treatment;
- Complete and submit a University Accident Report immediately to Human Resources;
- Report the claim information to the Managed Care Organization (MCO) or to the Bureau of Workers' Compensation immediately;
- Forward any Workers' Compensation forms to the Human Resources Department.

Employees who are absent from work due to a work related illness or injury will be placed on unpaid FMLA Leave if eligible. Upon expiration of the need for the absence, employees are expected to return to work. Employees who do not return to work will be considered to have resigned their employment. Employees may not work for another employer while on leave resulting from a work related injury or illness.

Upon approval of their medical provider, an employee off work because of a work-related illness or injury may be assigned to a transitional work assignment.

Information and contact numbers for our Managed Care Organization (MCO) and the Bureau of Worker's Compensation (BWC) can be obtained in the Human Resources Department.

regulations may result in disciplinary action up to and including termination.

## INTRODUCTION

## Health and Safety

It is Wilberforce University's intention to promote and support a healthy and safe work environment for employees. Therefore, the University endeavors to comply with all applicable health and safety laws. Employees are expected to take an active role in promoting sound safety and health practices and to pay attention to their personal safety as well as to the safety of others.

Managers and supervisors are responsible for ensuring that employees in their departments are trained to perform their work safely, to abate safety and health hazards and to report and investigate accidents and potential hazards. Employees are required to perform their jobs and daily tasks in a safe manner consistent with University objectives and regulations and to use equipment in a safe manner. In addition, employees are required to immediately advise their supervisors of unsafe conditions at the University.

You must report every injury or accident to your supervisor immediately. Supervisors must complete and forward to the Human Resources Department, a Wilberforce University Accident Report.

Safety training and a safety manual outlining the University's safety policies are provided to each employee as an important segment of the University's efforts to develop employee awareness and a healthy work environment. Employees are required to successfully complete the mandatory training. Employee knowledge and commitment to safe work practices are important elements in our ability to serve the community. Disregard of University safety

## Message from the President

Welcome to Wilberforce University. Wilberforce University was established during one of the most tumultuous times in American history. From our pre-Civil War beginnings, our institution has had an eye to the future, serving as a beacon of hope for those who had little, but wanted to contribute much. We strike a distinctive note in the realm of higher education emphasizing the ideal aspirations of those who have achieved success in spite of tremendous odds.

Our unique history adds a special significance to the educational experience obtained here by our students. Tradition has served us well and we must build on our proud heritage. Wilberforce University strives to offer the quality education which will provide America and the world with global minded, critical thinking, knowledgeable future leaders who have a passion for service.

When you began your employment at Wilberforce University, you became part of a great legacy. It is my hope that you will fully experience the spirit and pride of the "Force" and share our optimistic vision of the future and what is possible for you and for Wilberforce University.

Floyd Flake  
President

### Wilberforce University's History

Founded and incorporated in the State of Ohio in 1856, Wilberforce University is the first predominantly black university in America. The founders and incorporators included Bishop Daniel A. Payne, a Bishop in the African Methodist Episcopal Church. The University was named to honor the great 18th century abolitionist, William Wilberforce. In early 1856, members of the Methodist Episcopal Church purchased property for the new institution at Tawawa Springs near Xenia, Ohio. The school progressed until the Civil War when enrollment dwindled and financial support declined. Wilberforce University closed in 1862 for several months.

In March of 1863 Bishop Daniel A. Payne, a member of the original 1856 corporation, negotiated to purchase the University's facilities on behalf of the African Methodist Episcopal ("A.M.E.") Church. Bishop Payne secured the cooperation of John G. Mitchell, Principal of the Eastern District Public School of Cincinnati and Reverend James A. Shorter, Pastor of the A.M.E. Church in Zanesville, Ohio. Soon after, the property was formally turned over to Bishop Payne and Reverend Shorter as agents of the A.M.E. Church. Wilberforce University was re-incorporated on July 10, 1863.

Shorter Hall was the main campus building. On the same night that President Abraham Lincoln was assassinated in Washington D.C., the original Shorter Hall burned to the ground. It was soon rebuilt through the dedication of many friends and supporters of the A.M.E. Church and its fledgling college. By then, a highly trained faculty was employed and

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instruction on the college level had begun under the administration and Presidency of Bishop Payne, the first black person to be named president of a college in America. Wilberforce received support from individuals, philanthropic societies, the U.S. Congress and Chief Justice Salmon P. Chase who was a member of the University's Board of Trustees. In 1887, the State of Ohio assisted the University by establishing a combined Normal and Industrial Department. Payne Theological Seminary was founded in 1891 as an expansion of the University's Theology Department.

## About This Handbook

This handbook applies to all employees of Wilberforce University. It is designed to help you better know and understand Wilberforce University, whether you have been employed for a short period of time or for several years. The contents of this handbook are intended to provide information about your employment. The information in this handbook is subject to change at the discretion of the University at any time and without prior notice. You will be informed of major changes and may receive updated information from time to time.

Certain employees hold positions that are covered by a collective bargaining agreement. For those employees, in the event of any conflict between the provisions of this handbook and the provisions contained in an applicable collective bargaining agreement, the collective bargaining agreement shall govern in all cases.

This handbook does not constitute an express or implied contract and does not vest in you any rights of employment.

Please read this handbook carefully and keep it for future reference. Should you have any questions or if you would like more information, please contact your supervisor or a member of the Human Resources Department. We wish you success in your position and hope that you will enjoy your time with the University.

## Supervision of Close Family Members

We are sensitive to the potential for favoritism and other challenges associated with hiring, promoting, or transferring close family members. Therefore, a manager or supervisor may not have direct supervisory responsibilities for a close family member. Close family members for this purpose are defined as: parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law or step relative, domestic/romantic partner, or co-habitant and any son, daughter or relative as mentioned above of a close family member.

## Parking and Motor Vehicle Safety

Employees who own and operate an automobile on campus must have liability insurance and register the automobile with the Campus Police Department. The Campus Police Department is located on the ground floor of the Wolfe Administration Building.

Wilberforce University provides and maintains parking facilities for employees. Employees are to park only in designated areas as described in the "Motor Vehicles Regulations" published by the Wilberforce University Campus Police Department. All employees are expected to adhere to the Wilberforce University Motor Vehicle Safety Policy which is available from the Campus Police Department.

Employees who drive a University owned or a privately owned vehicle on campus or while on University business are expected to operate those vehicles safely in order to prevent accidents. Employees whose work includes a requirement to drive for the University must submit their valid driver's license to the Human Resources Department each year and are required to inform their supervisors in the event their driver's license is suspended, revoked or invalidated for any reason. Failure to do so will result in disciplinary action up to and including termination. Employees who do not have a valid license shall not drive University owned or privately owned vehicles in the course of their work for the University.

Employees whose work includes driving University owned vehicles that require a Commercial Driver's License (CDL) must follow Department of Transportation regulations regarding random drug testing.

## IMPORTANT POLICIES

## Policy Regarding Use of University Computer Equipment

Use of computer resources in University offices including computer terminals, e-mail, computer programs and web access is restricted to current employees of Wilberforce University. Employees are responsible for the security of their passwords and are expected to handle all copyrighted and personal information appropriately, maintain the confidentiality of personal, private, proprietary and confidential information and use software in accordance with the terms of the applicable license. Computer passwords and accounts are not to be shared with others. Employees who engage in any unauthorized, inappropriate or illegal use of University computer accounts, resources or facilities will be subject to disciplinary, criminal and/or legal action. Employees shall not use the University's computer resources, including web browsing, for personal matters.

## Professional Appearance and Demeanor

Discretion in style of dress and demeanor is essential to the creation of a professional environment at the University. Employees, therefore, are required to dress in appropriate business attire and to conduct themselves in a professional, businesslike manner. In keeping with the standards of the University, professionalism will not be compromised for comfort in clothing.

Employees whose duties include wearing uniforms are expected to wear them properly and in their entirety. Uniforms must be clean, pressed, and neatly maintained.

## Policy Prohibiting Discrimination or Harassment

Wilberforce University is committed to providing a productive work environment that is free from discrimination or harassment on any basis and in which every employee is treated with respect. The University prohibits discrimination or harassment based on race, color, creed, gender, sex, ancestry, religion, national origin, marital or familial status, age, physical or mental handicap or disability, alienage, citizenship status, veteran status, sexual orientation, or any other basis or personal characteristic protected by law, whether it is by an employee, vendor, business or academic visitor, student, temporary hire or independent contractor. This prohibition applies at all times while conducting business on behalf of the University and while conducting business with the University.

### *Equal Employment Opportunity*

Wilberforce University is an equal opportunity employer and prohibits discrimination in employment opportunities, practices or decisions concerning all terms and conditions of employment including selection and hiring, placement, job assignment, promotion, lay-off, transfer, leaves of absence, compensation, access to benefits, training, discipline and termination.

### *Harassment*

Harassment is a form of unlawful discrimination and is offensive or intimidating conduct of a verbal or physical nature that denigrates or shows hostility or aversion toward an

individual or group on the basis of one or more of the personal characteristics listed above in paragraph 1 and which has the purpose or effect of: interfering with an employee's working conditions or performance; creating a hostile, intimidating, or offensive work environment; or otherwise adversely affecting employment opportunities.

Harassment on any basis is prohibited on University premises and on any work-related setting away from the University premises including but not limited to business trips, off-campus meetings and business-related social and civic events.

Sexual harassment is a particular type of harassment characterized by unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. It also can occur when: submission to that conduct is made a term or condition of employment; submission to or rejection of the conduct is a basis for employment decisions; or such conduct unreasonably interferes with an individual's work performance or creates a hostile, intimidating or offensive work environment.

Forms of harassment on any basis may include, but are not limited to: written or verbal abuse; offensive, derogatory, insulting or obscene comments, looks, gestures or jokes; display or circulation in the workplace of suggestive or inappropriate graphics, cartoons or objects; unwelcomed, intentional touching of another person or other unwanted intentional physical contact (e.g. pushing, shoving, patting, pinching, or brushing against another person's body) or whistling, staring, glaring or leering at another person; or threats.

## Attendance

The University expects all employees to have good attendance and report to work on time.

Excessive absenteeism and/or tardiness are grounds for disciplinary action up to and including termination. Excessive absences include: failure to report to work without calling in; failure to return from an approved leave of absence; late call-ins, tardiness, extending a break or lunch period or leaving early without approval, failure to sign/punch in/out; leaving the work area without approval; abuse or misuse of sick time; failure to complete the appropriate request for leave forms. Employees who fail to report to work for three (3) consecutive workdays without calling in to their supervisor will be considered to have abandoned their employment.

#### *Reporting Discrimination or Harassment*

The University strongly encourages individuals who believe that they have been unlawfully discriminated against or harassed on any basis, or who have observed such conduct, to promptly report the conduct to the Human Resources Manager. The Human Resources Manager is at extension 5798. The Human Resources Manager promptly will direct an investigation. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

Individuals who are deemed to have knowingly and maliciously either filed false reports of discrimination or harassment or provided false information about a report of discrimination or harassment will be subject to the full range of disciplinary action up to and including discharge.

#### *No Retaliation*

The University prohibits retaliation against or intimidation of an employee who reports, in good faith, an instance of discrimination or harassment or who provides information in good faith about a report of discrimination or harassment, even if the report turns out to be erroneous. If you perceive that you are being retaliated against for reporting or providing information about discrimination or harassment, promptly contact the Human Resources Manager.

## Drug and Alcohol-Free Workplace Policy

Wilberforce University believes that it is very important to provide a safe workplace for all of its employees. The illegal use of controlled substances is inconsistent with the behavior expected of University employees, subjects all employees and visitors to our premises to unacceptable safety risks and undermines the University's ability to operate effectively and efficiently. Therefore the possession, use, sale, purchase, transfer, or being under the influence of any illegal drugs or alcohol while on University premises or on University business is strictly prohibited.

The University may require employees to submit to drug or alcohol tests on a random basis, upon reasonable suspicion of being under the influence of drugs or alcohol, or after an accident.

Employees convicted of controlled substance or alcohol-related violations (including pleas of nolo contendere, (i.e., no contest) must inform the University within five (5) days of such conviction or plea. Employees who violate this policy are subject to disciplinary action up to and including termination.

## EMPLOYEE RESPONSIBILITIES

University and the employee. The opinion of the third physician will be final.

While on FMLA leave, employees must provide periodic medical certifications every thirty (30) days regarding the status of the medical condition and the employee's expected date of return to work. Failure to provide updated medical certifications within fifteen (15) calendar days of the request may result in denial of continued leave.

Before returning to work from an FMLA leave due to the employee's own serious health condition, employees must submit a medical certification indicating the employee's ability to return to work and any restrictions on the employee's ability to perform the essential functions of the job. The University may also require a physical examination, at University expense, to determine fitness for duty.

#### *Returning From FMLA Leave*

Employees on FMLA Leave must notify Human Resources at least two (2) work days in advance of returning to work. Upon return to work from an FMLA leave, employees will be returned to the same job or a job with equivalent status, pay, benefits and other employment terms.

#### Confidentiality Policy

It is the policy of Wilberforce University to ensure that the operations, activities, and business affairs of the University, its students and employees are kept confidential to the greatest possible extent. Employees who acquire or work with confidential or proprietary information about Wilberforce University, its students and employees are responsible for maintaining the confidentiality and security of such information.

Employees who are found to have violated this policy are subject to disciplinary action, up to and including termination.

benefits if the alternative position would better accommodate the intermittent or reduced schedule leave. In all cases, the intermittent or reduced work schedule leave may not exceed the equivalent of twelve (12) weeks of time off.

*Certification of Serious Health Condition*

Employees requesting FMLA leave due to their own serious health condition or due to the serious health condition of a family member must submit medical certification of the serious health condition. Failure to provide timely, appropriate medical certification may result in delay or denial of the leave. Certification is provided by completing and submitting a completed Medical Certification Form to Human Resources.

Certification of the serious health condition must include the following:

- The date when the condition began;
- The condition's expected duration;
- The medical facts regarding the condition;  
and
- A brief statement of treatment.

In the event of the employee's own serious health condition, the University may require a second medical opinion by a physician selected by the University, at its expense. If necessary to resolve a conflict between the original certification and the second opinion, the University will (at its expense) require the opinion of a third physician, selected jointly by the

*Continuation of Benefits During FMLA Leave*

While you are on FMLA leave, the University will continue your health insurance and other benefits at the same level and under the same conditions as if you had continued to work. Employees who use their available paid sick or vacation days or their sick or vacation banks will continue to have authorized payroll deductions to collect the employee's contribution to any health insurance or other premiums. Employees who do not receive pay during the leave must continue to make any required insurance premium contribution payments. The payment must be received by the 10th of each month for that month's coverage. If the payment is more than 30 days late, your health insurance coverage may be cancelled by the carrier for the duration of the leave.

Employees who do not return to work upon the conclusion of the FMLA leave may be required to reimburse the University the amount it contributed towards the employees' health insurance or other premiums during the period of the FMLA leave.

*Intermittent Leave or Reduced Work Schedule*

Family and Medical Leave may be taken in consecutive weeks. In addition, when medically necessary, FMLA leave may be taken intermittently or in a reduced-hour work week or workday schedule. Employees must make reasonable efforts to schedule planned medical treatments so that the work of the department can continue smoothly.

The University may temporarily transfer an employee to an available alternative position with equivalent pay and

YOUR WORK AT WILBERFORCE UNIVERSITY

request in writing to Human Resources as soon as possible after the employee knows of the need for the leave in order to give the University adequate time to process the request and make appropriate adjustments. FMLA Leave forms and Physician Certification forms can be obtained in the Human Resources Department. Any leave taken for the purpose of caring for the birth, adoption or foster care placement of a child, or to care for a spouse, child or parent with a serious health condition or for the employee's own serious health condition (including leaves due to workplace injury), will be counted as leave taken under the FMLA Leave.

*Serious Health Condition Definition*

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition that requires continuing care by a licensed health care provider. A serious health condition also includes a chronic or long-term health condition that, if left untreated, would result in a period of incapacity of more than three (3) days. It is a condition that leaves the employee unable to perform his or her job.

*Pay During FMLA Leave*

FMLA leave is unpaid leave. For employees who have granted and unused sick days, banked sick days (for the employee's own qualifying illness), granted and unused vacation days or banked vacation days (to care for a family member), the University requires that FMLA Leave be paid leave. When those available days are exhausted, the FMLA leave will become unpaid for the remainder of the FMLA leave.

### *Unpaid Family and Medical Leave Act Leave*

Wilberforce University grants eligible employees up to twelve (12) weeks of unpaid Family and Medical Leave Act (“FMLA”) leave within a 12-month period for the birth of a child and subsequent childcare, the placement with the employee of a child through adoption or foster care, the employee’s own serious health condition or the serious health condition of a spouse, dependent child (under 18 unless incapable of self-care due to mental or physical disability), or parent. Employees who wish to receive pay during the FMLA leave may use unused sick days (for the employee’s own serious illness) or unused vacation days (for the care of a dependent child, spouse or parent).

If a husband and wife both work for the University and each wants to take leave for the birth, adoption or foster care placement of a child, or to care for a parent with a serious health condition, the husband and wife may take only a combined total of 12 weeks of leave.

### *Eligibility*

To qualify for FMLA leave employees must:

- Have been employed at the University at least 12 months prior to the start of the leave; and
- Have actually worked at least 1,250 straight time hours during the 12-month period immediately before the beginning of the leave.

### *Requesting FMLA Leave*

Except when FMLA leave is not foreseeable, employees requesting family or medical leave must submit the

### Positive Employee Relations

Employees are key to the success of Wilberforce University. We believe that each of our carefully selected employees deserve the full respect and trust of the University. This goal can be best achieved by developing sound person-to-person relationships among all employees.

The leadership team at Wilberforce University will make every effort to:

- maintain open lines of communication and help you understand what is expected of you to be a successful, contributing employee of the University;
- provide competitive pay and benefits to attract and retain high quality staff;
- provide safe and healthy working conditions; and
- maintain a working environment that recognizes individual differences, encourages individual initiative, and provides opportunities for personal growth and development.

We expect that you will:

- approach your work here with a team spirit and a sense of cooperation;
- adhere to University Policies and procedures;
- support the University’s key values and goals;
- assume accountability for your actions;
- participate fully in efforts to continually improve your performance, your team’s or department’s performance and the University’s performance, and
- continually learn, improve and share your ideas so that others can do the same.

## Performance Evaluations

The University strongly encourages supervisors and employees to have ongoing discussions about goals and job performance. Generally, formal performance evaluations are conducted each year to provide you and your supervisor the opportunity to discuss your duties and responsibilities, identify areas for improvement and development, recognize strengths and discuss approaches for meeting University, departmental, and individual goals.

or notice to their supervisor, employees shall be excused from work on the dates they are scheduled to serve and shall receive their regular pay for each day of jury service.

To qualify for paid jury duty leave, employees must submit to their supervisor, a copy of the summons to serve as soon as it is received. In addition, employees must submit to their supervisor, proof of service in order to receive their regular pay. In the event of early dismissal from jury duty, employees are expected to return to work.

### Unpaid Leaves

#### *Unpaid Military Leave of Absence*

It is the policy of Wilberforce University to grant unpaid military leaves of absence to employees who are in the United States Armed Forces, United States Armed Forces Reserves or National Guard and who are called to active duty and/or required to attend mandatory training. The University will fully comply with the Uniformed Services Employment and Re-employment Rights Act of 1994. Employees who wish to receive pay during an unpaid military leave of absence may use any available paid vacation or personal days.

Employees who request military leave must notify their supervisors immediately upon receipt of the call to active duty and/or mandatory training. Employees who are called to emergency active duty due to riot, catastrophe or a national emergency and who are unable to provide prior notice must designate someone to notify their supervisors immediately.

## Leaves of Absence

### Paid Leaves

#### *Paid Bereavement Leave*

Eligible regular, full-time employees who have completed ninety (90) days of continuous employment will be granted up to three (3) consecutive work days of paid leave in the event of the death of an immediate family member as defined below. The University will grant the employee two (2) additional days of paid bereavement leave when the funeral of an immediate family member is held more than two hundred (200) miles from the University.

For the purposes of bereavement leave only, immediate family member shall include: spouse, child, parent, sibling, parent-in-law, grandparent, grandchild, stepparent, stepchild, step or half-sibling, son or daughter-in-law, legal ward or guardian or individual with whom the employee permanently resides or resided.

The University will grant eligible employees one (1) day of paid bereavement leave in the event of the death of an extended family member. For the purposes of bereavement leave only, extended family member includes: uncle, aunt, nephew, niece, brother-in-law, or sister-in-law.

The University may require proof of such death as a condition of receiving pay for funeral leave.

#### *Paid Jury Duty Leave*

Employees summoned for jury duty shall immediately notify their supervisor. Upon submitting the jury duty summons

## Employee Classifications

Wilberforce University uses the following employee classifications:

- *Regular employees:* Employees who have completed ninety (90) days of continuous employment.
- *Full-time employees:* Employees who are regularly scheduled to work forty (40) or more hours per week. Regular, full-time employees are eligible to receive benefits described in this handbook if they meet all other eligibility requirements.
- *Part-time employees:* Employees who are regularly scheduled to work fewer than forty (40) hours per week. Part-time employees are not eligible to receive benefits.
- *Temporary employees:* Employees who are employed on a full time or part-time schedule either for a specified length of time or for the purpose of completing a particular assignment. Temporary employees are not eligible to receive benefits.

## Pay Classifications

- *Non-exempt employees:* The non-exempt pay classification applies to employees who occupy positions that qualify them to be paid overtime pay for all hours actually worked in excess of forty (40) hours in a week.
- *Exempt employees:* The exempt pay classification applies to employees who occupy positions that do not qualify them to be paid overtime pay for hours worked in excess of forty (40) hours in a week.
- *Salaried employees:* Salaried employees are paid a specified rate of pay for work performed within a pay period, regardless of the number of hours worked. Salaried employees are not eligible to receive overtime pay.
- *Hourly employees:* Hourly employees are paid a specified rate of pay for each hour worked in a work week. Hourly employees are eligible to receive overtime pay.

The Human Resources Department will inform employees of their pay classification at the time of hire.

## Unemployment Insurance

Unemployment compensation insurance protects employees in the event of loss of employment. Wilberforce University pays the full cost of this protection on behalf of its employees.

## Medicare Health Insurance

Medicare Health Insurance is a federal health insurance program for people sixty-five (65) years of age and older and certain disabled people under sixty-five (65). Both the University and the employee pay equal portions of the cost of this insurance premium in order for the employee to receive benefits upon reaching retirement.

## Overtime Pay

To meet the needs of the University, on occasion, work schedules may vary and overtime may be necessary. Every effort will be made to give employees advance notice of schedule changes.

For non-exempt employees, hours worked in excess of forty (40) hours per workweek are paid at one and one-half (1½) times your straight time hourly rate. Overtime pay is based on actual hours worked, and time off with pay for sick time, vacation, holidays or any paid leave of absence is not considered in the calculation of hours worked for purposes of computing overtime pay.

## Regular Pay Procedures

All Wilberforce University employees are paid by check, usually on a weekly or monthly basis. Employees paid weekly will usually be paid on Friday. Employees paid monthly will usually be paid on the last working day of each month. If a scheduled payday falls on a University-observed holiday, employees will be paid on the day preceding the holiday.

The University makes all required deductions from employees' pay, including deductions for federal, state, and local taxes. The University will also make payroll deductions for any voluntary withholding for which the employee has submitted a written authorization (i.e. union dues, employee share of health care cost).

## Social Security Insurance

Social Security Insurance is a federally established insurance program that is intended to offer financial security for employees and their families. Both the University and the employee pay equal portions of the cost of this insurance premium in order for the employee to receive benefits upon reaching retirement.

## Workers' Compensation Insurance

Wilberforce University provides workers' compensation insurance to compensate employees who experience a work-related injury or illness and pays the full cost of the premium on your behalf. Workers' compensation benefits are determined and paid by the insurance carrier and may cover approved medical expenses as well as a portion of resulting lost wages. Time off work due to a work-related injury or illness is governed by the Family and Medical Leave procedures that are described under the "unpaid leave" section of this handbook.

To be eligible to receive workers' compensation benefits, you must report the injury or illness immediately to the Human Resources Department and to your supervisor. Complete and submit an accident report immediately to the Human Resources Department. If, for reasons of incapacity, you are unable to complete the report, your supervisor should complete and submit the report. Failure to immediately notify Human Resources or your supervisor within twenty-four (24) hours after your injury or illness may result in forfeiture of your ability to receive Workers' Compensation benefits.

## Hours of Work

The University offices operate Monday through Friday, 8:00 a.m. to 5:00 p.m. The normal workday is eight (8) hours of work with one (1) hour for lunch. Your supervisor will notify you of your regularly scheduled hours of work and any changes to that schedule.

## Job Postings

Wilberforce University believes in providing to employees the opportunity to grow and develop. Therefore, the University posts available positions so that all employees have the opportunity to apply for vacant positions. Position vacancy notices are posted on the bulletin board outside of the Human Resources office and also are distributed to each department for posting.

Employees who have been in their current position for a minimum of one year and are in good standing in terms of their overall work record, are eligible to apply for posted positions. Completed applications must be submitted to Human Resources by the end of the posting period.

an amount equivalent to sixty percent (60%) of the employee's regular weekly straight time pay beginning on the ninety first (91<sup>st</sup>) day of disability. To receive long-term disability, an employee must apply and provide proof of disability to the insurance company.

### *Supplemental Pay*

Employees who have unused or banked sick days, may use the pay for those days to supplement the payments from disability insurance. Pay from the disability insurance benefit and the unused or banked days shall not exceed one hundred percent (100%) of the employee's straight time weekly pay.

## Short Term and Long Term Disability Insurance

The University understands that an employee may not be able to work due to extended illness and that the employee is likely to experience serious concerns about family finances while trying to recover. As a way of attempting to address some of those concerns, the University pays the full cost of short and long term disability insurance coverage for ill or injured eligible regular full-time employees who have completed one (1) year of continuous employment before the onset of the injury or illness. Time off work due to disability is governed by the Family and Medical Leave procedures that are described under the "Unpaid Leave" section of this handbook. Employees must submit the appropriate medical certification in order to receive disability benefits.

### *Short Term Disability Insurance*

The University will provide short term disability pay in an amount equivalent to seventy-five percent (75%) of the employee's regular weekly straight time pay beginning on the fifteenth (15<sup>th</sup>) day of disability and continuing through the ninetieth (90<sup>th</sup>) day of disability. Medical certification will be required to receive short-term disability pay. Absence due to short term disability illness will be concurrent with applicable Family Medical Leave Act leave.

### *Long Term Disability Insurance*

The University also provides disability insurance coverage when an employee's illness or injury extends beyond ninety (90) days. In that event, the employee will receive pay in

YOUR BENEFITS

## Retirement Plan

Wilberforce University encourages you to save for your and your family's future. Therefore, the University contributes to a retirement plan on your behalf that is intended to assist you in your post-employment years by providing you with a monthly income. The University makes contributions on your behalf into the retirement plan through TIAA-CREF, the premier insurance company for school and university employees. You are encouraged to begin planning for retirement early in your career so that university retirement benefits, benefits from the federal government's Social Security program, and income from your personal investments can grow together to provide for your future financial security.

Upon completion of two (2) years of continuous employment and reaching twenty one (21) years of age, Wilberforce will make contributions into the employee's retirement account. Employees are required to also contribute to their respective retirement accounts.

Employees who have not completed two (2) years of continuous employment and who desire to enroll in the retirement plan may make contributions into the plan on their own behalf.

## Life Insurance

Wilberforce provides life insurance for eligible employees under a group life insurance policy in an amount equal to two (2) times the employee's annual pay. The University pays the full cost of the premium on your behalf. The insurance carrier makes all determinations regarding payment of benefits and makes any payments directly to your designated beneficiaries.

## Your Employee Benefits

Wilberforce University recognizes the efforts and commitment of its employees in achieving the University's mission, purpose and goals. One method that the University expresses appreciation to employees is by providing a range of benefits over and above earned wages. Eligible employees at Wilberforce University receive a wide range of benefits.

All regular full-time employees are eligible to receive benefits described here.

Employees who hold positions covered by a collective bargaining agreement should refer to the applicable collective bargaining agreement for descriptions of available benefits.

This section is intended to only highlight the benefits available to you and should not be relied on to fully determine coverage. Complete information regarding benefit programs currently available to eligible full-time employees can be obtained in the Human Resources Department. Wilberforce University may modify, revise and/or terminate any of these programs at any time.

## Paid Holidays

Wilberforce University grants eligible employees up to nine (9) paid holidays per year. All regular employees who have completed ninety (90) days of continuous service are eligible to receive holiday pay for holidays which fall within their scheduled work year. The University observes the following holidays:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Day

The University may grant additional paid holidays at its discretion on a year-by-year basis.

Eligible employees whose scheduled work year is less than twelve (12) months, (i.e. 9- or 10-months), will be granted all paid holidays that fall within their respective work year. Holidays that fall on a Saturday will be observed on the preceding Friday. Holidays that fall on a Sunday will be observed on the following Monday. In order to receive holiday pay, eligible non-exempt employees must work their regularly scheduled hours on their last scheduled work day preceding

personal legal questions, financial worries, or medication safety.

Additional information about the EAP can be obtained from the Human Resources Department.

## *Vision Insurance*

The University provides insurance coverage for vision care including eye examinations and filling prescriptions for glasses. The University pays the full cost of the vision plan premium for the employee. Employees may provide vision insurance coverage for their eligible dependents by paying the additional premium cost for dependent or family coverage.

## *Dental Insurance*

The University provides insurance coverage for dental care. The University pays the full cost of the dental plan premium for the employee. Employees may provide dental insurance coverage for their eligible dependents by paying the additional premium cost for dependent or family coverage.

## Health Insurance Benefits

The University recognizes the importance and value to you and your family of access to health care in order to maintain health, prevent illness and treat medical conditions that arise. Therefore, Wilberforce University provides health care protection to eligible employees to assist with the cost of medical care including, preventive medical care, physician visits, hospitalization, surgical care, and dental and vision care. The University pays the major cost of coverage for employees. The insurance carrier makes all determinations regarding benefit payments and issues benefit payments directly to the employee or the designated health care provider.

### *Medical Insurance*

Regular, full-time employees are eligible to enroll in the health insurance plan on the first day of the month after completing thirty (30) days of continuous employment at the University. Wilberforce pays the major portion of the premium cost for the employee. Employees may provide medical insurance coverage for their eligible dependents by paying an additional premium cost for dependent or family coverage.

### *Employee Assistance Program*

Wilberforce University provides confidential counseling and other assistance and/or services for eligible employees who enroll in the United Health Care Plan. The available services cover a range of personal matters such as health and medical matters, emotional distress, marriage or family issues, nutrition and wellness, stress, grief and loss,

the holiday and on their first scheduled work day following the holiday.

Employees who work in departments that must maintain 24-hour, 7-day-per-week operations will be paid according to the following: if you work the holiday or if the holiday falls on your scheduled day off, you will receive either 8 hours of holiday pay or another day off designated as the holiday to be determined by your supervisor.

Paid Vacation Days

The University believes that paid time off for relaxation and recreation is important for employees' morale and well-being. Therefore, on July 1<sup>st</sup>, the University grants paid vacation days to eligible, regular full-time employees who have completed one year of continuous employment as of June 30<sup>th</sup> according to the schedules below. Regular, full-time employees who begin work after June 30<sup>th</sup>, will be granted vacation on a prorated basis.

Salaried Employees

Regular, full-time salaried employees shall be granted twenty-two (22) paid vacation days.

Hourly Employees

Regular, full-time hourly employees shall be granted paid vacation hours according to the following schedule:

Length of Service	Vacation Hours. For 12-Month Employees	Vacation Hours. For 10-Month Employees	Vacation Hours. For 8-Month Employees**
Up to one (1) year	40	33	27
Up to two (2) years	80	67	53
After two (2) years	104	87	69
After four (4) years	112	93	75
After seven (7) years	136	113	91
After ten (10) years	144	120	96
After fifteen (15) years	176	147	117
After twenty (20) years	200	167	133

\*\* 8-Month Employees currently are Residence Life Monitors

Council of Independent Colleges Tuition Exchange Program

Wilberforce University is a member of the Council of Independent Colleges ("CIC"). CIC is a network of independent colleges and universities that provides a Tuition Exchange Program ("TEP") to eligible regular, full-time employees of the member institutions, their spouses and eligible dependent children. All regular, full-time employees who have completed one (1) year of continuous employment at Wilberforce University are eligible to apply for the CIC Tuition Exchange Program.

Each participating CIC institution agrees to accept as students, a limited number of employees and/or their dependent family members from other CIC institutions on the same admission basis as it accepts other students. Employees are responsible for all non-tuition charges (i.e. room, board, fees, books and supplies) incurred at the CIC institution in which they or their dependant family members enroll.

A listing of member colleges and universities and TEP application information are available in the Human Resources Department.

## Graduate Tuition Reimbursement Program

All regular, full-time employees who have completed one (1) year of continuous employment may be eligible to receive graduate tuition reimbursement of up to Six Hundred Fifty Dollars (\$650.00) per semester or quarter in order to take Masters or Doctoral level classes. Requests are subject to the availability of funds and are considered on a first come-first served basis. Tuition reimbursement applications are available in the Office of Human Resources

Employees requesting a graduate tuition reimbursement must submit a completed Graduate Tuition Reimbursement application to the Human Resources Department. The application must be approved by Human Resources before the first day of class.

Employees requesting reimbursement must earn a grade of "B" or better in the class. Within thirty (30) days of completing the class, employees must submit, to the Human Resources Department, an official transcript indicating the grade received as well as a payment receipt.

Employees who are granted tuition reimbursement must agree to remain employed by the University for two years after completing the class.

Employees who leave the employ of the University either voluntarily or involuntarily prior to completing the two-year agreement to remain with the University must reimburse the University for all money received under the Graduate Tuition Reimbursement Program.

Employees who are covered by a collective bargaining agreement should refer to their respective collective bargaining agreement to determine their vacation grant.

Requests for vacation time should be made in writing to your immediate supervisor in advance of the requested vacation start date. Vacation requests must be approved by your supervisor before the vacation starts.

Effective July 1, 2005, vacation time must be taken within the fiscal year in which it is granted and may not be carried forward into the next fiscal year. Effective June 30 2005, unused vacation days that were granted on or before June 30, 2005 will be transferred into a Vacation Bank.

Except as noted below, vacation payments will not be made in lieu of taking vacation. Employees who leave the University before the completion of the fiscal year shall receive vacation pay on a pro-rated basis.

Employees who have banked vacation time and who leave the University shall be paid for unused banked vacation days up to forty-four (44) days. In no case shall total pay for unused vacation from either the bank or from the current year vacation grant exceed forty-four (44) days upon leaving the University.

Part-time employees are not eligible for vacation pay.

## Paid Sick/Personal Days

Wilberforce University recognizes that, from time to time, employees may not be able to report to work due to the employee's illness, the illness of a dependent child or to conduct personal business that cannot be scheduled outside of working hours. Therefore on July 1<sup>st</sup>, the University grants paid sick/personal days to eligible regular full-time employees who have completed one (1) year of continuous service as of June 30<sup>th</sup> according to the schedule below. Part-time employees are not eligible for paid sick/personal days.

### Salaried Employees

Salaried employees shall be granted nineteen (19) sick and three (3) personal days.

### Hourly Employees

Hourly employees shall be granted fifteen (15) paid sick days and three (3) personal days.

Employees whose work schedules are less than twelve (12) months, who are hired after July 1<sup>st</sup>, or who have not completed one year of continuous employment as of June 30<sup>th</sup>, will be granted paid sick/personal days on a prorated basis. Unused sick/personal days may not be carried over into the next fiscal year and will not be paid upon termination from the University, except as noted under the Sick Days Bank section of this Handbook.

Employees, who must attend to personal business during work hours, must request the personal time off from

as a dependent on the parent's income tax return for the two (2) preceding years.

- Employees seeking the tuition waiver may be required to supply verification of the information submitted. The University Office of Student Financial Services may not refund excess tuition to the student or to the employee who receives a full or partial tuition waiver.

## Undergraduate Tuition Waiver to Attend Wilberforce University

Eligible regular, full-time employees, their spouses, and dependent children may be granted a full or partial waiver of tuition costs to enroll in undergraduate Wilberforce University courses. Eligible employees and their spouses or dependent children who are seeking a tuition waiver must follow the University admissions procedure and must meet the requirements and criteria for admission. Employees requesting an undergraduate tuition waiver must complete and submit to Human Resources a Request For Undergraduate Tuition Waiver Application. The request must be approved prior to the first day of class.

Full or partial tuition waivers may be granted according to the following schedule:

- Regular, full-time employees who have completed one (1) year of continuous employment with the University may be granted a full or partial waiver of the cost of Wilberforce University undergraduate tuition for themselves.
- Regular, full-time employees who have completed two (2) years of continuous employment with the University may be granted a waiver of the cost of Wilberforce University undergraduate tuition for their spouse or dependent child. A dependent child is: the employee's unmarried, dependent child who is less than twenty-three (23) years of age on the first day of the semester; a full time student; and claimed

their supervisor, at least one week in advance so that personal time can be scheduled at a mutually agreeable time.

Employees who are unable to work due to sickness must notify their supervisor or department head no later than one (1) hour before the scheduled start of the work day. Employees who are absent from work for three (3) or more consecutive workdays due to sickness must submit a medical certification. The original medical certificate shall include the physician's written signature; stamped certificates and signatures will not be accepted.

Time off for extended illness is governed by the Family and Medical Leave procedures described under the Unpaid Leaves sections of this handbook. Pay (if any) during extended illness is described under the Disability Insurance section of this handbook.

### Sick Days Bank

Employees who have unused paid sick days as of June 30, 2005, shall have their unused sick days converted to a bank to be used in the event of a period of extended illness to supplement lost wage benefits under Disability Insurance described later in this section of the handbook.

Employees who, as of June 30, 2005, reached the age of sixty-two (62) or who completed twenty-five (25) years or more of continuous employment shall receive pay from this bank for unused sick days up to a maximum of one hundred thirty-two (132) days, upon retirement.

Continuing employees who were employed before June 30, 2005, but who had not reached age sixty-two (62), or who had not completed twenty five (25) years of continuous

service as of June 30, 2005, shall be paid for their unused banked sick days up to One Thousand Dollars (\$1,000.00) upon retirement age sixty-two (62) or older. Retirement at age sixty-two (62) or older is the only circumstance under which an employee is eligible to receive pay for unused sick days when terminated from the University.

Employees who are hired on or after July 1, 2005 shall not receive any pay for unused sick/personal days upon termination from the University.

#### Tuition Benefits Programs

Wilberforce University encourages employees to attend educational programs in order to enrich themselves, develop their skills, and enhance their performance. Therefore, the University established three programs to assist eligible employees in meeting the cost of educating themselves and their families. The programs are: a tuition waiver to attend Wilberforce University undergraduate programs; a tuition reimbursement to attend graduate programs at Wilberforce or another University; and a tuition exchange to attend a member school of The Council of Independent Colleges.

Regular, full-time employees who have completed the requisite employment requirement are eligible to receive benefits from these programs in accordance with the respective program guidelines. Employees who enroll in courses under these tuition benefit programs must attend classes outside of their scheduled working hours and must continue to perform their duties at a satisfactory level.