

Baldwin Wallace University

EMPLOYEE HANDBOOK

Rev. 11/17

Revised Section II-r 11/20 to be effective Fall 2021

PRESIDENT'S WELCOME

Dear Colleague,

I am pleased to introduce you to the most recent edition of our Employee Handbook which contains changes from previous versions, both in format and in content. In order for those of us who serve on the faculty and staff of the University to be the core of a quality learning community for our students, it is essential that we understand and practice some common policies, guidelines and procedures.

This Handbook contains information regarding matters related to your employment at the University and clarifies expectations for all members of our faculty and staff. If you have questions or concerns about these matters at any time, you should feel free to raise them with your supervisor and/or the Department of Human Resources. In addition, you will see the strong re-affirmation of the Baldwin Wallace University position on diversity and inclusiveness -- foundational values that guide our beliefs, policies and actions.

Thank you for taking the time to review and understand the contents of this Handbook. Regardless of title, every position at the University was established to contribute to fulfilling our mission and each faculty and staff member's efforts in this regard are valued. That mission focuses on the learning and growth of our students. I hope this Handbook helps us to work together effectively to achieve that important goal.

Very sincerely,

Robert C. Helmer
President

PURPOSE OF THE EMPLOYEE HANDBOOK

The *Baldwin Wallace University Employee Handbook* provides a foundation for a mutually supportive environment distinguished by equal opportunity and sound business practices. It is necessary to change these policies from time to time to reflect changes in the workforce, employment trends, economic conditions and state and federal legislation. Changes will be communicated to all Baldwin Wallace University employees, and new or revised policies will be distributed periodically to all staff members.

The *Baldwin Wallace University Employee Handbook* is a central reference to all University employees. Each policy, procedure and guideline is to be used with discretion, understanding, and management in the spirit in which the policy is written. Employees are responsible for reading the Employee Handbook as well as future editions of the handbook. This manual contains a set of basic performance expectations for administrators and staff. Individual departments may establish additional policies or practices specific to their units based on operational needs as long as the policies do not contradict or conflict with University policies. It is important that staff understand and support each University policy.

The specific policies, procedures and guidelines that follow promote the philosophy of the University with regards to standards of excellence; terms of employment; benefits; employee development; and employee services.

Questions regarding the interpretation of these University policies or procedures should be directed to individual supervisors or to the Department of Human Resources.

Under no circumstances are the statements contained in these policies to be considered a contract of employment, an obligation, or guarantee on the part of the University.

USE OF HANDBOOK

To navigate the handbook, click on the link for Sections I-VI in the Table of Contents and it will take you to the beginning of each applicable section. Then you can scroll down to find the applicable policy within each section.

Baldwin Wallace University Institutional Diversity Definition

Preface:

Baldwin Wallace University affirms a commitment to diversity in a variety of forms, believing that diversity is more than an all-inclusive list of demographics. Baldwin Wallace's rich history is distinctively tied to inclusion and we are dedicated to building upon that legacy by celebrating our heritage, acknowledging our challenges, and promoting a community structure that reflects the diversity of our multicultural and intercultural world. We aim to achieve diversity in all that we do to further strengthen the community of Baldwin Wallace University.

Definition:

At Baldwin Wallace University, we define diversity as the ability to think critically while acknowledging and respecting different beliefs, practices and norms. Diversity is a process of opening minds and hearts to different opinions. Diversity fosters learning outcomes that are enhanced by life, classroom and professional experiences, and the appreciation of cultural and social beliefs. In addition, diversity at BW encourages each individual to explore and embrace individual uniqueness as we uphold our community standards, celebrate strategic change and honor traditions.

The Diversity, Integration and Inclusion Committee at Baldwin Wallace University has taken the necessary steps to define diversity in a manner that is consistent with the community's desire to monitor and facilitate diversity initiatives and ways of thinking. The definition does not infringe on the Federal Government's guidelines related to the Civil Rights Act of 1964 or the Anti-Discrimination Law. Further, the definition does not usurp the Non-Discrimination Policy enforced at Baldwin Wallace University.

THE MISSION STATEMENT OF BALDWIN WALLACE UNIVERSITY

Baldwin Wallace University
is an academic community committed to the
liberal arts and sciences as the foundation
for lifelong learning.

The University fulfills this mission
through a rigorous academic program that
is characterized by excellence in teaching
and learning within a challenging,
supportive environment that enhances
students' intellectual and spiritual growth.

Baldwin Wallace assists students in
their preparation to become contributing,
compassionate citizens of an
increasingly global society and
encourages their pursuit of
personal and professional excellence.

The Mission Statement of Baldwin Wallace University serves as a guiding document for various initiatives at the University. Some of those campus initiatives include the Campus Master Plan and Campus Strategic Plan.

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For the University to achieve its mission in teaching, research, and scholarship, every employee must share responsibility for specific standards. These policies, as defined by the University leadership, identify the basic requirements for a productive work environment. The policies include issues such as ethics, leadership, non-discrimination, and safety, and other topics that provide the foundation for a University community where positive employee relations can flourish. Management and employees share the responsibility for complying and promoting the standards in these policies throughout the University community.

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Section II Baldwin Wallace University's Total Compensation and Reimbursement Program

This section of the employee handbook includes the policies and procedures relating to salary and benefits administration. Due to the amount of control and reporting that is required in administering compensation and benefits, it is necessary to use specific terminology as defined by insured contracts, IRS regulations, and ERISA guidelines. The following policies are covered in this section:

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Section III - Baldwin Wallace University Records and Employment Policies and Procedures

Employment policies and procedures are an important part of the employer/employee relationship. Both employees and candidates for employment should have a good understanding of the employment opportunities available and the employment requirements at Baldwin Wallace University. Numerous federal, state, and local laws govern many of the systems established in the employment process. In addition, University Officers have added some reasonable steps to ensure that the workforce is comprised of qualified, talented, and diverse employees who are willing to work in a mutually supportive manner. The policies contained within this section govern search processes and management of employees and positions.

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Section IV - Baldwin Wallace Policies that Promote Health and Safety

Baldwin Wallace University has developed the following policies and procedures in order to create a safe, healthy and productive academic and work environment for its students, employees and guests. These policies, as defined by the University leadership, include issues such as health, safety and emergency preparedness. Management and employees share the responsibility for complying with and promoting these policies.

IV-a Health and Safety

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- **Emergency Telephones**
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- **Suspicious Packages**
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Section V - Baldwin Wallace University Policies that Support Employee Development

The University achieves its goal of overall excellence through the performance of its employees. Therefore, every effort is made to communicate with employees about their performance on a regular basis. The policies in this section are provided to give guidance for regular and constructive communication from supervisor to employee, as well as to identify opportunities for employees to pursue their own development and achieve excellence in performance. The policies are based on the premise that employees will develop and grow from positive and specific feedback with regard to their work assignments.

Performance that is not productive cannot be corrected without constructive comments and counseling for improvement. Furthermore, employees whose behaviors are unacceptable, although rare, deserve communication regarding the behaviors which the University will not accept. Ultimately, the use of consistent and strong communication techniques will build a well-developed and progressive workforce. The following policies are contained in this section:

- V-a Career Opportunities**
- V-b Training Opportunities**
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Section VI - Baldwin Wallace University Employee Resources and Services

Many professional and personal services are available to employees of Baldwin Wallace University. A few are listed below. More specific information can be obtained by directly contacting the department or organization.

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 - **Recreational Facilities**
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 - **ATM Machine**
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 - **Annual Fund**
 - **Faculty/Staff Housing**
 - **Unisex Bathrooms**

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Community Standards of Conduct

Policy Number: I-a

Scope: Faculty, Students, Administrative Staff and Support Staff

Policy Statement

Baldwin Wallace University (BW) is committed to academic and administrative excellence reflecting the highest standards of collegiality, personal integrity and ethical behavior. Therefore, BW requires that all members of the University community and its guests be treated with dignity and respect.

BW's Community Standards of Conduct Policy (CSC) has been established to assist all members of the University community – students, faculty and staff – in determining and applying appropriate conduct in performing their diverse roles. The University's mission to assist students with their preparation to become caring, compassionate citizens can only be accomplished in a learning community where each member values, endorses and models the following principles.

- **Respect for Persons:** All members of our University community will treat others equitably, honestly and with respect by exercising courtesy, consideration and responsiveness, and by avoiding behavior that might reasonably be perceived as harassing, bullying, belittling or intimidating.
- **Integrity:** All members of our University community will exhibit personal honesty and uncompromising integrity in fulfilling University-related activities on and off-campus
- **Diligence and Professionalism:** All members of our campus community will carry out their duties in a professional and conscientious manner. They will make and implement official decisions faithfully and impartially. Each member of our community will pursue continuous improvement through lifelong learning with the goal of achieving the highest possible standard of performance and service.
- **Stewardship:** All members of our University community have an obligation to effectively and efficiently use the University's property, facilities and financial resources for legitimate University purposes, including maintaining security over those assets.
- **Respect for the Law and University's Governance System:** All members of our University community will support the University's mission, observe University policies and regulations, and adhere to all local, state and federal laws.

The Baldwin Wallace University Community Standards of conduct policy has been endorsed by the President's Council. All officers, students, faculty and staff of Baldwin Wallace University are expected to support the policy as a condition of affiliation with the University. Issues arising from this policy will be addressed through resolution procedures contained in the Faculty Manual, Employee Handbook and Student Handbook.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Non-Discrimination Policy

Policy Number: I-b

Scope: Faculty, Students, Administrative Staff and Support Staff

Policy Statement

As reflected in the University's vision, mission, core values and strategic plan Baldwin Wallace challenges its students and employees to live out the spirit of inclusion in their daily pursuits. We maintain that the value of the diversity reflected at BW is far greater than the sum of its parts.

To this end, in concert with the principle of "Respect for Persons" as outlined in our Community Standards of Conduct, Baldwin Wallace University prohibits discrimination and harassment based on race or ethnicity, marital status, sex, age, gender expression or identity, sexual orientation, religion, national origin, disability or veteran status. Discrimination or harassment of members of the University community falls short of our community standards and will not be tolerated.

When a person believes that they or others have been the victim of discrimination or harassment they should report the incident as soon as possible. Based on the nature of the incident, the University will choose the appropriate response mechanism and do its best to address the situation in a timely manner with care and transparency. Response mechanisms include but are not limited to inquiries performed by the Discrimination Investigators and referrals to Student Conduct.

Sanction Statement

Students

Baldwin Wallace University sees discrimination and harassment as intolerable and cause for significant institutional response. The possible sanctions for students at the disposal of the Institution are warnings, probation, educational programming, service or co-curricular assignment, counseling or mental health assessments, restrictions of contact or participation, reassignment of academic schedule or housing assignment, suspension or dismissal.

Employees

The possible sanctions for employees at the disposal of the Institution are warnings, probation, educational programming/professional development, service, counseling or mental health assessments, restrictions of contact or participation, reassignment of job responsibilities (and potentially compensation), suspension or dismissal. Please note that any sanction can be issued immediately on an interim basis as deemed necessary by the Discrimination Investigators as an investigation progresses. Restrictions of contact may be enforced before, during and after a complaint response without a finding of responsibility. In addition, the following should be considered regarding sanctioning. The conduct body and/or the University reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer or managerial employee will deviate from the range of recommended sanctions unless compelling justification exists to do so. Employees or students who remain a part of the University community after being held responsible for violating the discrimination policy will be assigned to a mandatory educational and/or remedial process to address any known deficits in knowledge or behavior that could lead to further misconduct.

Discrimination Investigators

The University has designated the Chief Diversity Officer/Title IX Coordinator (CDO) to oversee the institution's response to allegations of sexual misconduct. The CDO can be reached at 440-826-2426. The BW Discrimination Investigators (listed below) have the responsibility to investigate complaints of discrimination which have allegedly occurred within the Baldwin Wallace University Community. Any person wishing to lodge a complaint, learn more about the process or seek additional training may contact the following.

Nancy Gussett	Assoc. Professor of Psychology	440 826-2027	ngussett@bw.edu
Jay T. Hairston, Sr.	Assistant Dean of Students	440-826-2157	JHairsto@bw.edu
Charles Harkness	(CJ) Chief Diversity Officer & Title IX Coordinator	440-826-2426	charknes@bw.edu
Janet Leonard	Director of Benefits	440 826-2219	jleonard@bw.edu
Gerrie Paino	Coordinator of LGBT Services	440-826-2111	gpaino@bw.edu
Vic Snyder	Safety & Security Investigator	440-826-2336	vsnyder@bw.edu

How to File a Discrimination Complaint

Any Baldwin Wallace student, employee, or campus visitor having a complaint of discrimination (hereafter, the complainant) is encouraged to do one of the following:

- Call, email or visit any of the Discrimination Investigators. An updated list of investigators can be found at: <https://my.bw.edu/CampusLife/YourCampus/Diversity/>
- Call, email or visit Charles (CJ) Harkness, Chief Diversity Officer/Title IX Coordinator at charknes@bw.edu, at 440-826-2426 or in Bonds Administration Building Rm. 202C.
- Call or visit Safety and Security at 440-826-2000. Their 24 hours dispatch center is available for reporting any crime or misconduct.
- Call email or visit the Assistant Dean of Students (Coordinates response to accusations of sexual misconduct against students). The Student Affairs Office is located on the first floor of Bonds Administration Building and calls can be directed to (440) 826-2772.
- Submit a report to the BW Bias Incident/Hate Crime Report found at <https://fs22.formsite.com/bwtest1/form120/>
- BW employees may also choose to call, email, or visit the Human Resources office at jleonard@bw.edu or 440-826-2220. The office is located on the second floor of Bonds Administration Building.

A report provided to any of these entities by a student, employee, witness, law enforcement agency or other person with knowledge of the alleged offense will initiate an official complaint and prompt an appropriate institutional response including notification to BW Safety and Security for appropriate consideration in the annual crime statistics report. BW will respond to all allegations of discrimination (regardless of source) of which it has notice. When discrimination investigators are in receipt of a complaint, they will ask for a written summary (unless already provided) and refer promptly for resolution. The University will investigate all complaints of discrimination on a timely basis. Should one of the Discrimination Investigators be the respondent or the complainant, the University's Chief Diversity Officer/Title IX Administrator will assume procedural responsibility.

Resolution Process

After a discrimination complaint is filed, the Chief Diversity Officer/Title IX Coordinator or other appropriate administrator will determine the most prudent means of resolution. Typically, when complaints are submitted in which the respondent is an administrator, faculty or staff member, Discrimination Investigators will be promptly assigned to the case. They may determine, after an investigation conducted on a standard of preponderance of the evidence (more likely than not), if a BW policy has been violated. If it is determined that a violation has occurred, their findings will then be referred to an administrative committee (at least three persons) consisting of discrimination personnel, and/or appropriate senior managers and/or Vice Presidents to determine appropriate sanctions. Investigations and any subsequent sanctioning will be conducted as quickly as possible with delays communicated with rationale to all parties.

If the respondent is a student, the matter will typically be referred to the Assistant Dean of Students who will coordinate response through the student conduct process. All student rights and responsibilities will be adhered to as listed in the Student Handbook. Please note that Baldwin Wallace University does not process allegations of sexual misconduct through mediation. More information about the Student Conduct process can be found in the Student Handbook at:

https://my.bw.edu/CampusLife/StudentAffairs/StudentConduct/_layouts/15/WopiFrame.aspx?sourcedoc=/CampusLife/StudentAffairs/StudentConduct/Documents/BW%20Student%20Handbook.pdf&action=default

Appeals

Appeal rights for both the complainant and respondent in cases referred to Student Conduct can be found in the Student Handbook. For cases in which Discrimination Investigations took place, the following grounds will be considered for appeal:

- The sanctions are thought to be disproportionate;
- Errors in process were so substantial that a fair process was denied to the complainant or respondent; or
- New and significant information which was not available/discoverable during the process is now available/ discoverable.

Both the complainant and the respondent have the right to a single appeal which should be submitted within five business days of the communication of outcomes of the investigation or other parties' appeal. The appeals body will be comprised of Discrimination Personnel not involved in previous stages of the process. They have the authority to:

- Affirm the original decision;
- Change sanctions;
- Overturn a decision; or
- Direct that the investigative phase be reopened.

Confidentiality

Baldwin Wallace University will make every effort to ensure discretion in communicating facts related to investigations. Unfortunately, confidentiality cannot be promised during the investigation of a discrimination complaint. The University directs and expects all personnel involved in resolution to be discreet during proceedings. Information about a case is limited to those parties who have a legitimate need to know. Parties involved are advised to maintain discretion and not engage in public discussion of their cases. A breach of confidentiality that reaches the level of malicious intent (retaliation) may result in sanctions.

At BW, allegations of discrimination are taken very seriously. The President's Office will be kept apprised of the context and progress of all investigations unless a conflict exists. All BW employees involved in the resolution of discrimination violations will proceed with careful discretion as it relates to the privacy of the involved parties.

The Department of Safety and Security has an obligation to report to the Berea Police Department any reported felony crimes, sexual assaults, hate crimes or any serious physical injury to victims, per Safety and Security's "Protocol between the City of Berea Police Department and the Baldwin Wallace University Department of Safety and Security." This agreement also calls for the Berea Police Department to report felony crimes, sexual assaults, hate crimes or any serious physical injury to victims in which the victims or accused are BW students to BW. When allegations are brought to the attention of the University by the Berea Police or other law enforcement agency, BW will engage the resolution process considering the wishes of the complainant and overall campus safety.

Information provided to licensed Counseling, Health Center staff or Clergy who are acting in those respective roles will remain confidential to the fullest extent possible.

BW EMPLOYEE DUTY TO REPORT

If a student or BW employee complain of discrimination, the BW employee to whom such a complaint is conveyed (with the exception of licensed counselors, health care staff and clergy who are acting in those roles) has a duty to report that information to a Discrimination Investigator, the Assistant Dean of Students, the Chief Diversity Officer/Title IX Coordinator, or Human Resources. Subject to the policy's stated definition of sexual misconduct, if a BW employee believes that he or she has observed sexual misconduct of a student or employee, the BW employee should report that information to a Sexual Misconduct Investigator, the Director of Student Conduct, or the Chief Diversity Officer/Title IX Coordinator.

EDUCATION

The current BW Non-Discrimination Policy is published in the Student Handbook, the Faculty Handbook, the Employee Handbook, and the Baldwin Wallace University portal. For the purposes of prevention, the Diversity Affairs staff and Discrimination Investigators will coordinate campus-wide efforts to educate the Baldwin Wallace University community in fostering an inclusive and equitable community. In addition, the following co-curricular and programmatic activities articulate the University's commitment to fostering a community of respect in which discrimination is not tolerated:

- "You Me and Diversity" mandatory program for all new students during Week of Welcome each fall.*
- Target audience programming focused on diversity and inclusion in FYE classes, Greek organizations, diverse student organizations and other student organizations presented by University staff and community partners.
- Campus organization sponsored programming which celebrates diversity, raises awareness of issues which face the campus and world at large and educates the campus community.
- BW Diversity Dialogue series which provides a platform for the campus community to openly wrestle with diversity related topics of interest.
- BW Tier I Diversity and Inclusion training which focuses on BW's overall commitment to maintaining a community in which discrimination is not tolerated and gives an orientation to University policies guiding the standards of behavior.**

- BW Tier II Diversity Training which will focus on advancing the cultural competence of University employees with a focus on those holding leadership positions.
- BW Tier III Diversity Training which will focus on expanding the cultural knowledge of students and employees by offering a venue to engage in concentrated inquiry into specific diversity domains.

**Denotes activities which are mandatory for all incoming University Students.*

***Denotes activity which is mandatory for all employees*

Diversity Affairs will develop and publish an annual report on bias incidents and hate crimes reported to the institution (without names) and their resolutions to share with the Baldwin Wallace University community.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Sexual Harassment Policy

Policy Number:

I-c

Scope:

Faculty, Students, Administrative and Support Staff, Visitors and Vendors

Policy Statement

Baldwin Wallace University is committed to providing a professional working and learning environment free from sexual misconduct. Sexual misconduct is a form of sex discrimination, is illegal, and can result in a civil law suit, and in some cases, criminal charges. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, and this policy, in concert with the policies and procedures in the Student Handbook seek to keep Baldwin Wallace ethically sound and in compliance.

Baldwin Wallace University prohibits all forms of sexual misconduct including but not limited to sexual harassment and the crimes of dating violence, domestic violence, sexual assault and stalking. State of Ohio definitions for these and other gender based crimes can be found in the Ohio revised code. Please see <http://codes.ohio.gov/orc/> for specific definitions. Violations of any state, local or federal law are, by default, violations of institutional policy.

Sexual misconduct most often exploits a relationship between individuals of unequal power and authority (for example, the relationship between an employee and a supervisor or between a student and a teacher), but may also occur between student peers or employees of similar rank. Sexual misconduct may involve the behavior of a person of either gender against a person of the opposite or same gender. Sanctions at the disposal of the institution for sexual misconduct range from mandatory education about sexual misconduct issues to dismissal or termination, depending on the seriousness and frequency of the behavior.

Sexual Misconduct Offenses Include, But Are Not Limited To*

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation

**Allegations of other forms of misconduct based on gender may also be cause for institutional response under this policy.*

1. Sexual Harassment

Sexual Harassment is unwelcome, sex or gender-based verbal or physical conduct that is sufficiently severe, persistent and/or pervasive. When these behaviors have the effect of unreasonably interfering with, denying or limiting someone's ability to participate in or benefit from the University's educational programs and/or activities, or fulfill their work responsibilities, it is in violation of this policy. Sexual harassment can be based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include, but are not limited to: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexually based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; gender-based bullying.

Three Types of Sexual Harassment Further Defined

A. Hostile Environment includes any situation in which there is unwelcome harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is unlawfully "hostile" must be based on all or any of the circumstances. These circumstances could include:

1. the frequency of the conduct;
2. the nature and severity of the conduct;
3. whether the conduct was physically threatening;
4. whether the conduct was humiliating;
5. the effect of the conduct on the alleged victim's mental or emotional state;
6. whether the conduct was directed at more than one person;
7. whether the conduct arose in the context of other discriminatory conduct;
8. whether the conduct unreasonably interfered with the alleged victim's educational or work performance;
9. whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness;
10. whether the speech or conduct deserves the protections of academic freedom or the 1st Amendment;
11. whether the conduct was welcome.

B. Quid pro quo sexual harassment exists when there are:

- 1) unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; coupled with
- 2) submission to or rejection of such conduct which results in adverse educational or employment action.

C. Retaliatory harassment is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

2. Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a person upon a person that is without consent and/or by force.

Examples include, but are not limited to: Intentional contact with the breasts, buttock, groin, genitals, mouth or other orifice, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is any sexual penetration however slight, with any object, by a person upon a person that is without consent and/or by force.

Examples include, but are not limited to: Vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. Sexual Exploitation

Occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to: Invasion of sexual privacy; prostituting another individual; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as allowing others to hide in proximity to witness sexual activity); engaging in voyeurism; knowingly exposing another unaware individual to an STD or HIV; exposing one's genitals in nonconsensual circumstances; inducing another to expose their genitals; sexually-based stalking and/or bullying may also be forms of sexual exploitation.

5. Other Misconduct Offenses (Will Fall Under Title IX & This Policy When Behaviors Are Gender Based)

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person; Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining or any other group---affiliation activity (as defined further in the Hazing Policy);
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).

- Violence between those in an intimate relationship to each other;
- Stalking, defined as a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.

ADDITIONAL APPLICABLE DEFINITIONS:

Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent does not imply consent to future sexual acts.
- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force can also include threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you.” “Okay, don’t hit me, I’ll do what you want.”).

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

- This policy also covers a person whose incapacity results alcohol or drug use, mental disability, sleep, involuntary physical restraint, or from the ingesting of “rape drugs”. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or other drugs will never function as a defense to a violation of this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

Sanction Statement

Students

Baldwin Wallace University sees sexual misconduct as discriminatory in nature and cause for significant institutional response.

The possible sanctions for students at the disposal of the Sexual Misconduct Personnel and other appropriate administrators are warnings, probation, educational programming, service or co-curricular assignment, counseling or mental health assessments, restrictions of contact or participation, reassignment of academic schedule or housing assignment, suspension or dismissal.

Employees

The possible sanctions for employees at the disposal of the Sexual Misconduct Personnel and other appropriate administrators are warnings, probation, educational programming/professional development, service, counseling or mental health assessments, restrictions of contact or participation, reassignment of job responsibilities (and potentially compensation), suspension or dismissal. Please note that any sanction can be issued immediately on an interim basis as deemed necessary by the Sexual Misconduct Personnel as an investigation progresses. Restrictions of contact may be enforced before during and after a complaint response without a finding of responsibility. In addition, the following should be considered regarding sanctioning.

Additional Sanctioning Notes

- Any student or BW employee found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion or termination, depending on the severity of the incident, and taking into account any previous campus or workplace conduct code violations.*
- Any student or BW employee found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion/termination.*
- Any student or BW employee found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous campus or workplace conduct code violations.*
- Any student or BW employee who is found to have perpetrated any form of sexual misconduct against a minor child will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous campus or workplace conduct code violations.*

*The conduct body and/or the University reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer or managerial employee will deviate from the range of recommended sanctions unless compelling justification exists to do so. Employees or students who remain a part of the University community after being held responsible for acts of sexual misconduct will be assigned to a mandatory educational and/or remedial process to address any known deficits in knowledge or behavior that could lead to further misconduct.

SEXUAL MISCONDUCT PERSONNEL

The University has designated the Chief Diversity Officer/Title IX Coordinator (CDO) to oversee the institution's response to allegations of sexual misconduct. The CDO can be reached at 440-826-2426. The BW Discrimination Investigators (listed below) have the responsibility to investigate complaints of sexual misconduct and other discrimination allegations which have allegedly occurred within the Baldwin Wallace University Community. Any person wishing to lodge a complaint, learn more about the process or seek additional training may contact the following.

Nancy Gussett	Assoc. Professor of Psychology	440-826-2027 ngussett@bw.edu
Jay T. Harrison, Sr.	Assistant Dean of Students	440-826-2157 jharisto@bw.edu
Charles (CJ) Harkness	Chief Diversity Officer/Title IX Coordinator	440-826-2426 charknes@bw.edu
Janet Leonard	Director of Benefits	440-826-2219 jleonard@bw.edu
Gerrie Paino	Coordinator of LGBT Services	440-826-2111 gpaino@bw.edu
Vic Snyder	Safety & Security Investigator	440-826-2336 vsnyder@bw.edu

HOW TO FILE A SEXUAL MISCONDUCT COMPLAINT

Any Baldwin Wallace student, employee, or campus visitor having a complaint of sexual misconduct (hereafter, the complainant) is encouraged to do one of the following:

- Call, email or visit any of the Discrimination Investigators. An updated list of investigators can be found at: <https://my.bw.edu/CampusLife/YourCampus/Diversity/>
- Call, email or visit Charles (CJ) Harkness, Chief Diversity Officer/Title IX Coordinator at charknes@bw.edu, at 440-826-2426 or in Bonds Administration Building Rm. 202C.
- Call or visit Safety and Security at 440-826-2000. Their 24 hours dispatch center is available for reporting any crime or misconduct.
- Call email or visit the Assistant Dean of Students (Coordinates response to accusations of sexual misconduct against students). The Student Affairs Office is located on the first floor of Bonds Administration Building and calls can be directed to (440) 826-2772.
- Submit a report to the BW Bias Incident/Hate Crime Report found at <https://fs22.formsite.com/bwtest1/form120/>
- BW employees may also choose to call, email, or visit the Human Resources office at jleonard@bw.edu or 440-826-2220. The office is located on the second floor of Bonds Administration Building.

A report provided to any of these entities by a student, employee, witness, law enforcement agency or other person with knowledge of the alleged offense will initiate an official complaint and prompt an appropriate institutional response including notification to BW Safety and Security for appropriate consideration in the annual crime statistics report. Typically, when the Berea Police Department is aware of an allegation of sexual misconduct, they will notify BW Safety & Security. BW will respond to all allegations of sexual misconduct (regardless of source) of which it has notice. When sexual misconduct personnel are in receipt of a complaint, they will ask for a written summary (unless already provided) and refer promptly for resolution. The University will investigate all complaints of sexual misconduct on a timely basis. Should one of the Discrimination Investigators be the respondent or the complainant, the University's Chief Diversity Officer/Title IX Administrator will assume procedural responsibility.

Confidential Reporting Options (Please also see confidentiality statement)

The following are resources in the event that a BW student feels that they have been a victim of sexual misconduct. Faculty and staff may also access these offices for the purpose of better understanding of all the resources available to them. While the resources listed below are alternatives to the resources listed above, it is most prudent in the investigation process that complainants or witnesses of sexual misconduct make direct reports to one of the contact points listed above. Due to privacy laws, confidential reports to the options below may limit the institution's ability to adequately conduct an investigation. Confidentially reported incidents may, however, be included in the University's annual crime statistics. Those wishing to report or seek services anonymously may do so through the following options:

- Call or visit or Counseling Services by calling 440-826-2180 or going to the Counseling Center on the corner of Beech and Bagley. You may also access a wealth of resources from the Counseling Center at: <http://www.bw.edu/resources/counseling/sexualassaultinfo/>
- Call or visit Health Services by calling 440 826-2178 or going to the Health Center on the corner of Beech and Bagley. More resources are available at: <http://www.bw.edu/resources/health/>
- Call Baldwin Wallace's Ethics and Compliance Hotline at 440-826-8557.

RESOLUTION PROCESS

After a sexual misconduct complaint is filed, the Chief Diversity Officer/Title IX Coordinator or other appropriate administrator will determine the most prudent means of resolution. Typically, when complaints are submitted in which the respondent is an administrator, faculty or staff member, Discrimination Investigators will be promptly assigned to the case. They may determine, after an investigation conducted on a standard of preponderance of the evidence (more likely than not), if a BW policy has been violated. If it is determined that a violation has occurred, their findings will then be referred to an administrative committee (at least three persons) consisting of sexual misconduct personnel, and/or appropriate senior managers and/or Vice Presidents to determine appropriate sanctions. Investigations and any subsequent sanctioning will be conducted as quickly as possible with delays communicated with rationale to all parties. If the respondent is a student, the matter will typically be referred to the Assistant Dean of Students who will coordinate response through the student conduct process. All student rights and responsibilities will be adhered to as listed in the Student Handbook. Please note that Baldwin Wallace University does not process allegations of sexual misconduct through mediation. More information about the Student Conduct process can be found in the Student Handbook at:

https://my.bw.edu/CampusLife/StudentAffairs/StudentConduct/_layouts/15/WopiFrame.aspx?sourcedoc=/Campus-Life/Student-Affairs/Student-Conduct/Documents/BW%20Student%20Handbook.pdf&action=default

APPEALS

Appeal rights for both the complainant and respondent in cases referred to Student Conduct can be found in the Student Handbook. For cases in which a Sexual Misconduct Investigation took place, the following grounds will be considered for appeal:

- The sanctions are thought to be disproportionate;
- Errors in process were so substantial that a fair process was denied to the complainant or respondent; or
- New and significant information which was not available/discoverable during the process is now available/ discoverable.

Both the complainant and the respondent have the right to a single appeal which should be submitted within five business days of the communication of outcomes of the investigation or other parties' appeal. The appeals body will be comprised of Sexual Misconduct Personnel not involved in previous stages of the process. They have the authority to:

- Affirm the original decision;
- Change sanctions;
- Overturn a decision; or
- Direct the investigative phase be reopened.

CONFIDENTIALITY

Baldwin Wallace University will make every effort to ensure discretion in communicating facts related to investigations. Unfortunately, confidentiality cannot be promised during the investigation of a sexual misconduct complaint. The University directs and expects all personnel involved in resolution to be discreet during proceedings. Information about a case is limited to those parties who have a legitimate need to know. Parties involved are advised to maintain discretion and not engage in public discussion of their cases. A breach of confidentiality that reaches the level of malicious intent (retaliation) may result in sanctions.

At BW, allegations of sexual misconduct are taken very seriously. The President's Office will be kept apprised of the context and progress of all investigations unless a conflict exists. All BW employees involved in the resolution of sexual misconduct violations will proceed with careful discretion as it relates to the privacy of the involved parties.

The Department of Safety and Security has an obligation to report to the Berea Police Department any reported felony crimes, sexual assaults, hate crimes or any serious physical injury to victims, per Safety and Security's "Protocol between the City of Berea Police Department and the Baldwin Wallace University Department of Safety and Security." This agreement also calls for the Berea Police Department to report felony crimes, sexual assaults, hate crimes or any serious physical injury to victims in which the victims or accused are BW students to BW. When allegations are brought to the attention of the University by the Berea Police or other law enforcement agencies, BW will engage the resolution process considering the wishes of the complainant and overall campus safety.

Information provided to licensed Counseling, Health Center staff or Clergy who are acting in those respective roles will remain confidential to the fullest extent possible.

BW EMPLOYEE DUTY TO REPORT

If a student or BW employee complaints of sexual misconduct, the BW employee to whom such a complaint is conveyed (with the exception of licensed counselors, health care staff and clergy who are acting in those roles) has a duty to report that information to a Discrimination Investigator, the Assistant Dean of Students, the Chief Diversity Officer/Title IX Coordinator, or Human Resources. Subject to the policy's stated definition of sexual misconduct, if a BW employee believes that he or she has observed sexual misconduct of a student or employee, the BW employee should report that information to a Sexual Misconduct Investigator, the Director of Student Conduct, or the Chief Diversity Officer/Title IX Coordinator.

EDUCATION

The current Sexual Misconduct policy is published in the Student Handbook, the Faculty Handbook, the Employee Handbook, and the Baldwin Wallace University portal. For the purposes of prevention, the Sexual Misconduct Investigators will coordinate campus-wide efforts to educate the Baldwin Wallace University community regarding sexual misconduct. In addition, the following co-curricular and programmatic activities articulate the University's commitment to fostering a community of respect in which sexual misconduct is not tolerated:

- Facilitated group bystander philosophy discussion during Summer Orientation (students)*
- Presentation of the Alcohol policy and the correlation to alcohol use to sexual misconduct presented during Summer Orientation (students and parents)*
- “Sex Signals” interactive presentation with a focus on issues surrounding consent in sexual interactions which takes place during Weekend of Welcome*
- Required participation by all new students in an on-line sexual assault prevention program (Haven) *
- Target audience programming in bystander intervention in FYE classes, Greek organizations and other student organizations presented by University staff and community partners.
- Campus organization sponsored programming on sexual assault prevention (P.O.W.R.E., Student Government, Fraternities & Sororities, etc.) including “Take Back the Night”, RAINN Day, Vagina Monologues, etc.
- C.A.R.E. (Center for Alcohol & Related-issues Education) programming on alcohol use and sexual assault prevention made available throughout the year to the campus community.
- BeeWise peer educator programming which engages students on many subjects including bystander intervention.
- Sexual Misconduct Policy training facilitated by Discrimination investigators for employees.
- BW Tier I Diversity and Inclusion training which focuses on BW’s overall commitment to maintaining a community in which discrimination (including sexual misconduct) is not tolerated and gives an orientation to University policies guiding the standards of behavior.**

**Denotes activities which are mandatory for all incoming University Students.*

***Denotes activity which is mandatory for all employees*

The Sexual Misconduct Investigators will develop and publish an annual report on the incidence of sexual misconduct cases (without names) and their resolutions to share with the Baldwin Wallace University community.

Note: This policy has been developed by University staff relying heavily on model policy provided by The Association of Title IX Administrators (ATIXA). It will be updated as needed to ensure an optimal campus environment as well as institutional compliance.

**BALDWIN WALLACE UNIVERSITY
EMPLOYEE HANDBOOK**

Amorous or Sexual Relations with Students and Subordinates

Policy Number: I-d
Scope: Faculty, Administrative Staff and Support Staff

Faculty

Faculty members exercise power over students, whether in giving them praise or criticism, evaluating them, writing recommendations for their further studies or their future employment, or supervising their work. Because of this imbalance of power, the University will view it as professionally unethical if faculty members (full-time or adjunct) engage in amorous and/or sexual relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. Such relationships cannot be condoned at Baldwin Wallace University.

Administrators and Staff

Implicit in the idea of professionalism is the recognition by those in positions of authority with others that the issue of power is present. Those with authority must understand that the power entrusted in them cannot be abused nor seem to be abused. Therefore, amorous relationships which might be appropriate in other circumstances are contrary to professional conduct when they occur between administrative or staff members and any student or employee for whom he or she has a professional responsibility. Such relationships undermine the trust that needs to be present in such a working environment.

Therefore, Baldwin Wallace University requires that administrators and staff refrain from initiating or conducting a consensual amorous relationship with any person over whom they have an evaluative position (i.e. any responsibility to advise, supervise or counsel).

Any pre-existing relationship that involves any subordinate and administrator or staff person must be revealed by the University employee to his or her supervisor so that he/she will not be placed in direct involvement with an evaluative relationship of any kind with the subordinate.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Ethics: Conflict of Interest, Nepotism, Student Records and Privacy, Non-University Work Policy, Intellectual Property, Confidentiality

Policy Number: I-e
Scope: Faculty, Students, Administrative and Support Staff

Policy Statement

Baldwin Wallace University believes that a shared code of ethics among all employees strengthens the overall quality of the University community. Therefore the University has adopted the Community Standards of Conduct Policy in Section I-a as legitimate and appropriate to the University's reputation and culture.

Conflict of Interest

Baldwin Wallace University expects all employees, while acting for or engaging in an activity affecting the University, to do so with loyalty to the University; and to maintain the highest standards of ethics. All employees are, therefore, expected to disclose to their respective supervisors any real or potential conflicts of interest for review, resolution or approval.

The University respects the rights of all employees to engage in activities outside the normal scope of employment, provided such activities do not conflict with or reflect adversely on the University's interests. The University also recognizes its responsibility to see that external funds, such as government sponsored research grants, are utilized in a manner consistent with the intent of the funder and expects employees to avoid conflicts of interest in regard to these funds.

A conflict of interest may exist if a Baldwin Wallace employee or family member has existing or potential financial or other interests that impair or might reasonably appear to impair their independent unbiased judgment in the discharge of their responsibilities to the University. A conflict of interest situation exists whenever an employee is or may be, in a position to influence University business, teaching, research or service, in ways that could lead to personal or family gain, give improper advantage to others, or undermine the integrity of the business, teaching, research or service activities in which the employee is involved as part of his/her employment with the University, or in which the employee is acting in any way as a representative of the University. Examples of conflicts of interest include but are not limited to:

- **Investments** -A conflict of interest exists when an employee or family member has investments or possesses other financial interests in any organization doing or seeking to do business with Baldwin Wallace University over which the employee has influence or control.
- **Employment** – A conflict of interest exists when an employee or family member is employed or compensated in any way, by any person or organization which is doing business or seeking to do business with Baldwin Wallace University. A conflict of interest may also occur if due to external employment the University is being deprived of an appropriate amount of an employee's time and effort.
- **Facilities Use** – A conflict of interest exists when an employee or family member uses University equipment or facilities for personal gain or profit.

- **Gifts and Other Benefits** – A conflict of interest results when an employee or family member solicits or accepts gifts, use of property or facilities, loans or anything else of more than nominal value from a person or organization which is doing or seeking to do business with Baldwin Wallace University.
- **Financial Opportunities** – A conflict of interest exists when an employee appropriates to himself or herself, or diverts to others, any opportunities in which it is known or could reasonably be anticipated that the University may have an interest. Examples could include:
 - A faculty member undertaking or orienting their research to serve the research or other needs of a private firm, or transmitting to any private interest government or University sponsored work products, results, materials, records, or other information that are not generally made available.
 - An employee seeking private patents or copyrights for work done using University facilities or receiving other forms of University or government support.
 - An employee using confidential information for personal gain or for the benefit of any person or organization other than Baldwin Wallace University.

Personal gain, as used in this policy, may include any form of compensation, financial or otherwise. However, personal gain does not fall within this policy if it results from:

- Salary, compensation or other remunerations properly approved by the University;
- Income from activities unrelated in any way to one's position at the University;
- Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
- Income from service on advisory committees or review panels for public or nonprofit entities or from service as a reviewer of manuscripts for possible publication by journals and other publishers;
- An interest arising solely by reason of investment in a business through a mutual, pension, or other institutional investment fund over which the employee exercises no control;
- Income from royalties from intellectual property unrelated to one's University duties and in which the University has no interest.

Effective upon the date of this policy's adoption, all employees are required to report any existing, potential, or future conflicts of interest to their Department Chairperson or Director. The University understands that there may be gray areas in defining what is or is not a conflict of interest, and therefore urges employees to reveal even questionable conflicts. Employees should keep in mind that this policy does not seek to ban all real or potential conflicts; the University's goal is merely to ensure an unbiased evaluation of conflicts in order to maintain ethical standards. The form entitled "Disclosure of Conflict of Interest" will be available through the Human Resources Office and the Office of the Dean of the University as a means for employees to disclose actual or potential conflicts. Information disclosed shall be treated in a confidential manner; however, conflicts involving external funding will be reported to the appropriate office of the funding agency. The Human Resources Office will maintain all "Disclosure of the Conflict of Interest" records for staff members, while the Provost of the University will keep them for faculty.

Each Department Chairperson or Director will be responsible for monitoring potential conflicts of interest in their area of responsibility. When a conflict of interest has been reported or otherwise identified, the situation shall be referred to the individual's Vice President or Provost. The Vice President or Provost shall make a decision regarding whether the apparent conflict harms the University's or any external funder's interest. In cases where a conflict is determined to be against the University's interest, the Vice President or Provost will consult with the individual involved in an attempt to resolve the conflict in a manner consistent with the best interest of the University, external funders, and the rights of the individual, while maintaining the highest ethical standards. In cases involving unreported conflicts, the Vice President or Provost shall determine what, if any, disciplinary actions each particular case may warrant.

Conflicts of interest unsatisfactorily resolved at the level of the Vice President or Provost can be appealed to the President. The President shall also be responsible for monitoring and resolving any conflicts of interest involving the Officers of the University. The Executive Committee of the Board of Trustees will be responsible for monitoring and resolving any conflicts involving the President.

The Human Resources Office shall review the conflict of interest policy with all newly hired employees and make the disclosure form available to them. The policy will also be distributed to all current employees to be incorporated into their copy of The Employee Handbook.

Nepotism

The University defines nepotism as patronage bestowed or favoritism shown on the basis of immediate family relationships. Concerns about nepotism normally arise when one individual holds an official, direct supervisory position in relation to an immediate family member (see definition below). While the appointment of immediate family members to the same department or unit is not necessarily nepotism, employees may not participate in career employment and/or compensation decisions on immediate family members.

In situations where concerns about nepotism could arise, it is the policy of the University to attempt to avoid conflicts of interest and the appearance of conflicts of interest, while protecting the rights of individuals involved.

This policy applies to all full- and part-time faculty, administrative staff, support staff and students. For purposes of this policy only, immediate family members are defined as spouses, domestic partners, children, step-children, wards, grandchildren, parents, grandparents, siblings, in-laws, uncles, aunts, nieces, nephews and cousins.

In cases where an employee is assigned to work within a unit where an immediate family member is the direct supervisor, the University will arrange for alternative supervision of said employee for the purposes of actions such as salary adjustments, annual evaluations, approving requests for reimbursements and purchases, professional development, tenure decisions and promotions, in order to preclude one immediate family member from supervising another.

When two employees in the same department or in a supervisory relationship get married or enter into a domestic partnership, it is the employee's responsibility to inform their respective vice president. After notification, the University will make suitable arrangements to ensure that the tenets of this policy are observed.

University officials responsible for personnel actions such as hiring, promotion or transfer that could result in a violation of this policy must notify their vice president before the personnel action is made official. Upon notification, each vice president is responsible for establishing the guidelines necessary to ensure that the goals of the Nepotism Policy are not compromised.

Divorced persons are not regarded as being immediate family members. If, however, either party to a divorce is uncomfortable with normal supervisory procedures, he or she may request that guidelines for immediate family members with respect to career decisions be instituted in that particular case.

There may be situations when the University cannot make a suitable accommodation. In those cases, the employee with the shorter length of service will be required to transfer (if position is available), resign, or be terminated within thirty days, unless the other does so voluntarily.

Questions regarding the Nepotism Policy should be directed to the Department of Human Resources.

Student Records and Privacy Rights (FERPA)

The Family Educational Rights and Privacy Act of 1974 sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records. Baldwin Wallace University guarantees both the privacy and the confidentiality of all student education records and a student's right to access those records according to the Family Educational Rights and Privacy Act. Only members of the University may maintain student educational records with legitimate educational interest in the student. For more information related to the release of students' records and their rights to privacy, please contact the Office of the Registrar.

Non-University Work Policy

Membership in the Baldwin Wallace faculty is considered full-time employment; it includes not only teaching duties and professional growth, but also a proportionate share of formal and informal counseling, academic advising, and committee work. The nature of this professional obligation, except for the teaching load, cannot be defined in terms of specified number of hours being devoted to the work of the University.

The University encourages off-campus activities of a professional nature for its faculty members, recognizing that such activities may be beneficial both to the faculty member and the University. The University considers it to be the personal responsibility of each faculty member, however, to bear her or his University obligations in mind when accepting any substantial amount of additional work outside the institution (this statement is not intended to interfere with those who may have given an occasional lecture or accepted an engagement of limited duration).

As a guideline, when commitments for outside work require a full-time faculty member to miss more than 5% of her/his scheduled class time in any one class, the faculty member should consult with the Provost, Dean, and Department Chair. Full-time faculty members may not accept paid regular teaching assignments at other educational institutions during the academic year without the written approval of the Provost.

In all cases where professional responsibilities outside the University require a faculty member to miss classes, the faculty member will assume responsibility to insure that her/his teaching responsibilities (classes, lessons, advising appointments, etc.) will be covered.

Institutional resources are provided to support such outside activities on the basis of eligibility and are subject to the approval of the Academic Dean. When significant use of resources is anticipated, prior approval shall be obtained from appropriate University offices. "Significant use" can be interpreted, for example, to be the use of more than \$200 of University resources such as secretarial help, student workers, audio-visual services, computer time, library resources, etc., during one academic semester.

University approval is expected for non-University commitments which will require part-time faculty members to miss more than 5% of scheduled class time for a course (or courses) they are teaching. Such approval should be requested from the Office of the Provost if the courses are offered during the day, from the appropriate director of a graduate program if they are MBA or MAE courses, and from the Provost if they are offered in the evening or on weekends.

Intellectual Property

The Baldwin Wallace University policy on Intellectual Property can be found on the University website. Intellectual Property refers to the products of human creativity such as inventions and expressed ideas that can be bought, sold, transferred, assigned, or licensed. Intellectual Property has a creator or author, and an owner who controls its rights. These creations or ideas may be eligible for legal protection such as copyright or patent, and licensing agreements may control their use by others. Questions regarding Intellectual Property should be directed to the Office of the Provost.

Confidentiality

Baldwin Wallace University complies with all applicable local, state and federal confidentiality regulations and laws. All faculty, staff and student employees are required to preserve the confidentiality of any and all records that are viewed or accessed during the course of their employment/education with Baldwin Wallace University and after they have separated or graduated from the University. If in doubt about the confidentiality of any record or ability to legally disclose information, employees should consult with their immediate supervisor before disclosing any student or employee information.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Acceptable Use of Technology Resources

Policy Number: I-f
Scope: Faculty, Students, Administrative Staff and Support Staff

Policy Statement

Baldwin Wallace University provides access to information technologies for the private, non-commercial educational, research, cultural, and recreational uses of its students, faculty, and staff. These same technologies are also used by the University in support of its business functions. Limited access is also extended to guests. A primary function of institutions of higher education is to foster the free investigation and discussion of ideas.

Electronic media play an important role in this endeavor and are governed by the same policies and protections as traditional print and broadcast media. Any restriction, control, and/or editing of the content of electronic media will be consistent with state and local laws and University policies.

Privacy of Electronic Communications and Data

Person-to-person electronic communications are private. The upload and download of information is also private. The contents of an individual's computer files are also accorded the same confidentiality. There may be times during the process of maintaining the network systems, inspecting the contents of damaged files, or in the process of data recovery, that the contents of a user's email or stored files may be viewed. Data stored on public or shared network drives or servers, as well as public computers, cannot be fully-protected from view or access.

The University does monitor network behavior and activity for security and operational efficiency. This data is recorded and disposed of periodically. Review of such communication only occurs when required by law or a legal process served upon the University, or in extraordinary circumstances to protect the well-being of members of the community or the property or educational mission of BW.

Access to Off-Campus Information

Baldwin Wallace University supports the scholarly examination of ideas which requires complete access to the facilities of the Internet and other electronic media.

Any attempt to limit the availability of information to members of the BW community must be undertaken with justification and the widest possible support. Because information found on the Internet is not widely controlled, checked, or censored, members of the BW community are asked to practice good judgment in filtering what is appropriate.

Content of Publicly-Available Material

The content of materials posted or opinions expressed by members of the BW community (students, faculty, or staff) on individually-owned public websites or social media sites shall not be assumed to be those of the institution and responsibility for it lies with the originators.

It should be noted that some speech (e.g. obscenity, libel) is NOT protected by the First Amendment and that some uses of information (e.g. plagiarism) or web activities (e.g. posting extremely high-activity pages) degrade the performance of the entire system, thus conflicting with the purpose of the facilities.

Infractions of the law will be reported to the appropriate authorities and activities that interfere with the mission of the University may result in restricted or discontinued access to the facilities.

Commercial Use of the Facilities

The facilities of the University are not to be used for the direct benefit of non-BW organizations or businesses without the express written permission of an officer of the University. This includes the outside business interests of students, faculty, and staff.

Misuse of the Shared Electronic Facilities

Members of the BW community are expected to refrain from activities which interfere with the proper functioning of the University's computer systems or infringe on the rights of other members to make use of the shared information technology resources. Such activities include, for example:

- Any unauthorized attempt to modify computer equipment or peripherals owned by BW
- Any unauthorized attempt to add, delete, or modify, or duplicate copyrighted software (such as operating systems, compilers, utility routines, graphics, games, etc.) owned by BW
- Attempted or actual use of accounts, files, or passwords without authorization from the owner
- Reading, copying, modifying, or deleting private files (including those belonging to any students, faculty, staff, or the University's administrative or academic files) without proper authorization
- Using the BW network to communicate messages that are harassing, offensive, or obscene
- Attempting to crash the BW servers, intranet, or public electronic networks
- Violating intellectual property rights or copyrights in data or programs
- Destruction, damage, or theft of equipment, software, or data belonging to BW
- Giving unauthorized persons access to BW facilities by divulging passwords
- Establishing an individual wireless network on campus or connecting any device (other than a computer) to the network without authorization from the IT Department

Disciplinary Procedures – Student Misuse

Suspected misuse of the facilities should be reported to the CIO, who is authorized to determine if there has been a violation of policy or law and refer student violators to the Office of Judicial Affairs for resolution. Pending the outcome, access to the shared technology resources may immediately be restricted or suspended. In some cases, limited or monitored access will be provided to the facilities needed for University-related activities, such as classes. Except in extraordinary circumstances, the situation will be discussed with the person suspected to see if a resolution can be made. If not, the matter will be turned over to the appropriate University or public authority. If the misuse involves violations of local, state, or federal law, the appropriate authorities will be informed. For specific details of the judicial review and grievance procedures for student violators, please refer to the Student handbook.

Disciplinary Procedures – Faculty or Staff Misuse

Suspected misuse of the provided technologies (e.g., storing illegal files, using the shared resources for non-BW enterprise, or violating University policy by accessing Internet sites associated with pornography and/or gambling) will initiate immediate action. This may include suspension of network access, deletion of illegal files, termination, or similar measures as deemed appropriate by an officer of the University. For specific details of subsequent review and grievance procedures, faculty members should refer to the Faculty Handbook and staff members to the Employee Handbook.

CALEA (Communications Assistance for Law Enforcement Act)

CALEA requires providers of commercial voice services to structure their networks to allow law enforcement agencies the ability to executing wiretap orders. Higher education institutions were initially exempt from CALEA compliance because they were considered "private networks." However, on August 5, 2005, the FCC (Federal Communications Commission) extended CALEA compliance to include facilities-based Internet service providers. This includes most college campuses due to their capacity of providing public access to the Internet. Subsequently, a private network is now defined as a network that does not have the ability to interconnect with the public Internet, or, in the case of VoIP, to interconnect with the public switched telephone network (PSTN). The Information Technology staff at Baldwin Wallace has arrived at the conclusion that the University IS exempt from CALEA due to its inclusion in the definition of a private network. Although BW is claiming the exempt designation, the University understands that it could still be required and must be willing to assist any Law Enforcement Agency (LEA) in obtaining information for a CALEA-related requested.

Mandatory compliance for all colleges and universities who claimed exemption is anticipated. Any CALEA-related inquiries at Baldwin Wallace University should be made through the Chief Information Officer (CIO) or Senior Vice President. If a subpoena has been validated, the appropriate IT staff personnel will be assigned to assist the LEA. University personnel will make certain that all requests are handled efficiently and with the utmost discretion and confidentiality.

The contents of an individual's computer files are to be accorded the same confidentiality as the corresponding non-electronic material in University-owned facilities. Thus, a student's computer files should be considered as private as documents located in his/her dorm room. Similarly, a faculty member's electronic grade books are to be considered as confidential as traditional paper grade books stored in the instructor's office desk.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Responsible Use of University Assets

Policy Number: I-g
Scope: Faculty, Administrative Staff, and Support Staff

Policy Statement

During the course of employment, employees have access to a variety of University-owned equipment and services such as chairs, desks, office supplies, computers, fax machines, copy machines, telephones, email, Internet, network accounts etc. University assets and property, including equipment, supplies, services and facilities are to be used in a reasonable and prudent manner for conducting official University business. The University has right of access to all its equipment, facilities, offices, buildings, machines, etc. Employees do not have a privacy interest in University-owned material, equipment, or assets.

Use of University equipment, resources or services for personal use is to be avoided. In those rare instances when University equipment is used for personal reasons, employees are responsible for reimbursing the University for the costs of the equipment, resources or services. The following outlines some examples of inappropriate use of University resources:

- Personal use of office supplies
- Personal use of equipment such as copiers and tools
- Personal use of University funds or credit cards
- Personal use of University vehicles
- Use of office space for consulting or selling products
- Personal use of mail services
- Lending, borrowing or duplicating University keys

Sanctions

Inappropriate, careless, wrongful or improper use of University equipment, materials or assets, as well as an employee's failure to assist in an investigation of wrongful use, will be subject to disciplinary action, up to and including dismissal.

Reporting Violations

Violations of this policy must be reported to the appropriate Vice President who will investigate the complaint with the assistance of Human Resources and Campus Safety and Security.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Work Environment: Drug Free Workplace, Ohio No Smoking Policy, BW Tobacco and Smoke-Free Policy, Americans with Disabilities Act

Policy Number: I-h

Scope: Faculty, students, visitors, administrative and support staff

Policy Statement

The University seeks to provide students, employees, and the public with the most productive environment possible. Every employee can contribute to the quality of the work environment through good work habits, personal responsibility, respect for others, professional decorum, and cooperation with published procedures and programs. In addition, the University expects all employees to cooperate in maintaining a quality work environment through the following initiatives.

Policy Statement on a Drug-free Work Place

Baldwin Wallace University is committed to maintaining a drug-free work place in compliance with applicable laws. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on University owned or controlled property. The use of alcohol while on University owned or controlled premises is prohibited except when and where specifically authorized by the University. Employees are expected not to be under the influence of alcohol or illegal drugs when they report to work. Violation of this policy may result in the imposition of employment discipline as defined for specific employee categories by existing University policies, statutes, rules, regulations and employment contracts or mandatory evaluation/treatment for substance use disorders.

In compliance with federal law, an employee of the University is expected to notify his/her supervisor if he or she is convicted of a criminal drug offense involving the work place within 5 days of conviction. In the event any such conviction involves an employee working on a federal contract or grant, the University will notify the contracting or granting federal agency within 10 days of receiving notice of a conviction.

The illegal use of controlled substances can seriously injure the health of employees, adversely impair the performance of their responsibilities, and endanger the safety and well-being of fellow employees, students and members of the general public. Therefore, the University urges employees engaged in the illegal use of controlled substances to seek professional advice and treatment.

Baldwin Wallace will continue its efforts to maintain a drug-free environment by adhering to the above policy and by providing ongoing drug awareness programs.

For the purpose of this policy, illegal drugs include narcotics, hallucinogens, depressants, stimulants, other substances (e.g. LSD, PCP, Cocaine, Marijuana, etc.) which can affect or hamper the senses, emotions, reflexes, judgment or other physical or mental activities, and controlled medication not prescribed for personal treatment by a licensed physician to address a specific physical, emotional or mental condition. For the purpose of this policy, medication or prescribed drugs are drugs an individual is taking under the direction of a licensed physician to address a specific physical, emotional, or mental condition.

Disciplinary Sanctions

Violation of this policy will result in implementation of the staff discipline policy up to and including termination, or the Faculty Handbook sanctions including Dismissal of Tenured or Non-Tenured Faculty for Cause.

Beyond University penalties, local, state and federal sanctions may be imposed.

Legal Sanctions

Local, state and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service. In addition, property used in connection with illegal drugs may be confiscated, federal student loans, grants and contracts may be denied, and illegal use of drugs or alcohol may result in revocation of driving privileges.

No Smoking Policy – State of Ohio

By state law, all employees and students have a right to a smoke-free working, living and learning environment. Ohio's law supports Baldwin Wallace University's commitment to providing a healthy, safe and productive environment in which to study and work. In accordance with Ohio Revised Code, Section 3794, effective December 7, 2006, smoking is not permitted in the interior of any University building or vehicle (owned/leased), including residence halls.

Smoking is also prohibited in exterior areas such as entranceways and loading docks where smoke can enter buildings through doors, windows and ventilation shafts. Employees who smoke must be at least 20 feet from any entranceway, window or ventilation shaft. Ashtrays and smoking receptacles are also not permitted in the interior of any campus building. Exterior smoking receptacles must be placed no closer than 20 feet of any entranceway, window or ventilation shaft.

Responsibility for Enforcement

The President, Vice Presidents, department chairs, directors, managers and supervisors are responsible for ensuring that all members of their administrative or academic unit, including students, visitors and contractors, comply with this policy.

The Office of Human Resources and University Relations are responsible for ensuring that each building has the legally required signage designating it as a smoke-free facility.

Complaint Procedures

Violations of the law are subject to fines by the state. Violations of the University's Smoke-Free Policy are to be reported to an employee's immediate supervisor for resolution. If those efforts are unsuccessful, employees and students should contact Human Resources who will investigate and attempt to resolve the complaint. Individuals who violate BW's Smoke-Free Policy will be subject to internal University disciplinary procedures.

Violations can also be reported directly to the state by calling 1-866-559-OHIO (6446).

Assistance for Smokers

Individuals interested in quitting smoking are encouraged to consult with their physician or contact the Department of Human Resources.

BW's Tobacco and Smoke-Free Policy

In the interest of the health, safety, and comfort of students, faculty, staff, and campus visitors, smoking is prohibited on all university-owned or leased property. This policy applies to faculty, staff, students, visitors, subcontractors, consultants, and vendors. This prohibition includes all university buildings, athletic and recreational facilities, parking lots and university owned, or personal vehicles being driven or parked on campus.

Tobacco use means the personal use of any tobacco product, whether lighted or not, including but not limited to: cigarettes, pipes, cigars, e-cigarettes, smokeless and chewing tobacco.

Employees are authorized and encouraged to communicate this policy with courtesy, respect and diplomacy. If an employee refuses to comply with this policy, Human Resources shall be notified. If a student refuses to comply with this policy, the Office of Student Conduct shall be notified. If contractors, consultants, visitors, or vendors refuse to comply with the policy, the Safety and Security Department should be contacted. Individuals violating the policy should initially be reminded about the policy. Continuing violations may also result in appropriate disciplinary action up to and including dismissal.

Tobacco is a leading cause of death in the United States. BW encourages any employee or student who uses tobacco to quit. More information on tobacco and smoking cessation programs can be obtained from Human Resources or the Student Health Center.

Americans with Disabilities Act

Baldwin Wallace University does not discriminate in the interviewing, hiring or promotion of individuals on the basis of disability. The University is committed to compliance with the American With Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. It shall endeavor to provide reasonable accommodations requested by all employees with documented disabilities who are otherwise able to perform the essential functions of their jobs.

The Assistant Vice President for Human Resources serves as the ADA coordinator for faculty and staff and is located in the Bonds Administration Building. The ADA coordinator will work with all employees and their supervisors in determining the most effective accommodations that can be reasonably provided on an individual basis for those employees covered by the provisions of the law. It shall maintain records of such requests and accommodations in a confidential manner.

The Disability Specialist located in Disability Services is the ADA coordinator for students and the office is located in the Learning Center in Ritter Library. The ADA coordinator will work with all faculty, staff and students in determining the most effective accommodations that can be reasonably provided on an individual basis for those students covered by the provisions of the law. It shall maintain records of such requests and accommodations in a confidential manner.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Attendance: Absences and Promptness

Policy Number: I-i
Scope: Administrative Staff and Support Staff

Policy Statement

In order to best serve the mission of the University, it is imperative that employees make every effort to work their scheduled hours. Due to the staffing of the University, it is critical that staff strive to be at work on time every day.

Absences and Promptness

An employee must notify his/her supervisor in advance when there is prior knowledge that there will be an absence from work during the scheduled workweek. An absence, which results from emergency situations and occurs after one has left work should be reported to the supervisor before the beginning of the next regularly scheduled workday if possible.

The supervisor has the responsibility for approving payment for certain justified absences and may do so if ample notice is given. All employees are expected to work the full schedule of hours. Repeated or habitual absences or tardiness may result in disciplinary action.

If an employee's absence will be longer than one day, every effort should be made to keep their supervisor apprised of their condition and expected date of return.

Absences due to illness or injury which are expected to last longer than five consecutive workdays will require a doctor's statement and should be reported to the Department of Human Resources.

Lunch and Rest Periods

The department head assigns starting and quitting time, lunch and dinner breaks. Non-exempt employees may take a 15-minute paid break both in the morning and in the afternoon, scheduled at the discretion of the department head. There may be times due to work load that breaks may not be provided.

Excuse from Work

Permission to leave the job during the regular work day, for any reason, must be approved by your immediate supervisor. Hourly paid employees must record on their time report when they leave and when they return to work.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Progressive Disciplinary Policy

Policy Number: I-j
Scope: Salaried and

Policy Statement

The University intends to give employees reasonable opportunity to improve their performance as soon as they have been notified that their performance is falling below a satisfactory level. When performance is below a satisfactory level, efforts to correct the problem will be made through counseling or through its disciplinary procedures. The Progressive Disciplinary Policy is designed so that:

- Management will respond in a consistent and predictable manner if an employee violates the rules.
- Disciplinary matters will be handled in a confidential and expeditious manner.
- Employees will be told what is expected of them and the possible consequences if they do not meet performance expectations.
- Employees will be disciplined progressively except for instances where the seriousness of the offense may warrant bypassing one or all steps (e.g., illegal use of drugs, sexual assault, etc.)
- Discipline will be based on facts and not hearsay.
- Employees can appeal disciplinary actions through the University's internal grievance procedures.

Counseling

Counseling is designed to identify performance problems and to recommend action plans for development and correction. Counseling offers the employee a fair, objective and consistent program for professional development while offering the supervisor an unbiased and expeditious manner for communicating expectations and performance standards.

Counseling is used for performance-related situations that affect productivity, quality, interpersonal relations and efficiency. The focus of counseling is to promote employee success by identifying cause(s) and agreeing on methods for improving employee performance to a satisfactory level. Since the counseling is intended to be action-oriented, every session will include scheduled review dates to monitor the employee's progress towards success. The following is a partial list of performance-related issues that may require counseling:

- Consistent errors in work
- Inability to perform assigned work
- Missing deadlines
- Inconsistent performance
- Absenteeism and tardiness
- Adversely affecting others ability to do work

While counseling is the preferred method for handling performance problems, the University recognizes the fact that certain offenses are serious enough to result in immediate suspension, demotion or dismissal in accordance with the following disciplinary procedures.

Discipline Procedures

At Baldwin Wallace University, there are occasions when employees fail to meet performance standards or to abide by University policies, procedures and rules governing appropriate conduct on the job. In order to deal with such situations in a fair and consistent manner, the University has developed disciplinary procedures designed to improve productivity and morale, and not merely to punish.

Disciplinary action is normally progressive in nature, that is, repetitions of causes for disciplinary action or a combination of offenses should lead to more serious disciplinary actions. However, some actions, because of their seriousness, represent a threat to the safety and well-being of the individual, other employees, students or to University operations, warrant bypassing one or all steps of the disciplinary process. The following defines and outlines the various disciplinary actions which may include:

- Verbal Warning
- Written Warning
- Probation/Demotion
- Compulsory Restitution
- Suspension with or without pay
- Dismissal

Step 1: Verbal Warning: A verbal warning is a discussion between a supervisor and an employee who fails to meet performance standards or exhibits unsatisfactory performance. Verbal warnings are generally issued for minor offenses and should be considered by the employee as a clear indication that a repetition of unsatisfactory behavior may call for more disciplinary action.

Normally within five (5) working days of a violation of any University policy, procedure, or rule the employee's supervisor shall meet with the employee in private and:

- identify the specific performance problem to the employee.
- indicate to the employee why their performance is inappropriate.
- specify what changes in performance must occur to correct the behavior, emphasizing job expectations relating to the problem.
- state what disciplinary consequences may occur if corrective behavior or continued satisfactory performance is not exhibited within a reasonable time period specified by the supervisor.
- the supervisor should document the verbal warning, provide the employee a copy and forward a copy to Human Resources to be placed in the employee's official personnel file.

Step 2: Written Warning: A written warning is more serious and will become a permanent part of the employee's personnel file. A written warning is issued if the corrective behavior from any previous verbal warnings is not exhibited within the specified time limits, or if another infraction occurs unrelated to the offense for which a verbal warning was issued, or if the offense is of a serious nature. A copy of the written warning is given to the employee, and the original is forwarded to Human Resources to be placed in the employee's personnel file.

Normally within five (5) working days of a violation of any University policy, procedure, or rule, the employee's supervisor shall meet with the employee in private and include the following information in the written warning:

- identify the specific performance problem to the employee.
- indicate to the employee why their performance is inappropriate.
- specify what changes in performance must occur to correct the behavior, emphasizing job expectations relating to the problem.
- state what disciplinary consequences may occur if corrective behavior or continued satisfactory performance is not exhibited within a reasonable time period specified by the supervisor.
- the supervisor should obtain the employee's signature, give a copy to the employee, retain a copy, and forward the original to Human Resources. Failure to sign a written warning by the employee will be noted by the supervisor on the written warning.

Step 3: Probation/Suspension/Demotion/Dismissal: Continued unsatisfactory performance or the commission of a serious offense may serve as a basis for more severe disciplinary actions beyond a verbal or written warning. An employee may be placed on probation from one day to several months. Disciplinary probation is designed to give an employee the opportunity to think over the seriousness of the offense. It is hoped that he/she will make a commitment to better behavior or performance in the future. An employee is not eligible to use sick leave while on a disciplinary probationary period.

Suspension without pay can vary from one day to several weeks or months. A suspension is designed to give an employee a clear indication regarding the seriousness of the offense. The Assistant Vice President for Human Resources will meet with the employee and with the supervisor and will approve, dismiss, or modify the recommendation.

A reduction in pay or demotion may be on a permanent or temporary basis. Demotions are for situations in which an employee has been promoted and cannot handle the new responsibilities or is no longer able to perform his or her regular duties in a competent manner.

Dismissal is the most serious penalty that can be imposed and should be used with care in the event that previous progressive discipline has not achieved the desired corrective behavior or when a serious offense has been committed. A bad discharge decision hurts the employee who loses a job, the employer who loses a trained worker, and the supervisor and co-workers who must handle the additional workload while waiting for and training a replacement. To recommend any of the disciplinary actions in Step 3, a supervisor must proceed through the following steps:

- Forward to their Vice President a written recommendation for discipline which indicates the specific offense(s) and outlines all previous attempts to correct the performance problem(s).
- If the recommendation is endorsed by the Vice President, the recommendation is to be forwarded to Human Resources for review prior to meeting with the employee.
- After Human Resources reviews the recommendation, the supervisor will meet with the employee to discuss the recommended disciplinary action and will provide the employee with a copy of the recommendation.
- The Assistant Vice President for Human Resources will meet with the employee and with the supervisor and will approve, dismiss, or modify the recommendation.

The employee or the supervisor may appeal the Assistant Vice President for Human Resources' decision in accordance with the appropriate appeal process (Dispute Resolution Process or Sexual Harassment Policy).

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Dispute Resolution Process

Policy Number: I-k
Scope: Administrative Staff and Support Staff

Policy Statement

Baldwin Wallace University is committed to fair and equitable treatment for all staff. Because disagreements inevitably occur in any workplace, BW believes that employees should feel free to respectfully express and seek solutions to work-related concerns. Members of BW's management team will engage in good faith efforts to constructively address employee issues regarding the application of University policies and procedures.

Procedural Guidance

It is strongly recommended that employees meet with the Assistant Vice President for Human Resources to discuss the various options available to resolve work-related concerns and provide a prompt, orderly and fair resolution.

Informal Resolution

The first, most important, and least intrusive step in conflict resolution is an informal discussion between the individuals involved. If meeting with the immediate supervisor is unsuccessful in resolving an employee's issue, the employee may use the formal Dispute Resolution Process articulated below. The purpose of BW's Dispute Resolution Process (DRP) is to provide a prompt, orderly and fair resolution of employee concerns and issues regarding the application of University policies and procedures.

If an employee's dispute is with their immediate supervisor and the employee is uncomfortable in a face to face discussion with that supervisor, s/he may proceed to Step 2 of the DRP within five (5) business days after the action was taken or occurred. The employee is still required to present the concern in writing, along with a requested resolution and a copy of that letter must be provided to the employee's immediate supervisor.

***Step 1: Immediate Supervisor:**

If an employee has a work-related concern, s/he will discuss the concern in person with his/her immediate supervisor within ****five (5) business days** after the action was taken. To ensure there are no misunderstandings, the employee must present the concern in writing, along with a requested resolution.

The immediate supervisor shall meet with the employee within five (5) business days after receiving the written concern. The immediate supervisor shall provide the employee with a written response within five (5) business days after their meeting. If the employee disagrees with the immediate supervisor's response, the employee may appeal to his/her *****area/unit supervisor**. The appeal must be submitted in writing within five (5) business days after receiving the immediate supervisor's written response.

If the immediate supervisor does not meet with the employee, or does not respond in writing within five (5) business days, the employee may immediately appeal to the next applicable Step of the DRP, typically the area/unit supervisor. The appeal must be submitted in writing within five (5) business days after the date the employee should have received a written response in Step 1, or within five (5) business days after the date the immediate supervisor was to meet with the employee. Failure by the employee to submit an appeal to the area/division supervisor in writing within five (5) business days after receiving the immediate supervisor's written response, not receiving a response, or not meeting with the immediate supervisor will terminate the process.

Step 2: Area/Unit Supervisor Review

Upon receipt of an appeal from Step 1 or the receipt of an initial complaint that bypasses Step 1, the area/unit supervisor must meet with the employee and any other individuals needed to conduct the review, within five (5) business days. After meeting with the employee, the area/unit supervisor will provide a written response to the employee and to the immediate supervisor within five (5) business days after meeting with the employee.

If the employee disagrees with the efforts to resolve his or her issue in Step 2, the employee may appeal the decision to their Vice President or, in cases where the Vice President is the area/unit supervisor, to the President. The appeal must be in writing and it must be submitted within five (5) business days after receiving the next level supervisor's written response.

If the area/unit supervisor does not respond in writing within five (5) business days, the employee may automatically appeal to Step 3. Failure by the employee to submit an appeal in writing within five (5) business days after receiving the next level supervisor's written response or receiving a non-response from the area/unit supervisor will terminate the process.

Step 3: Vice Presidential Review

Upon receipt of an appeal from Step 1 or Step 2, or receipt of an initial complaint that bypasses Steps 1 and 2, the Vice President will have five (5) business days to meet with the employee and any other individuals needed to conduct the review. After meeting with the employee, the Vice President will provide a written response to the employee and to the supervisor(s) in Steps 1 and 2 within five (5) business days.

If the employee disagrees with the efforts to resolve his or her issue at the Vice Presidential level, the employee may appeal the decision to the President. The appeal must be submitted in writing within five (5) business days after receiving the Vice President's written response. Failure by the employee to submit the appeal in writing within five (5) business days after receiving the Vice President's written response will terminate the process. If the Vice President does not respond in writing within ten (10) business days, the employee may automatically appeal to Step 4.

Step 4: Presidential Review

Upon receipt of an appeal that has gone through the vice presidential level of the DRP, the President will have five (5) business days to meet with the employee and any other individuals needed to conduct a review. After concluding his/her review, the President will have ten (10) business days to respond in writing to the employee with copies to the immediate supervisor, next level supervisor, and vice president. The President's decision is final and will terminate the Dispute Resolution Process.

Retaliation: The filing of or participation in the dispute resolution process will not, in and of itself, cause any negative reflection on the individual staff member or any individual participating in the process, nor will it affect future employment, compensation or work assignments at BW.

* Due to the number of levels in the University's organizational structure, there may be instances where eliminating one or more steps will be necessary. Example: Step 4 would become Step 2 for an individual reporting directly to a Vice President.

** While all attempts will be made by the University to respond quickly and within the prescribed time limits, there will be circumstances such as vacation, illness and work load priorities that may preclude meeting the prescribed time lines. In those cases, the supervisor or his/her designee will notify the employee of the reasons for delay in writing.

*** An area/unit supervisor is the supervisor who in most cases reports directly to a division vice president. There may be instances where a vice president or the president will serve as the area/unit supervisor.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Work Schedules and Pay Days: Payroll Deductions, Meal Breaks, Breaks, Time Cards, Release Time

Policy Number: II-a

Scope: Faculty, Administrative Staff, Support Staff and Student Employees

Policy Statement

While most full-time employees work a normal week of five days, Monday through Friday, certain departments will have schedules that will vary to meet university operating needs. Each employee's schedule is subject to his/her supervisor's approval. For purposes of determining overtime pay and weekly compensation for unemployment pay, the official work week for all non-exempt employees begins at 12:01 Sunday and ends at midnight Saturday.

Hourly employees and student employees are paid every other Friday, unless it is a holiday. In those cases, payday will be the last working day before Friday.

Salaried employees (faculty and administrative staff) are paid on the last regular work day of each month. If the last working day falls on a weekend or a holiday, payday will be the last regular working day before the last working day of the month.

Employee compensation for full and part-time employees is handled via direct deposit and pay stubs are available on-line.

Payroll Deductions (Withholding)

The University is required by law to make certain deductions from each employee's paycheck. These include federal, state and local income withholding taxes, Social Security and in some cases garnishments. It is the responsibility of the employee to notify Human Resources and Payroll of any change in a dependency status or change in resident address and to sign a new deduction authorization.

Payroll deductions will be made for health insurance, retirement plan contributions, Section 125 plan flexible spending accounts, supplemental life and/or AD & D insurance and other similar purposes as approved for participation. Credit union deductions, computer purchases, United Way and Annual Fund contributions can also be made via payroll deduction.

Meal Breaks

All employees shall be granted a meal break which is not counted as time worked. For safety purposes, employees who work a minimum of five consecutive hours must take a meal break of at least 30 minutes. Meal breaks cannot be used to come in late or leave early. Due to their on-call responsibilities, Security Officers are paid for their 30-minute meal breaks.

Breaks

Hourly employees may take a 15-minute paid break both in the morning and in the afternoon, scheduled at the discretion of the department head. In addition, supervisors will allow adequate time for employees to take care of personal needs. This includes time to "take five" when the work requires pressure and concentration, use of bathroom facilities, use of drinking fountain, coffee, etc. These periods are for the employee's benefit during working hours and should be used for the purpose intended and not abused. Breaks cannot be used to come in late or leave early and unused break time does not accrue.

Hourly Time

Employees are responsible for correctly recording their hours of work and for identifying the reasons for absences during the work week. Reasons should be coded on the biweekly time cards. The University makes every effort to provide prompt and full payment if the time card is completed properly. Falsification of the time card may result in dismissal and restitution of pay fraudulently obtained.

Supervisors of hourly employees and student workers shall submit time cards through the V8 (previously Etime) system to Payroll Services by noon on Monday every two weeks in accordance with the biweekly payroll schedule available on HR's web site. Exceptions requiring early submission will occur when holidays alter the usual Friday payday.

Release Time

Managers are encouraged to make every effort to ensure that staff members who want to participate in University-sponsored activities such as Staff Council or attending a benefits-informational session have the opportunity and release time to do so. However, there will be occasions when the business needs of the University will supersede an employee's ability to attend a specific function. Staff members who wish to participate in events that will conflict with their regularly scheduled hours must request and receive permission in advance to attend the specific function. Employees should strive to balance their participation in these activities outside their departments with the business needs of the University so as not to place an undue burden on co-workers and those we serve.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Overtime and Shift Differentials

Policy Number: II-b
Scope: Support Staff and Support Staff Managers

Policy Statement

At certain times, due to business necessity, employees may be required to work beyond their regular work schedule. Overtime is defined by the Fair Labor Standards Act (FLSA) as any hours over forty (40) in a standard work week. The standard work week at Baldwin Wallace University begins at 12:01 am Sunday and ends at midnight Saturday.

Overtime pay rates are established in accordance with the FLSA. The FLSA requires all eligible employees (non-exempt, hourly) to be paid at an hourly rate of one and one-half (1 1/2) times the basic hourly rate for all “hours worked” in excess of forty (40) hours during a standard work week.

For those hourly employees at Baldwin Wallace University who work thirty-seven and a half (37 1/2) hours per week, any hours worked between thirty-seven and a half (37 1/2) and forty (40) hours must be approved in advance by the appropriate Vice President. Since these hours are not considered overtime, they are paid at the basic hourly rate.

“Hours worked” is defined as regular hours worked. For purposes of calculating overtime pay, sick leave, funeral leave, vacation, short-term disability, and jury duty are not considered hours worked.

Procedure

Overtime work should normally be planned and must be authorized in advance in writing by an employee’s immediate supervisor and the appropriate Vice President.

Shift Differential Pay

Shift differentials are paid to full and part-time non-exempt employees who work evenings and nights. The evening shift-differential is calculated at 5% of the minimum hourly rate for the applicable classification. The night shift-differential is calculated at 10% of the minimum hourly rate for the applicable classification. Departments in consultation with Human Resources and Payroll identify positions and schedules eligible for shift differential pay.

When an employee transfers to a position or shift that does not qualify for a shift differential, they are no longer eligible to receive it. Contact Payroll Services for more information.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Classification and Compensation System

Policy Number: II-c
Scope: Salaried and Support staff

Policy Statement

The University strives to maintain a fair wage or salary for each job and a fair relationship among jobs. The salary plan is one component of the University's comprehensive compensation program which includes benefits that can add another 20-40% to the value of an employee's total compensation package. There is one salary plan that covers all administrative staff and non-exempt staff. The Department of Human Resources is responsible for administering the salary plan in compliance with budget requirements.

Starting Salary or Wage

Hiring departments who have a vacancy will contact Human Resources in order to determine an appropriate starting salary range for all positions. The approved range will be listed on the Personnel Requisition form. Human Resources will take into account a variety of factors such as, but not limited to: skills and abilities required of the employee; labor market; internal equity considerations; budgetary considerations, etc. All salaries must be reviewed and approved by each Vice President before an offer is extended. Final starting salaries will be listed on the Report of Hire form.

Promotional Increases

If an employee is promoted to a position in a higher classification, they will generally receive a 5% increase or an increase that takes their pay to the minimum of the classification, whichever is higher. Lateral transfers to a position within the same classification are generally not eligible to receive an increase.

Annual Pay Increases

Pay increases are considered annually by the Board of Trustees. Newly hired employees must have at least six months of service prior the effective date of the increase to receive the annual increase. Also, an employee must be in an active status at the time the increase is paid to receive the increase. Annual increases are based on actual base wages and salaries.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Health, Dental and Vision Insurance

Policy Number: II-d

Scope: Full-time Faculty, Administrative Staff, Support Staff and Retirees

Policy Statement

The University is committed to making comprehensive health, dental and vision coverage available to all eligible employees. The health and dental coverage is intended to provide for the welfare and financial protection of employees and their families. The University reserves the right to make changes to benefits, premiums and providers.

Eligibility

Full-time faculty, administrative staff and non-exempt staff are eligible to participate in the University's health and dental programs.

Enrollment

The University currently provides employee only, employee and child, employee and children, employee and spouse, and family health coverage options. All new employees who are eligible for health, dental and vision coverage have thirty-one (31) calendar days from their hire date to complete enrollment forms for these benefits. Employees who become eligible for health care due to a change in status like part-time to full-time also have 31 days from the date they become eligible to enroll for coverage. If an employee does not enroll during the first thirty-one (31) days after being hired, he or she must normally wait until the University's open enrollment period to sign up for coverage or to add dependents to their coverage.

For full-time faculty, administrative staff and non-exempt staff, the University pays an applicable portion of the total premium based on type of enrollment (single, two-person family, and family) and their classification. Coverage begins on the first of the month following the month of enrollment, unless an employee's hire date is the first of the month and then it shall be effective from his or her date of hire.

Medical

Baldwin Wallace currently contracts with Medical Mutual of Ohio (MMO) to provide health benefits. MMO offers both in-network benefits and out-of-network benefits. Members can choose a doctor who participates in MMO's comprehensive network, or they can visit any non-network physician and receive out-of-network benefits covered by the non-network schedule of benefits. More information on the University's health plan can be obtained from the Human Resources Department. A detailed description of the coverage provided by the health plan is contained in the certificate of coverage provided to all participants.

Prescription Coverage

Prescription benefits are offered as part of the MMO health insurance plan. Prescriptions can be obtained from a retail pharmacy or through mail order. Co-pays will vary depending on whether the drug is generic, a brand-name drug on the preferred drug list, or a drug not on the preferred drug list.

Dental

MetLife provides dental benefits for employees and eligible dependents. More information on the University's dental plan can be obtained from the Human Resources Department. A detailed description of the coverage provided by the dental plan is contained in the certificate of coverage provided to all participants.

Vision

MetLife provides vision benefits for employees and eligible dependents. More information on the University's vision coverage can be obtained from the Human Resources Department. A detailed description of the coverage provided by the vision plan is contained in the certificate of coverage provided to all participants.

Annual Open Enrollment Period

The benefit year for health, dental and vision insurance is January through December. Open enrollment is the one time during the year when an eligible employee may enroll for coverage with no questions asked. Open enrollment is normally held in November of every year with changes becoming effective the following 1st of January. Any changes made that result in an in a change in premiums will be reflected in January.

Qualifying Events for Changing or Electing Coverage

Throughout the calendar year unforeseeable changes may occur in an employee's family status and/or other health insurance coverage. If a qualifying event does occur during a non-open-enrollment-period, employees may still be eligible to add an eligible spouse, domestic partner or dependents to their health/dental insurance within 31 days from the date of the qualifying event. Qualifying events include but may not be limited to the following: employment termination of a spouse which results in the BW employee and/or his/her dependents to lose health/dental coverage with the spouse's carrier; birth or adoption of a child; marriage, divorce, etc. An employee can decide at any time during the calendar year to drop his/her health or dental coverage for any reason, but he/she would not be eligible to re-enroll until the next open enrollment period. These types of changes should be reported to the Human Resources Department at which time an enrollment change form will be sent to the employee for completion and resubmission to the Human Resources.

Dependents

Dependents can remain on BW's health care plan until they reach the age of 26.

Working Spouse Provisions

If the spouse of a BW employee has access to an employer-sponsored health care plan, or to an employer-sponsored retirement/disability health care plan, s/he is not eligible for coverage under BW's health care plan.

The following are exceptions to the policy that would allow a spouse to remain on the University's health care plan, or carve out prescription and/or dental coverage.

- Spouses who are self-employed
- Spouses who only have access to Medicare
- Spouses who only have access to C.O.B.R.A.
- Spouses who work part-time (less than 30 hours) and who have access to an employer-sponsored plan for active employees
- Spouses whose health care plans do not provide prescription or dental benefits may pay a premium to carve-out this benefit if they are with Medical Mutual.

Each year during open enrollment, employees must complete a Spousal Health Care Eligibility Determination form if they wish to cover their spouse for the upcoming benefit year.

In addition, employees must notify Human Resources immediately whenever a spouse covered by BW's plan, gains access to health care elsewhere and is no longer eligible for coverage through BW.

Flexible Benefits

BW offers a flexible benefits program which allows employees the opportunity to pay for health care premiums and out-of-pocket expenses on a pre-tax basis and saves them tax dollars. For more information, refer to the flexible benefits program section of this manual (II-p).

COBRA

The University is an eligible employer for purposes of the Consolidated Omnibus Budget and Reconciliation Act of 1986, otherwise known as COBRA. Under COBRA, most eligible employees who have terminated employment with the University and their families are eligible to elect continuation coverage under the University's plans. If an employee elects continuation coverage which must be done within sixty (60) days after losing coverage, the employee must pay for the full cost of the premium (University and employee share), plus a two (2) percent administrative fee. Employees are responsible for notifying the Department of Human Resources of changes which affect coverage for dependents, divorced children ceasing to be dependents, etc. Human Resources must be notified within 60 days of those events.

Retiree Health and Dental Benefits

Full-time faculty, administrative staff and support staff who retire at age 65 with at least five (5) years of service may participate in the University's retiree health and dental plans. Retirees have a one-time open enrollment period to elect health care coverage under the retiree plan, unless they are being covered by another employee of the University. The open enrollment period is the first 30 calendar days after retirement and the election is retroactive to their loss of coverage date. If a retiree drops coverage, he or she forfeits their right to rejoin the retiree plan in the future.

Retirees who do not meet service eligibility requirements may be eligible for COBRA continuation coverage. Spouses and dependent children of deceased retirees are eligible to continue health and dental benefits beyond that allowed through COBRA.

Retirees and their spouses under age 65 remain on the active employee plan under COBRA, while retirees and their spouses over age 65 must select the University's retiree plan with Benistar.

The retired employee is responsible for paying the full cost of the premium. The University does not make a contribution to the premium of a retired employee.

If retirees are eligible for Medicare coverage when they retire or subsequently become eligible for Medicare after retirement, they must enroll in Medicare as their primary insurance and may then use the Baldwin Wallace retiree plan.

Retiree who wish to have dental coverage while in retirement may elect to do so through BW's current dental plan. More information can be obtained on the dental benefit from Human Resources.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Retirement Plans - TIAA, Social Security

Policy Number: II-e

Scope: Full and eligible part-time Faculty, Administrative Staff and Support Staff

Policy Statement

Baldwin Wallace University offers the opportunity for employees to plan for their long-term security through its 403 (b) defined contribution retirement program. As part of its comprehensive compensation package, the University will contribute to a retirement fund for eligible participants. Eligible employees are also afforded the opportunity to make their own contributions up to the maximum amount allowed by Internal Revenue Service (IRS) regulations.

The employee and the University's contributions are made on a pre-tax basis, which reduces an individual's gross taxable earnings for federal, state, and local income tax purposes. Earnings on the contributions are also tax-free until withdrawn at retirement. If withdrawn prior to retirement, withdrawals are taxable and may be subject to penalties imposed by the IRS. The University strongly encourages employees to contribute as much as possible since this is a defined contribution plan, which generally pays off in relationship to how much and how soon in a career that money was contributed.

Eligibility

An employee must be at least half-time and have worked for one year to receive the University's retirement contribution of 7% of base pay. Base pay excludes overtime, overloads, bonuses, call-back pay and stipends. In addition, employees must contribute at least 3% of their base pay to receive the University's contribution. Employees are vested immediately upon enrolling.

An eligible employee may join any or all of the plans offered by the University on or after their first day of employment and contribute their own funds. BW currently makes available to all qualified employees two retirement products administered by the Teachers Insurance and Annuity Association (TIAA), a Retirement Annuity (RA) and a Supplemental Retirement Annuity (SRA). Information on these programs is available in the Human Resources Department.

A part-time faculty member who has taught a minimum total of eighteen (18) semester credit hours during an anniversary year including summer months is eligible for the TIAA retirement plan. An administrative or staff member who has worked a minimum total of 1,000 hours during an anniversary year is eligible for the TIAA retirement plan. If an employee does not complete the required hours of service by the first anniversary date of employment, the hours completed do not count towards establishing a year of service.

If a newly hired employee has worked in a full-time capacity at another accredited University or university in the immediate 12 months preceding employment with Baldwin Wallace, the one (1) year waiting period or a pro-rated portion of the waiting period for the University's contribution can be waived. The employee will be required to provide written documentation from their previous employer stating they were employed full-time. Post-doctoral appointments, students, graduate interns and graduate assistantships do not qualify for the one-year waiver.

Enrollment

In order to enroll, whether it is to begin receiving the University's contribution or to begin contributing his/her own funds, an employee must enroll on-line and complete and submit a TIAA Salary Reduction Agreement to Human Resources. The TIAA Salary Reduction Agreement can be completed any time during the year that an employee wishes to begin, increase, decrease or cease his/her contribution to the retirement plan. An employee can indicate a percentage of pay or a flat dollar amount to be deducted for retirement purposes. The University cannot contribute to a supplemental retirement annuity (SRA), which TIAA presents as an additional retirement savings option for employees. The University can only contribute its 7% contribution to a retirement annuity (RA). However, employees are able to contribute their own funds to an SRA which offers greater flexibility and access to funds, as well as to an RA.

When an employee becomes eligible for the University's 7% contribution, the Human Resources Department will notify the employee in writing of his/her eligibility and instruct them to enroll if they have not done so and to complete a Salary Reduction Agreement. If an employee fails to enroll in an RA and/or fails to submit a Salary Reduction Agreement by the due date stated in the employee's notification letter, the University's contribution will **not** be retroactive to the employee's original eligibility date.

Rollovers

Employees who wish to consolidate a previous 403 (b), 401 (d), IRA or other retirement plan from a previous employer may be able to do so. To learn whether or not you can rollover a previous retirement account, contact TIAA directly.

Maximum Employee Contributions

The maximum amount that an employee can tax-defer (or contribute to their retirement) is defined by IRS law. To determine one's maximum allowable retirement contribution, the employee should contact TIAA or Human Resources. The maximum contribution limits are subject to change annually so employees should check with Human Resources annually at the beginning of the calendar year to determine if the maximum amounts have been increased.

While Human Resources will track contributions, employees are ultimately responsible for ensuring that they do not contribute more than the maximum allowed by the law.

Social Security & Medicare

Social Security pays benefits when one retires as early as age 62 or over, becomes disabled, or dies, if eligibility requirements are met. Medicare is a federal health insurance program for persons age 65 and over, and certain disabled persons. It generally has three parts – hospital insurance and medical insurance and prescription drug coverage.

An employee and the University each pay taxes for Social Security and Medicare benefits. Social Security tax is withheld from an employee's wages at a rate of 6.2%. Medicare is withheld at a rate of 1.45%. These taxes are combined and referred to as F.I.C.A. (Federal Insurance Contributions Act) payroll taxes. Automatic deductions are made from each employee's paycheck, and the University pays an equal amount of taxes (7.65%) on his/her behalf.

Employees interested in applying for Social Security or Medicare benefits should contact the Social Security Administration.

Non-Discrimination Rules

Baldwin Wallace reserves the right to protect the tax-exempt status of this retirement plan. Therefore, any amount of excessive contributions made by the University to persons classified as “highly compensated” which jeopardize the tax exempt status of this plan under the nondiscrimination rules of federal laws, may be withdrawn from the individual contracts of such “highly compensated” persons and distributed to them as taxable income.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Paid Time Off: ***Holidays***

Policy Number: **II-f**

Scope: **Full-time Faculty, Administrative Staff and Support Staff**

Policy Statement

The University recognizes the following paid holidays for full-time employees. Actual holidays observed may be changed by the President to meet the operational needs of the University.

New Year's Day	Martin Luther King Jr. Day	Good Friday
Memorial Day	Independence Day	Labor Day
Thanksgiving Day	Day before and after Thanksgiving	Christmas Day

*Easter Monday: Faculty & Students have no day classes

Other days off granted by the Officers of the University

Procedures

When an official holiday falls on Saturday, it is generally observed on the preceding Friday. Should the holiday fall on Sunday, it will generally be observed the following Monday. This is subject to change by decision of the President. Annually, the President's Office distributes the holiday schedule for the upcoming year.

Full-Time Employees

Regular and academic year full-time employees who are in a full paid status on the last scheduled day before and first scheduled day after the named holiday shall receive a regular scheduled day's pay not to exceed eight hours at their regular rate. Unless an academic year employee's schedule has him or her returning in the fall prior to Labor Day, they will not receive holiday pay for Labor Day.

Holidays are considered as time worked for the purpose of overtime computation. When a full-time employee is requested by the supervisor to work on the actual calendar date of any holiday (not a Friday or a Monday after), that employee shall be paid the normal rate for the actual hours worked, plus the holiday rate for regularly scheduled hours. If a holiday occurs while an employee is on vacation or sick leave, such vacation or sick day will not be charged against his or her vacation or sick leave.

Employees on maternity leave during a holiday will receive the full holiday pay. Employees who are on maternity leave, parental leave or short term disability leave receive holiday pay based on the applicable percentage. Employees paid lost time through workers' compensation are not eligible for holiday pay. Employees in an unpaid status are not eligible for holiday pay.

Part-time/Temporary Employees and Student Employees

While students, temporary and part-time staff are not required to work on an official university holiday, they are not eligible for paid holidays. However, if a part-time employee is required to work on a holiday, they will receive time and a half for all hours worked.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Paid Time Off: *Vacation*

Policy Number: **II-g**

Scope: **Full-time Administrative Staff and Support Staff**

Policy Statement

The University recognizes the need of employees to have paid time off for recreational, religious, cultural and other personal reasons. Vacation may be used at the employee's discretion and with the supervisor's approval, provided that:

- The time-off is pre-scheduled and coordinated with other time off
- Vacation must be accrued before it can be used

Vacation for Administrative Staff

All full-time administrative staff are eligible to accrue up to 20 days of vacation (150 hours) per year. Vacation accrues at 12.5 hours per full month worked beginning on the employee's full-time hire date. The maximum vacation balance that can be carried is 20 days or 150 hours. Full credit for a partial month worked is given to individuals who are hired on or before the 15th of the month.

Earned vacation may be taken at any time with the approval of the employee's immediate supervisor. Unused vacation may carry over from year to year as long as the annual maximum of 20 days has not been reached. Vacation is not credited in advance of work to be performed, it must be accrued in order to use.

An employee may not receive pay in lieu of vacation while actively employed. Accrued vacation balances will be paid upon separation of employment. If an employee separates employment on or before the 15th of the month, s/he does not earn vacation for the final month of employment.

Change of Status

If an employee transfers from exempt to non-exempt status, or vice versa, existing balances will be transferred in accordance with the vacation and sick leave maximum accrual schedules that are based on exempt/non-exempt status. Status changes may result in the loss of vacation benefits.

Reporting Procedures

All administrative staff will report vacation and sick leave usage on a monthly basis. 7.5 hours will be charged for a full day of sick leave or vacation. The minimum increment of sick leave/and or vacation that can be reported for administrative staff is ½ day (3.75 hours).

Every full-time administrative employee will complete a Vacation/Sick Leave Usage Report at the beginning of each month to record the previous month's use of sick or vacation and forward the report to his/her immediate supervisor for approval. Employees can access the current months' Vacation/Sick Leave Usage Report through the University's portal. After approving the Vacation/Sick Leave Usage Report, the immediate supervisor will forward it to Payroll Services. Vacation/Sick Leave Usage Reports are due in Payroll by the 7th of the month or the last working day before the 7th to record the previous month's usage. Vacation/Sick Leave Usage Reports are to be completed and submitted even if no vacation or sick leave was used in the previous month.

Vacation and sick hours used will be deducted from available balances and then monthly accruals will be added. Vacation and sick leave balances will appear on employee pay stubs. The vacation and sick leave balances appearing on the pay stub represent the accruals available effective at the end of the previous month.

10/12 and 11/12 full-time administrative staff employees do not accrue vacation for the months they are not scheduled to work.

Vacation for Support Staff

Full-time support staff employees are eligible for vacation based on the following years of service schedule and work schedule (37 ½ hrs. per week, 40 hrs. per week):

Vacation time is earned on the basis of hours in an active paid status (actual hours worked, sick leave, vacation, holidays, funeral leave, and jury duty) and will be credited to the employee's vacation balance each pay period. Vacation is not earned for hours in an unpaid or reduced pay status such as leave without pay or short-term disability. Vacation time is not earned for hours in excess of an employee's normal work week (overtime, call-back pay).

The maximum vacation balances that can be accrued by support staff are as follows. When the maximum accrual is reached, employees do not earn additional vacation until vacation is used.

<u>Years of Service</u>	<u>Maximum Accrual Per Year</u>		<u>Maximum Accrual Per Year</u>	
	<u>37.5 hour schedule</u>		<u>40 hour schedule</u>	
1-5 yrs. of service	75 hrs.	(10 days)	80 hrs.	(10 days)
6 yrs. of service	82.5 hrs.	(11 days)	88 hrs.	(11 days)
7 yrs. of service	90 hrs.	(12 days)	96 hrs.	(12 days)
8 yrs. of service	97.5 hrs.	(13 days)	104 hrs.	(13 days)
9 yrs. of service	105 hrs.	(14 days)	112 hrs.	(14 days)
10 yrs. of service	112.5 hrs.	(15 days)	120 hrs.	(15 days)
11 yrs. of service	120 hrs.	(16 days)	128 hrs.	(16 days)
12 yrs. of service	127.5 hrs.	(17 days)	136 hrs.	(17 days)
13 yrs. of service	135 hrs.	(18 days)	144 hrs.	(18 days)
14 yrs. of service	142.5 hrs.	(19 days)	152 hrs.	(19 days)
15 yrs. of service	150 hrs.	(20 days)	160 hrs.	(20 days)

Vacation pay may not be used in place of Workers' Compensation income benefits for work-related injuries and shall not be considered as time worked for the purpose of overtime computation. When a part-time employee transfers to a full-time position, the period of part-time employment will be converted to full-time equivalent in establishing years of service for vacation entitlement. New employees may begin using vacation upon the successful completion of their 90 calendar day probationary period. Temporary and intermittent employees are not eligible for vacation nor is their service time convertible for purposes of accruing vacation should they become full-time or part-time.

Vacation Entitlement on Termination of Employment

Employees who resign, retire or whose employment is terminated are entitled to compensation at their current rate of pay for any earned but unused vacation pay at the time of separation. Reimbursement for accrued vacation is limited to the time which is documented in the records maintained by Payroll Services. In no event shall the University be liable for or pay any employee for more than twenty (20) days accrued vacation upon separation. When paid out, vacation is calculated on the basis of scheduled work days. Employees paid by grant funds are not eligible for payment of vacation upon termination of employment.

Vacation benefits will not accrue during such absences as a leave of absence. When an employee returns to work from a leave of absence, crediting of vacation benefits will commence on the first day of the month following return to active service or the beginning of the first biweekly pay period after returning to work.

All accrued unused vacation time computed at the employee's hourly rate of compensation shall be paid to the employee or his/her beneficiary in the event of retirement or death.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Paid Time Off: ***Jury Duty and Voting***

Policy Number: **II-h**
Scope: **Faculty, Administrative Staff and Support Staff**

Policy Statement

The University believes that everyone has a civic responsibility to serve on jury duty when subpoenaed for any court or jury duty by the U.S., the State of Ohio, or a political subdivision. In order that such service does not create a financial hardship, full-time employees summoned for jury duty will receive regular pay for the time missed from his or her regular schedule. Part-time hourly employees eligible for Paid Time Off (PTO) hours will also receive regular jury duty pay for the time missed from his or her regular schedule. Employees are required to report back to work on those days or parts of days when their presence as a juror is not requested. When jury duty will create a hardship for the University, the University will assist the employee in attempting to secure a postponement of jury duty.

Jury Duty

Employees who are required to serve on jury duty should provide their supervisor and Payroll Services with a copy of the summons. Hourly Employees should document jury duty hours under the miscellaneous-hours category of their time card. Part-time hourly employees eligible for jury duty pay who are called to serve on a Grand Jury must first meet with Human Resources. Employees are not required to submit any monies received for serving on jury duty.

Voting Time

The University encourages all employees to exercise their right to vote. Since voting hours extend both before and after the normal working hours at Baldwin Wallace University, employees are not permitted additional paid time off for voting.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Paid Time Off: ***Funeral Leave***

Policy Number: **II-i**

Scope: **Full-time Faculty, Administrative Staff and Support Staff**

Policy Statement

Full-time faculty, administrative staff and hourly staff may be granted funeral leave upon approval of their supervisor of up to three consecutive working days with pay in the event of a death in the immediate family for the purpose of arranging for and attending the funeral. The day of the funeral must occur immediately before, immediately after, or during the three days of funeral leave. For purposes of this policy, the "immediate family" is defined as the employee's (father, mother, siblings, grandparents, wife, husband, children, son-in-law, daughter-in-law, father-in-law, and mother-in-law). Additional time off may be requested and covered by use of vacation or leave without pay subject to the approval of the supervisor.

Funeral leave for one day with pay may be granted upon approval of their supervisor in the event of a death of a near relative of the employee. If the funeral falls on a non-working day, the day of paid leave must occur immediately before or after the funeral. Upon request, the supervisor may grant two additional days without pay which may be covered by use of vacation. For purposes of this policy, "near relatives" is defined as sister-in-law, brother-in-law, grandchildren, nephews, nieces, uncles, and aunts. Employees may also use University time not to exceed one day to attend the funeral of a B-W employee.

A day's funeral leave pay shall not exceed the usual hours worked at the regular straight time rate. Funeral leave is not considered as hours worked for purposes of calculating overtime pay. Part-time, temporary and student employees are not eligible for paid funeral leave, unless a part-time employee chooses to use PTO hours.

Procedures

Employees must notify their immediate supervisors when taking funeral leave. Hourly employees record the time on the biweekly time card under the miscellaneous-hours category.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Leave of Absences: Family Medical Leave, Maternity/Paternity/Adoption Leave, Military Leave

Policy Number: II-j
Scope: Faculty, Administrative Staff and Support Staff

Policy Statement

Baldwin Wallace University understands that employees may need to be absent from the job for extended periods of time due medical and/or personal reasons. While every effort will be made to accommodate requests, there will be occasions when leaves may not be granted and positions may be filled before an employee is able to return to work. The University also follows the guidelines established by the federal government with respect to the Family and Medical Leave Act of 1993 (FMLA).

Family and Medical Leave Act of 1993 (FMLA)

Under the FMLA, eligible employees are entitled to up to 12 weeks of paid or unpaid leave during a 12 month period for one or more of the following family or medical reasons. Employees are eligible if they worked for the University for at least one continuous calendar year and for at least 1,250 hours during the previous 12 months.

- (a) for the birth or adoption of a son or daughter;
- (b) for the placement of a son or daughter with the employee for adoption or foster care;
- (c) for the care of the employee's spouse, son or daughter, or parent who has a serious health condition; and
- (d) for a serious health condition that makes the employee unable to perform his/her job.

Employees must ordinarily provide 30 days advance notice when leave is foreseeable. The University will require medical certification to support a request for leave because of serious health conditions, as well as a return to work form.

An employee may take intermittent leave or may work a reduced leave schedule to reduce the usual number of hours per day or work week. Intermittent or reduced leave schedules are subject to employer approval unless medically necessary. Many of the provisions and requirements of the law are provided for in our existing policies, therefore, only a few changes are required. The two most significant are the following"

- (a) For those family and medical leaves where our current policy provides paid leave such as under the Sick Leave, Maternity Leave, and Long Term Disability policies, we will substitute our paid leave for the unpaid leave called for in the law. We will also require that unused vacation be substituted where a family or medical leave would otherwise be unpaid (if additional leave is necessary, it would be unpaid or may be paid as Short Term Disability).
- (b) Generally speaking, employees will be reinstated to the same or equivalent position when the total amount of leave taken for family and medical reasons in a 12 month rolling-forward period is 12 weeks or less.

At the employee's or university's option, certain kinds of paid leave may be substituted for unpaid leave. A "serious health condition" is defined in the FMLA legislation as a health condition that involved inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

In determining the time available to an individual for Family and Medical Leave, within a calendar year, time already used under the following existing policies will be automatically deducted from the 12 week period:

- Sick time
- Short-term disability
- Parental or Adoption Leave
- Time-off due to work-related injuries

Any accumulated vacation and remaining sick time must then be applied to Family and Medical Leave. The remainder of the 12 weeks will be granted on an unpaid basis.

Any employee eligible for health insurance will not lose coverage because of Family and Medical Leave; employees not eligible for health insurance will also not gain coverage because of Family and Medical Leave. As a condition of coverage, employees with health insurance must continue to make their matching contributions while on Family and Medical Leave, the same as other active employees. Non-contributory life insurance and long-term disability insurance will be continued by the University. If active employees are required to contribute to the cost of any benefit programs, employees on Family and Medical Leave will also be required to make their contributions during Family and Medical Leave. No retirement contributions to TIAA/CREF will be made where the employee does not have sufficient earnings on payroll to make the required matching contribution.

After a Family and Medical Leave, an employee returning to work is guaranteed an equivalent job but not necessarily the same position held prior to leave.

Application for Family and Medical Leave must originate through the immediate supervisor. The Human Resources Office will supply the appropriate form.

Parental Leave

Parental Leave is herein defined as optional time off work that may be taken after a physician has determined that a mother is medically able to return to work (end of Sick Leave or Short Term Disability); or in the case of a father, optional time off work taken to attend a member of his immediate family for pregnancy related causes. Parental Leave time may be taken up to 3 months. During this time, the University will pay 50% of the employee's salary through the first 6 weeks of use. Sick leave must be used by male staff members before they become eligible for Parental Leave. After that time, an additional 6 weeks of time off work may be added without pay or the employee, with the supervisor approval, may work part-time receiving part-time payment for hours worked.

Adoption Leave

Adoption Leave is herein defined as optional time that may be taken by an adoptive parent to welcome a new child into the home. The leave applies in the case of adoptive children who are not yet old enough to attend first grade in school. The first 6 weeks of adoption leave are paid at the full salary. Up to 6 additional weeks can be taken as at 50% of pay if the employee qualifies for Parental Leave.

Eligibility

Eligibility for both parental and adoption leave requires at least two years of full-time service. An employee may not assume any other employment while taking parental or adoption leave.

Whenever someone is absent or intends to be absent for more than five (5) working days, the employee and his or her supervisor must notify Human Resources immediately.

Maternity/Paternity/Adoption Leave

It is the responsibility of individual staff to notify their immediate supervisor and the Department of Human Resources of an anticipated birth or adoption which will result in an interruption of his or her obligations. Time needed for maternity/paternity/adoption leave is to be arranged on mutually acceptable terms with the immediate supervisor in accordance with University leave policies. Female staff and faculty may take up to twelve (12) weeks of maternity leave in accordance with the Family and Medical Leave Act. Pregnancy and childbirth will be treated as another *short-term* medical condition requiring absence from the campus. If the absence exceeds 30 calendar days, then the woman is considered to be on short-term disability and if eligible, may use short-term disability coverage if sick leave and vacation are exhausted. The female staff and faculty member are assured of returning to the identical or similar position if they return within the 12-week period or at the end of Parental Leave or semester off (faculty).

Sick leave, vacation and if eligible, short-term disability and Parental Leave can be used by staff to cover this time.

Full-time female faculty who qualify for FMLA may take a semester of paid time off with benefits to be coordinated between the department, school and Provost's Office. The female faculty member is assured of returning to the identical or similar position if upon their return from maternity leave.

Male staff who qualify for FMLA may take up to twelve (12) weeks of paid or unpaid leave for the birth of a child in accordance with the Family and Medical Leave Act. Sick leave and vacation can be used to cover this time. The male staff member is assured of returning to the identical or similar position if they return within the 12-week period.

Full-time male faculty who qualify for FMLA may take a semester of paid time and partially paid time-off with benefits to be coordinated between the department, school and Provost's Office. Typically the first 6 weeks is at full pay. A second six weeks is paid at 50% of salary if the faculty member qualifies for Parental Leave, or as unpaid leave if they do not qualify for Parental Leave.

Military Leave Policy

Employees who perform and return from service in the Armed Forces, the Military Reserve, the National Guard or certain Public Health Service positions will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases, as required by applicable federal or state law.

The Uniformed Services Employment and Reemployment Rights Act allows part-time and full-time employees who enlist for up to five years of active duty in the United States military or who miss work because of reserve or National Guard training or a call-up to active duty to take a military leave of absence. Temporary employees are not eligible for reinstatement under this policy.

A. Notification: An employee who must take military leave should request military leave in advance whenever possible. A copy of official orders requiring the employee to report to duty must be submitted to Human Resources and to the employee's immediate supervisor prior to the leave. When advance notice is precluded, the employee or his/her family should notify Human Resources as soon as possible.

B. Pay During Leave: Employees who are members of the U.S. Military Reserves on National Guard or other military service will receive their gross pay minus wages received from the military during the leave period for one training period of two weeks active duty annually. Employees who are members of the U.S. Military Reserves on National Guard or other military service who are called up for active service continue to receive their gross pay minus wages received from the military during the leave period for one month.

Other military leave is generally unpaid, unless an employee elects to use vacation to receive pay during military leave. However, exempt salaried employees absent only part of a work week to perform military service are paid in full for the work week.

Baldwin Wallace University reserves the right to modify or change this policy with or without notice depending on both the economic circumstances of the University and the nature and duration of such emergency or conflict.

C. Health Coverage During Leave: During a paid or unpaid military leave, Baldwin Wallace will continue to pay the University's share of any health and/or dental premiums for the first 30 days, employees are responsible for paying their share of the premiums. Employees on military leave for 31 days or longer are eligible for health benefit coverage from the military. Employees can also arrange to continue their coverage through the University's plan for up to 18 months under COBRA and will pay 102% of the total premium cost.

D. Impact on Other Benefits: Employees on military leave do not accrue vacation or sick leave. However, the time off counts toward an employee's length of service in determining the rate at which employees accrue vacation, pay, and or other benefits after returning from military leave.

Once an employee returns from active duty, employees participating in the University's retirement plan can make up any missed contributions, and the employer will contribute the portion it would have contributed.

E. Return to Work: Employees returning from military leave of 30 days or less must report to work at the start of the next work period, allowing eight hours for travel after the end of service. Employees returning from military service of 31 to 180 days must apply for reinstatement within 14 days of concluding service. Those serving longer than 180 days must apply for reinstatement within 90 days of ending military service.

If the returning veteran is hospitalized for or convalescing from an illness or injury that was incurred in or aggravated by the period of service, s/he must report or submit an application to the employer, depending on the length of the period of service, within the time limits stated above, measure from the end of the period required for recovery. However, the period of recovery is normally limited to two years.

Exceptions to these deadlines are possible when circumstances beyond an individual's control prevent returning to work or applying for reinstatement within the specified period. Extensions are also permitted when individuals who fail to report to work or apply for reinstatement within the specified period are subject to the company's disciplinary policy for unexcused absences.

F. Reinstatement Rights: Employees returning from military leave are entitled to reinstatement to their former positions or, if qualified to the jobs they would have held without any break in service if they meet the application and satisfactory service requirements and if their military service was for 90 days or less. However, employees serving more than 90 days can be reinstated to a position similar in pay, benefits, status, seniority and other employment terms or conditions.

Employees who no longer qualify for their former or equivalent positions will be offered training to bring their qualifications up to the level needed. If training does not qualify the returning employee for reinstatement to the former or an equivalent position, he or she can be reinstated to a position with lesser pay and status, but with no loss in seniority.

Employees who terminated group health plan coverage while on military leave can resume coverage under the University's plan without waiting periods or exclusions.

BALDWIN- WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Income Protection: *Sick Leave and PTO Hours*

Policy Number: **II-k**

Scope: **Administrative Staff and Support Staff**

Policy Statement

The University recognizes that employees need to tend to both personal and family medical concerns in a constructive manner in order to be fully productive. Therefore, the University provides a measure of stability through benefit protection and a reasonable allowance for paid time off due to personal illness or illness of an immediate family member (spouse/domestic partner, dependent children or parent of the employee). Sick leave is to be viewed as insurance against illnesses and injuries beyond our control, not as an opportunity for additional paid time-off; the ability to use sick leave is a privilege, not a right.

Administrative Staff and Support Staff Accruals

All full-time administrative personnel and non-exempt staff can accrue up to 12 sick leave days per year. Employees may only accrue a maximum of 60 days of sick leave.

Procedures for Requesting Sick Leave

When an employee is unable to report for work as scheduled, due to illness/personal injury of themselves or members of their immediate family, he/she is expected to notify in person their immediate supervisor as soon as possible after their normal starting time.

An employee must notify his/her supervisor in advance when there is prior knowledge that there will be an absence from work during a scheduled work week. Except for circumstances beyond the control of the employee, notification should not be later than the usual starting time. Sick leave shall be used only for illness/injury of the employee except under the following conditions:

With approval of the supervisor, sick leave may be used for medical and dental appointments that cannot reasonably be scheduled outside normal working hours.

When the illness of immediate family living in the home forces an employee to stay at home, such time may be charged against accumulated sick leave. For this policy "immediate family" means spouse, dependent children and parents of the employee.

Should facts and/or circumstances indicate that the employee may not be eligible for sick leave claimed, a doctor's certificate may be required. A doctor's certificate may also be required to substantiate a family member's illness. Abuse of sick leave privileges may be cause for disciplinary suspension or dismissal.

While sick leave is earned by an employee who is in his/her probationary period, or who are on disciplinary probation, sick leave cannot be used until they have completed their evaluation or probationary period. Sick leave taken by a probationary employee will result in a pay reduction. After the first 90 days of employment, absences due to illness will be charged against sick leave credits available.

Sick leave is not granted to employees who are on a scheduled vacation during their time of illness or injury. Upon conclusion of the scheduled vacation, an employee may request sick leave to cover their continued absence following the date they were to return from vacation. When a regular University holiday occurs during a period of sick leave, the day off is not chargeable to sick leave. Sick leave paid will be limited to time accumulated at the beginning of any leave of absence. The maximum sick leave payable in any day will not exceed the regular hours the employee would have worked.

After all accumulated sick leave has been used, an employee must use accrued vacation leave to cover their absence. When all sick leave and vacation leave have been used and all FMLA coverage has been exhausted, an employee must file an application for short-term disability payments.

Human Resources maintains official records for accrued and used sick leave. All absences due to employee sickness shall be reported via etime or monthly Administrator Absence Reports. The minimum amount of sick leave that can be taken by hourly staff is 1/2 of an hour. The minimum amount of sick time that can be taken by salaried staff is 4 hours.

Sick leave balances appear on pay stubs as of the last pay period. In addition, the value of any sick leave taken also appears on employee pay stubs.

Paid Time Off (PTO) Benefits for Part-time Non-Exempt Staff

Part-time non-exempt (hourly) staff are eligible to earn paid time off benefits to cover absences due to an illness/injury, or to take care of personal business. To become eligible, a part-time employee must first complete one (1) year of service. After completing one (1) year of service, an employee must work 1000 hours in a fiscal year (July 1 – June 30).

Each July 1st, twenty (20) PTO hours will be given to each eligible part-time employee to be used in the upcoming fiscal year. The 1000-hour eligibility requirement must be met each year in order to receive the PTO benefits in the following year.

PTO benefits can only be used for absences during scheduled hours of work. PTO must be requested and approved in advance, with the exception of using PTO for sick leave. In those cases, an employee must notify his or her immediate supervisor within 30 minutes of their normal starting time. A doctor's statement may be required if PTO is used for sick leave. **Unused PTO hours are forfeited at the end of each fiscal year.** PTO benefits are not paid at time of separation. PTO benefits are not transferable if an employee changes to full-time status.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Income Protection: Short & Long Term Disability

Policy Number: II - 1

Scope: Full-time Faculty, Administrative Staff and Support Staff

Policy Statement

The University is self-insured for its short-term disability insurance and pays the full premium to provide long-term disability insurance for all eligible employees. The Prudential Insurance Company currently provides the long term disability coverage. The benefit is governed by the terms of the Group Insurance Plan.

Eligibility

All full-time employees of Baldwin Wallace University in active employment and who have enrolled for coverage are eligible to apply for short term and long term disability benefits.

Short Term Disability

Full-time faculty and full-time staff must be employed for 12 months before they become eligible for short-term disability. Staff who are injured off the job or who suffer a major illness may apply for short-term disability benefits paid at 70% which may begin as early as the 16th working day after the initial date of injury/illness and may continue for up to 180 days from the date the disability began. Employees must exhaust all sick leave and vacation accruals before applying for short-term disability benefits. Faculty who are injured off the job or who suffer a major illness may apply for short-term disability benefits which may begin on the first day of injury/illness and may continue for up to 180 days. During the first 30 days, faculty members receive full pay. Faculty will receive 70% of their pay beginning with the second month of disability that can last up to 180 days from the date the disability started.

After short-term disability has been exhausted, full-time faculty and staff may apply for long-term disability benefits. Under the short-term disability plan, the individual's physician determines when a covered disability exists, although a second opinion may be required by a physician selected and paid for by the University. Short-term disability is paid at 70% of base including holidays.

Any short-term disability benefits will be coordinated with any other benefits an employee is eligible to receive including but not limited to retirement, Family Medical Leave, workers' compensation, outside employment, etc.

Long-Term Disability

BW's long-term disability plan provides financial protection for employees by paying a portion of an employee's income while he/she is disabled. The amount an employee receives is based on the amount he/she earned before the disability began. In some cases, an employee can receive disability payments even if he/she works while disabled. It is ultimately up to the University's long-term disability provider to determine whether an employee qualifies for full or partial disability payments under the long-term disability plan.

Enrollment

Full-time employees are enrolled for coverage during their orientation session when they enroll for the University-paid life insurance.

Payment of Premiums

Baldwin Wallace pays the entire cost of premiums to provide long-term disability coverage. There are no required employee premium contributions.

Benefit

The benefit percentage is up to 60% of base earnings. Monthly long-term disability benefits:

- 60% of monthly base earnings to a maximum benefit of \$10,000 per month
- Minimum monthly benefit is \$100 or
- 10% of the benefit based on Monthly Income loss before the deduction of other income benefits.

Leaves

If an employee is on a temporary layoff or leave of absence other than sabbatical leave, and if the long term disability premium is paid, the employee will be covered through the end of the month that immediately follows the month in which his/her temporary layoff or leave of absence begins. However, if the employee is on Family Medical Leave, the University will pay the premiums for up to 12 weeks. Once the University's contributions have ceased, the employee may choose to continue coverage by paying the premium.

If an employee is on a sabbatical leave of absence, and if the premium is paid, the employee will be covered for up to one (1) year following the date his/her sabbatical leave of absence begins.

Vacation and Sick Leave Accruals

Salaried and support staff do not earn vacation or sick leave benefits while receiving short-term disability payments.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Income Protection: University-Paid Life and Accidental Death and Dismemberment Insurance

Policy Number: III-m
Scope: Full-time, faculty, salaried and hourly staff

Policy Statement

The University pays the premiums to provide life and accidental death and dismemberment insurance for all eligible full-time employees.

Eligibility

Full-time employees up to age 69 are eligible for \$50,000 of group term life and \$50,000 of Accidental Death and Dismemberment (AD&D) insurance. The amount of life insurance is reduced after age 69. At age 70, coverage is reduced to \$33,000.00 and at age 75, coverage is reduced to \$25,000.00

Enrollment

Coverage is effective the first of the month after the original hire date or the first of the month after the effective date of transfer to full-time status as long as an enrollment form is completed and on file in Human Resources. If forms are not completed within the first 30 days of hire, the effective date of coverage may change and/or evidence of insurability may be required. To make a change in beneficiaries, contact Human Resources to complete the necessary form.

Accidental Death & Dismemberment

Coverage- When you sign up for supplemental life insurance you are automatically signed up for the same amount of AD&D insurance at no extra cost

Benefits- The full benefit amount is paid for loss of:

- Life
- Both hands or both feet or sight of both eyes
- One hand and one foot
- One hand and the sight of one eye
- One foot and the sight of one eye
- Speech and hearing

Other losses may be covered, please check your Life and AD&D booklet for more details

Details of the insurance coverage may be found in the Certificate of Coverage which is available through Human Resources.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Voluntary Supplemental Life and Voluntary Accidental Death and Dismemberment Insurance

Policy Number: II-n
Scope: Full-time Faculty, Administrative Staff and Support staff

Policy Statement

In addition to the \$50,000.00 in life insurance and \$50,000.00 in accidental death and dismemberment coverage provided to full-time employees by the University, employees have the opportunity to purchase additional term life insurance for themselves, spouses/domestic partners and/or children. Eligible employees may also apply for supplemental accidental death and dismemberment (AD & D) coverage for themselves, spouses and/or children. These benefits are paid by the employee through payroll deduction.

Eligibility

Full-time faculty and staff, eligible spouses and children up to the age of 19 (or to age 26 if full-time students) are eligible to participate in the supplemental life insurance program. Full-time faculty and staff, spouses, and children up to age 19 (or to age 26 if full-time students) are also eligible to apply for the accidental death and dismemberment coverage.

Enrollment

All new employees who are eligible for supplemental life and/or AD&D insurance have thirty (30) calendar days from their initial date of hire to complete enrollment forms for guaranteed issue. If an employee does not enroll during the first thirty (30) days after being hired, he or she must wait until the University's next open enrollment period to sign up for, or to add dependents to their coverage and will be required to provide evidence of insurability.

Certificate of Coverage Booklet

Upon enrollment the employee will receive a Group Benefit Plan booklet which provides more detailed information on the Supplemental Life and Supplemental AD&D plan.

Payment of Premiums

Premium costs for the supplemental life plan are based on age and coverage. When an employee moves to a new age bracket the premium will be adjusted every July. Premium costs for supplemental accidental death and dismemberment insurance are based on amount of coverage and type of coverage.

Beneficiaries

To make a change in beneficiaries, employees must contact the Department of Human Resources to complete the necessary form. Beneficiary changes may be made at any time.

Coverage Amounts

The maximum supplemental life insurance coverage available is \$500,000 or five times and employee's annual base salary whichever is lower. During the initial enrollment period, an employee may apply for any amount of supplemental life insurance coverage up to \$150,000 for him/herself or and any amount of coverage up to \$30,000 for a spouse and up to \$10,000 per child without evidence of insurability. Any coverage over those amounts will be subject to evidence of insurability.

Coverage for a spouse must be equal to or less than the amount of the employee's coverage. Coverage for dependent children must be equal to or less than the amount of the employee's coverage with a maximum benefit of \$10,000. Employees only pay the premium cost for one child, no matter how many children they are covering.

Under the Accidental Death and Dismemberment plan, employees who participate in the Employee Only Plan may select any amount of Principal Sum ranging from \$10,000 to \$250,000 in multiples of \$10,000. The Principal Sum, if selected in excess of \$150,000, may not exceed 10 times the employee's annual earnings.

Employees who participate in the Family Plan may select any amount of Principal Sum ranging from \$10,000 to \$250,000 in multiples of \$10,000. The Principal Sum, if selected in excess of \$150,000, may not exceed 10 times the employee's annual earnings. Under this plan, spouses and dependent children receive a percentage of the Principal Sum as outlined in the coverage booklet.

Supplemental Life Insurance Coverage Reductions

Coverage amounts will reduce according to the following schedule:

Age 70 - insurance reduces to 65% of original amount

Age 75 - insurance reduces to 50% of original amount

Coverage levels may not be increased after this reduction.

Open Enrollment

Open enrollment for supplemental life insurance is held each April with changes taking effect July 1. During open enrollment you can enroll in the program or increase the amount of your life insurance coverage.

Employees may enroll for accidental death and dismemberment coverage at any time.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Income Protection: Workers' Compensation

Policy Number: II-o

Scope: Faculty, Administrative Staff, Support Staff, and Student Workers

Policy Statement

Baldwin Wallace University believes that providing a safe working environment helps to ensure that employees can work without concerns for their personal safety. Employees play an important part in this philosophy by following all safety precaution, using safety equipment and reporting all safety hazards to the Security Department, Human Resources and the Buildings and Grounds Department. More information about health and safety issues can be found in the Employee Handbook, Section IV – BW Policies that Promote Health and Safety.

The University is self-insured under the Workers' Compensation laws of Ohio for employees who are injured while working on the job. The law establishes limitations on filing claims within certain time periods, and for this reason, an employee must notify his or her supervisor and Human Resources immediately after an injury is sustained on the job.

Procedures

After an employee has an accident on the job, he or she should seek immediate medical assistance, if necessary. The employee must either contact their immediate supervisor or Security who will transfer them to a local hospital, urgent-care center or doctor's office. An employee who has an accident or who is assisting an employee who has had an accident must either contact Security or dial 911.

After an employee has received medical attention, he or she must notify his or her immediate supervisor who is required to investigate the accident and assist the injured worker in completing an Injury Report Form. The Injury Report Form can be downloaded from the HR website under Forms. The Injury Report Form should be forwarded to the Department of Human Resources.

The injured worker can seek medical attention for the initial medical visit by any physician of choice. After the initial medical visit, all subsequent visits must be authorized by Baldwin Wallace University through our current Third Party Administrator (TPA) for Workers Compensation by filling out a C-9 Request for Treatment Plan. Once approval is received injured worker can make the necessary arrangements for future appointments. Subsequent appointments and medical procedures without prior authorization are unauthorized and therefore, the employee will be required to personally pay for the medical bills and will not be eligible for reimbursement.

If the claim is approved as a lost time claim, the injured worker must obtain a C-84 Request for Temporary Total Disability from their approved physician of record and submit the form along with an estimated return to work date to the Department of Human Resources and BW's current TPA,. The TPA will then issue payment to the injured worker on a biweekly basis until the injured worker is able to return to work or considered to have reached maximum medical improvement from either their physician of record or a District Hearing Officer. For an approved lost time claim, there are 7 consecutive waiting days before payment begins and after an injured worker is out for 14 consecutive waiting days, the first 7 waiting days will be reimbursed. The University does not allow sick time to be taken during the first 7 waiting days even if the lost time claim is approved.

If the workers' compensation claim is not approved as a lost time claim, the employee may use sick leave to cover their absence.

If an employee is on leave and receiving workers' compensation, the University will continue to pay the applicable portion of the medical and dental insurance premiums, the long-term disability premium and the life insurance premium for a maximum of six months beginning with the month that the absence began, so long as the employee contributes any applicable amount. Following this period, the employee may continue in the insurance program in accordance with provisions of federal law.

No sick leave or vacation benefits will accrue while an employee is receiving Workers' Compensation or long-term disability benefits.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Flexible Spending Accounts Program: Health Care Reimbursement Account, Dependent Care Reimbursement Account, IRS Rules, Claim Forms

Policy Number: II-p
Scope: Full-time faculty, Administrative Staff and Support Staff

Policy Statement

The University provides a flexible spending program for all full-time faculty, administrative staff and support staff. Participation in this program is voluntary and is designed to lower medical and dependent care out-of-pocket expenses by establishing accounts with pre-tax dollars. Employees can reduce federal, state and local income taxes (excluding school district tax income), and Social Security tax on the amount they set aside. Employees may participate in one or both accounts.

Health Care Reimbursement Account

Employees are eligible to participate in this account only during open enrollment. New hires may elect within 31 days of employment for a pro-rated basis. In order to continue or change the amount in the HCRA for future years, **an annual enrollment form is required** each year.

The money set aside is withheld over 12 pay periods for monthly and 26 pay periods for support staff. The money set aside can be used to reimburse certain eligible expenses not covered by the University's medical or dental insurance such as deductibles, co-payments, and co-insurance.

Employees may set aside up to \$2750 per calendar year or plan year in a Health Care Reimbursement Account. An employee and spouse who are eligible and both work for the University can set aside up to \$2750 each. Employees have access to the full amount set aside on the first day of the plan year. To request reimbursement, you must first pay for the service and submit a claim form with appropriate receipts. To be eligible for reimbursement, an expense must be incurred between January 1 (or hire date) and December 31. Up to \$500 of unused funds may be carried forward from year to year. **Any amount left over in a health care account over \$500 after all QUALIFIED expenses have been claimed at the end of the plan year will be forfeited to the University**

Dependent Care Reimbursement Account

Employees are eligible to sign up for this account only during open enrollment. New hires may elect within 31 days of employment for a pro-rated portion. Employees may set aside up to \$5000 per calendar year or plan year in your Dependent Care Reimbursement Account. To be eligible for reimbursement, an eligible expense must be incurred between January 1 (or hire date) and December 31.

In order to continue or change the amount in the DCRA for future years, **an annual enrollment form is required** each year, even if the same amount is being set aside. The money set aside is withheld over 12 pay periods for monthly and 26 pay periods for biweekly. The money set aside can be used to reimburse the costs of eligible dependent care expenses. Unlike health care reimbursements accounts, you only have access to the amount that has been deducted from your pay at the time you file a reimbursement claim for dependent care expenses. **Any amount left over in a dependent care account after all QUALIFIED expenses have been claimed at the end of the plan year will be forfeited to the University**

Dependent care expenses must be for children under thirteen (13) or for dependent adults living with you. The daycare must be necessary to enable you (and your spouse, if applicable) to work. Reimbursements can include amounts paid day care centers, nursery schools, or sitters who are not your own dependents.

IRS Rules and Regulations

If an employee does not sign up during open enrollment, s/he must wait until the next open enrollment to do so. An employee cannot change the amount set aside during the plan year unless justified by a change in family status.

Expenses reimbursed through dependent care reimbursement account and/or the medical care reimbursement account cannot be taken as federal income tax credits.

Any amount left over in your account after all QUALIFIED expenses in a dependent care account have been claimed at the end of the plan year will be forfeited to the University. You have until March 31 of the year following the plan year to file any eligible expenses that were incurred during the previous benefit year.

Debit Cards

Any funds elected in either account are loaded onto a debit card that can be used for paying eligible expenses. Reimbursement can also be requested by completing and submitting the appropriate forms to the plan's current third party administrator.

Receipts for eligible services should be retained and may be requested for verification by the University or its third party administrator.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Liability and Property Insurance

Policy Number: II-q
Scope: Faculty, Administrative Staff, Support Staff, Volunteers, and Students

Policy Statement

Baldwin Wallace University provides educator's legal liability insurance that covers all trustees, officers, employees, volunteers, and students while serving in a supervised internship program. Violations of government regulations or statutes are excluded from coverage as are issues involving contaminants or pollutants. The purpose of the coverage is to support the University in the event of lawsuits resulting from erroneous or wrongful acts, or omissions of individuals carrying out their official duties on behalf of the University.

In addition, the University provides coverage under a general liability policy for losses related to bodily injury and property damage. The general liability policy would come into play if an employee's action resulted in bodily injury or property damage to another individual or their property. The general liability policy also provides coverage for personal injury and advertising liability, which covers such actions as libel and slander. The general liability policy is supplemented by an excess liability policy that provides coverage for large claims.

Travel Accident Coverage

The University also carries travel accident insurance coverage. For review of limits per class and applicable exclusions, contact the Purchasing Department.

Procedures

Any employee who becomes aware of a potential claim, which may be covered by the University's educator's legal or general liability insurance policy and/or property insurance policy, should contact the Director of Purchasing as soon as possible. Timely notification of our insurance carriers is a requirement for coverage. The Director of Purchasing will assume responsibility for interfacing with the insurance carrier in the processing of the claim. Policy coverage, limits, and carriers are subject to change annually.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Educational Benefits (Tuition Remission, Tuition Exchange Programs, Independent 529 Plan)

Policy Number: II-r

Scope: Faculty, Administrative Staff and Support Staff

Policy Statement

BW provides eligible full and part-time faculty, administrative staff and support staff, as well as their eligible family members, with the opportunity to take classes at Baldwin Wallace University. Grandfathered Domestic partners and their dependent children are also eligible to apply for these benefits. Since eligibility criteria vary based on an employee's status, it is important to review each program's eligibility requirements carefully.

Application Procedures

Employees who wish to request the tuition benefit for themselves or for an eligible member of their family unit must annually complete an Employee Tuition Remission for that is available on HR's website. Completed applications are reviewed by Human Resources to determine eligibility and information is forwarded to the Office of Financial Aid. The Office of Financial Aid will apply the appropriate benefit and notify the Bursar's Office to make the necessary adjustment to the tuition bill. When requesting educational benefits for dependent children, employees should also contact the Office of Financial Aid to determine if they would benefit by applying for institutional, state, and federal financial aid.

Changes in Employment Status

Full-time employees only need to apply once at the beginning of each academic year for each family member who will be taking classes. However, if an employee's status changes from full-time to part-time, the employee must reapply each semester for benefits to determine eligibility of benefits based on part-time status.

Employees are also required to notify Human Resources of any life status changes such as a divorce, separation, marriage, loss of dependent status by a child who has married, is no longer being claimed as IRS dependent, etc., that may impact benefits. If an employee fails to notify Human Resources, the employee will be responsible for payment of any benefits they were ineligible to receive for themselves or for a member of their family unit.

Tax Implications

In accepting any tuition benefit, employees must understand and accept the responsibility and liability for any taxes that may be assessed by the Internal Revenue Service. Currently, undergraduate benefits have no tax implications however, the value of the tuition remission benefits for some graduate classes are considered taxable compensation. Undergraduate and graduate benefits are considered taxable income for Grandfathered domestic partners and their dependent children.

Termination of Benefits

All categories of educational benefits (Tuition Remission and Tuition Exchange) expire at the conclusion of the term during which the faculty or staff member separates from employment, unless termination is due to retirement or death. If an employee is terminated for cause, benefits for the employee will cease upon termination of his or her employment. Benefits also cease for dependent children when they turn 26 years of age. If a child is in the middle of a semester when they turn 26, they may continue to receive the benefit through the end of that semester or minimester.

Student Employees, Interns, and Volunteers

Student employees, whether on work study or otherwise employed, interns and volunteers, do not earn tuition benefits.

Tuition Remission Benefits for Full-time Faculty, Administrative and Support Staff

After being admitted by the Admission Office, a full-time employee may enroll in any graduate or undergraduate course offered by Baldwin-Wallace at the first available registration period after completing any applicable probationary period. Such enrollment must not interfere with regular duties. B-W employees may only attend classes on a part-time basis. The University will waive 92% of the tuition for employees taking both graduate and undergraduate courses and the employee is responsible for paying 8%. The tuition remission benefits apply to basic tuition only and do not apply to books, supplies, lab fees, etc. Normally, classes are to be taken outside of regular working hours, although staff can request to flex their lunch hour to take a class with the permission of their supervisor. In addition, taking a class must not interfere with the enrollment of a regular student who has priority over employees. Tuition benefits may not be applied to special programs like the accelerated degree program or any other restricted programs.

Under the University's Section 127 Educational Plan, employees who take graduate courses are not taxed on the first \$5,250 in tuition benefits received in a calendar year.

Post Graduate Tuition Assistance

The University will pay 50% of the tuition involved in all graduate work being undertaken by full-time administrative staff leading to an approved degree beyond the master's degree up to a maximum of \$1,000 per program.

Tuition Remission Benefits for Spouse of Full-time Employee

After being admitted as a regular student, a spouse or grandfathered domestic partner of a full-time employee may enroll in undergraduate or graduate courses as a full-time or part-time student. The University will waive 92% of the tuition and the employee is responsible for paying 8%. The tuition remission benefit applies to tuition only and does not apply to books, supplies, or lab fees. Tuition benefits may not be applied to special programs like the accelerated degree program or any other restricted programs.

Spouses/grandfathered domestic partners are required to apply for any tuition assistance they may be eligible to receive from their employers. These benefits are currently considered taxable income by the IRS and employees will have additional taxes withheld during the term class is taken and therefore must be actively working. This also includes Undergraduate classes for a grandfathered domestic partner.

Tuition Remission Benefits for Dependent Children of Full-time Employees Effective Fall 2021

The dependent child of a full-time employee is eligible to receive 100% tuition remission benefit for a period necessary to complete one baccalaureate degree through age 25. The tuition remission benefits apply only to undergraduate classes and the dependent is responsible for room and board charges. Any aid the student may receive from state and federal grants/scholarships and any BW scholarships, grants or awards will be applied to the 100% benefit. Students are also required to pay the initial deposit fee required by the Admission Department.

The total of the tuition remission benefit, other University aid and external governmental funds (excluding loans) may not exceed 100% of BW's tuition. Monies received from non-governmental sources external to BW (e.g. Rotary, Lion's, Kiwanis, etc.) may be applied to room and board costs in University owned and sponsored facilities. The dependent is responsible for paying all other fees such as, but not limited to: (private instructor lessons, laboratory fees, Professional Term Fees, art supplies fees, credit hour overloads, exchange application fees, books, etc.), and other charges assessed as a student. A dependent child must apply and be admitted for admission before any decision on eligibility for tuition remission will be made.

The dependent must be the biological, legally adopted or legal stepchild of the employee or his/her spouse. The child must be a dependent (as defined by the Internal Revenue Service and federal financial aid regulations) and must remain in good academic standing. The dependent child must remain an IRS/financial aid dependent to maintain eligibility. Tuition benefits may be paid up until a dependent child reaches the age of 26, assuming the child is still IRS/financial aid dependent. The academic year for all benefits begins with the fall term. Children who have an earned baccalaureate are not eligible for the tuition remission program. The tuition remission benefit for dependent children only applies to undergraduate classes at BW.

Changes in Enrollment

A change in enrollment status during a term may result in a change in tuition remission benefits (adding/dropping classes). Costs associated with changes will be handled in accordance with the University's refund policy and payment policies.

Tuition Benefits for Part-time Faculty and Staff

Part-time employees shall receive during any current academic year a pro-rated benefit earned after completing six months of service through December 31st of the previous calendar year based on the number of credit hours taught or the number of hours worked through the end of the previous calendar year. The proration shall be one credit hour of tuition benefit for each credit taught or a calculated number of benefit hours based on the number of hours worked through the end of the previous calendar year divided by 2080 and multiplied by 30. Calculated hours for part time employees are only banked up to last two previous years. Part-time employees using graduate tuition benefits for themselves or for a spouse must be receiving pay from the university during the time the benefit is used, as these benefits may be taxable.

Tuition Exchange Program for Dependent Children Both Plans for All Eligible Effective Fall 2021

There are two Tuition Exchange Programs (TEP) that provide undergraduate scholarship support of dependents of full-time BW employees: The more traditional, Tuition Exchange program (www.tuitionexchange.org) and the Council of Independent Colleges (CIC) program (www.cic.org). Employee eligibility is as follows:

For both programs, the BW employee must be full-time, regardless of classification, and have met any probationary period requirements noted by Human Resources regarding their gaining full eligibility of being a BW employee.

In order to receive a TE scholarship, the dependent child must be officially admitted by the gaining institution and be formally accepted into the Tuition Exchange Program by that school. There is no guarantee that either will occur, but recent analysis indicates that each year, over half of the eligible, new applying employees have a dependent enrolled and receiving a TE scholarship at a participating institution.

Traditional Tuition Exchange Program (TEP)

For the traditional TEP program, the University must maintain a “good standing” status from TEP in order to export students to other institutions. While the University will attempt to manage the TEP so that any eligible child who wants to apply for Tuition Exchange can do so, the University cannot guarantee participation because it has no control over the number of students who wish to attend BW from other institutions. Therefore, there may be years when no or limited numbers of dependents will be certified by BW to participate in the Tuition Exchange Program. In such cases, if more dependents apply for TEP than the University can export, seniority among all eligible employees will be used to determine which dependent children will be certified for participation. This method of selection was last applied in 2003 and since that time, BW has been able to ensure that all qualifying BW employees have been able to have an opportunity to participate in TEP. Although again, eligibility to participate does not guarantee receipt of a TE scholarship from either program, the traditional TEP or the CIC Program.

The dependent (as defined by the Internal Revenue Service and federal financial aid regulations) of full-time faculty and of eligible administrative staff members are eligible to apply for a TE scholarship through TEP. The TE program has more than 650 participating institutions in the nation. An eligible employee may apply to as many TEP schools as they wish. The record is 24 Authorizations that were issued for one employee, who then decided to attend BW under Tuition remission instead. Normally, an applicant has a list of schools of between three and eight.

Subject to the availability of openings at the importing institution, a TE scholarship may be awarded to the dependent covering up to full tuition or up to the allowable maximum TEP amount of scholarship for that award year. In 2020-21, this maximum scholarship award amount was \$38,000 and in 2021-22 the maximum scholarship award will be \$39,000. The tuition charge above this amount, any fees, and room and board charges are the responsibility of the parent. The TEP scholarship is for an undergraduate degree only. The award normally is for a maximum of up to eight semesters of full-time study for each child. More than one family dependent can receive a TE scholarship at the same time.

The child must be the biological, adopted or legal stepchild of the employee. The child must be and remain a dependent as defined by the Internal Revenue Service, must be enrolled in a regionally accredited college, must attend college full-time as defined by the college selected, and must remain in good academic standing. Renewals of the TE scholarship is made by the host institution. BW reports to the host institution on the TE eligibility of the employee. Children who have an earned baccalaureate from another institution are not eligible for the TEP program. Benefits cease when the dependent child turns the age of 26.

A dependent interested in TEP should begin the application process approximately 12 months prior to the start of the freshman year in college. Information is available through BW's Liaison of TEP, currently the Director of Financial Aid (wmcginle@bw.edu) to learn more about the process for participating in TEP. Individual consulting sessions are available year-round with BW's TEP liaison.

Employees with a dependent starting college in the upcoming academic year, should provide BW's TEP Liaison with required Authorization information by the end of October, so that Authorizations can be sent on the employee's behalf, to prospective schools of interest of the dependent. This information includes child's name, address, home phone, child's e-mail address, child's birth date, and child's last four numbers of SS number, along with the list of interested schools. Acceptance into TEP is not guaranteed and it is up to the gaining institution to determine if a child is accepted for admission at their school and then whether a TE scholarship can also be extended. Recertification of a TE scholarship is routine and handled by the TEP liaison. Changes in the dependent's plans of enrollment should be shared with BW's TEP liaison.

Council of Independent College's (CIC) TE Program

Much of the general information that is covered in the above section also applies for CIC eligible BW employees with the following exceptions. The CIC TEP is open to all full-time BW employees who have satisfactorily met any probationary criteria that the institution has imposed on employment. Unlike the traditional TEP, the CIC program is not tied to an accounting of available import/export credits. Therefore, if eligible to participate in TEP, then a CIC TE scholarship can be sought for a dependent.

The CIC Program offers TE scholarships at over 425 member schools. The CIC TE scholarship covers 100% of tuition and does not have a maximum annual cap as there is on the amount of the TEP scholarship. This is because participating CIC schools all have tuition amounts that are more closely comparable to each other. About a third of the schools participating in CIC TE also participate in the more traditional TEP. The much more tuition expensive schools are not members of CIC and is the reason for the annual cap on the TEP TE scholarship.

For the employee receiving a TE scholarship through either of the two TE programs, the tuition benefit is the same. There is no advantage in being offered a TE scholarship from one of the two different TE programs, compared to the other TE program. The import school will choose which TE Authorization to accept based on their own analysis of need for gaining traditional TEP "credits" or in being able to extend a CIC TE scholarship approval. For the recipient of a TE scholarship, the source of program doesn't matter, as the benefit is the same. BW's TE liaison issues TE Authorizations to both the traditional TEP member schools as well as CIC Authorization, wherever applicable. BW has been a CIC TEP member since 2009 and has annual participants every year, both as imports as well as exports.

TEP Decision

Schools will make selections of TE scholarships between late October and mid-Spring based on their own needs of when to finalize their review of qualified prospective students. While a dependent need not be accepted at a participating school for a TE Authorization to be sent to a school by BW, the student does need to be formally accepted by an importing school before they will offer a TE scholarship. So, dependent students must apply and be accepted at a TE school before a TE scholarship may be extended. These TE scholarships are competitive as other dependents from other employee schools are also submitting their Authorizations for review. The number of slots available at each school is contingent on their own enrollment status: the number of graduating students with TEP scholarships, the number of currently enrolled TEP students, the internal employee demographics of the importing school for the need for more TEP “import” credits, etc. Therefore, it is encouraged that dependents treat each TE school seriously in meeting application deadlines and in visitations to such schools. Again, in recent years, at least half of all BW employees interested in TEP for the upcoming academic year who have formally applied for a TEP scholarship, have ended up receiving a TE scholarship and are enrolled at a TEP member school.

Overseas Study and TEP

Generally, because TE scholarships are internal to the institution benefits, there is no monetary exchange of funds between schools. Schools absorb the increase in their enrollments without having tuition revenue to offset any actual costs for having an enrolled TE student. Because there is no exchange of funds, for TE students who subsequently choose to participate in an overseas study program while enrolled at a TE school the actual costs of that program charge are not covered by the TE scholarship. This is because participation in overseas programs do have a direct cost to the institution whereas a TE scholarship does not. Therefore, at most institutions participating in TE, such semesters studying abroad are not covered by a TE scholarship. At such schools, normal financial aid eligibility may become applicable for interested dependents and their parents. For more information talk with BW’s TE liaison or a liaison at a participating TE school.

Administration and Costs

Financial Aid is responsible for the day-to-day administration of the two Tuition Exchange Programs. Interested employees in Tuition exchange can contact the TE Liaison (wmcginle@bw.edu).

The Officers have approved the option that dependent on the overall administrative program costs of the TEP, that those eligible BW employees who are successful in receiving a TE scholarship. Such employees may be charged \$200 per year, as a non-refundable fee. The assessment of this fee is to help negate the program annual membership costs for the institution in being a member of the two TE Programs. There is an annual membership fee to participate along with a participation fee for each employee’s dependent who is successfully placed in another participating schools’ TE Program. This fee charge of \$200 would be assessed by the Bursar against the employee’s account with BW.

Termination of Benefits

If a BW employee is formally separated from the institution, for reasons other than retirement or death, TEP and/or CIC TE eligibility will cease at the end of the academic semester/quarter during which the separation formally occurred with BW. Retiree and posthumous benefits will be continued in accordance with those provisions of the University’s tuition policies.

Off-Campus Study of Dependents

These tuition benefits are not available for non-credit special programs offered by the University such as private music lessons and seminars on training and development. In some cases, students may use the dependent tuition remission benefit to participate in external for-credit programs offered by B-W such as the Exploration series if it is a BW faculty-led trip. In explorations trips, students using B-W's tuition remission benefits are to use their own resources to cover all additional costs of the trip in excess of the tuition benefit.

Posthumous Benefits

The spouse and eligible dependent children of a deceased faculty, administrative or support staff employee shall participate fully in either of the educational benefits programs, at the benefit level the employee had earned at the time of his or her death.

Retiree Educational Benefits

Full-time faculty and staff who are at least 55 years of age, and who retire from Baldwin-Wallace with at least 5 years of full-time service at BW, are eligible for educational benefits under the same terms as if they were regularly employed. The spouse and dependent children of a retired staff employee are also eligible for educational benefits. If a retired employee dies before their spouse dies, the spouse will continue to receive tuition benefits until his/her death. Surviving dependent children of a deceased retiree will continue to be eligible in accordance with the eligibility guidelines set forth in of this policy. If the spouse of a deceased retiree remarries, the new spouse and any children resulting from the new marriage are not eligible for the benefit. If a retiree marries after retirement, their spouse and children are not eligible for retiree benefits. Retirement is defined as separation from the University which is accompanied by the payment of retiree benefits from TIAA.

Change in Status

Part-time employees and eligible members of their family unit (excluding temporary staff) transferring to full-time status will have part-time pro-rated and converted to full-time equivalent for establishing date of hire and eligibility for benefits, effective the beginning of the next term. Full-time employees and eligible members of their family unit who transfer to part-time status will have full-time service pro-rated to part-time equivalent (half-time) to establish date of hire and eligibility for benefits, effective the beginning of the next term.

Updated 11/20 and changes for all full-time employees to 100% benefit for undergrad tuition remission and being eligible for both Tuition exchange programs will take effect Fall Semester 2021

Independent 529 Plan

BW is a member of the Tuition Plan Consortium's Independent 529 Plan, allowing parents to lock in tuition rates at less than present rates for their children's future use. In addition to parents, grandparents, uncles, aunts and even friends can open an account.

Independent 529 Plan was launched in 2003 in a cooperative effort by a national group of 250 private University's and universities to help families manage the rising cost of higher education. Under the program, individuals can purchase tuition certificates for future redemption at any of the participating private University's and universities, now including Baldwin-Wallace.

A 529 Plan is a tax-advantaged way to save for University. "529" refers to the section number in the IRS regulations that describes such plans. There are two types of plans, savings and prepaid. Independent 529 Plan is a prepaid plan.

You can sign up on the web at www.independent529plan.org or download an application from the same site and mail it in. You can also phone a toll-free number, 888-718-7878, and request an enrollment kit to be mailed to you. Employees, alumni and friends of the University are all eligible to participate.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Unpaid Time Off: **Voluntary Schedule Reduction Policy and Non-Medical Unpaid Leave of Absence**

Policy Number: **II-s**
Scope: **Administrative Staff and Support Staff**

Policy Statement

The purpose of this policy is to allow employees to voluntarily request a reduction in their work schedule on a temporary basis. Employees who participate will receive time off without pay for the reduction in schedule but will continue to receive health insurance and other benefits in accordance with University policies. No request will be approved if the duties need to be covered by hiring temporary staff, by increasing the schedule of a part-time employee, or by increasing the salary of an employee to handle the additional work. The policy also serves as a consistent means of approval or denial of a request.

While the University will attempt to honor all approved reduced work schedules, the University reserves the right to rescind a reduced work schedule at any time and for any reason. Employees on a reduced schedule can return to their full-time schedule at the conclusion of the reduced schedule, or at any time prior to the conclusion of the reduced schedule. Further, the University reserves the right to rescind or modify the policy at any time in the future.

Eligibility

Administrative and hourly staff with 3 years of consecutive full-time service may request a reduced work schedule.

Reduced Schedule Options

Several reduced schedules are available. Employees who participate must work at least 1500 hours per year.

Fiscal Year Reduced Schedules

- 37.5-hour employees can request to work five days per week, no less than 6 hours per day
- 40-hour employees can request four days at no less than 6.5 hours and one day at no less than 6 hours
- 37.5-hour employees can request to work four 7.5-hour days per week
- 40-hour employees can request to work four 8-hour days per week

Specific days of the week and hours of the day are up to the individual discretion of each department supervisor, keeping in mind that satisfactory service levels must be maintained.

Academic Year Reduced Schedules

- Work full-time from August 1 – May 31 (off in June and July)
- Work full-time from August 1 – June 30 (off in July)
- Full-time from July 1 – May 31 (off in June)

Employees on an academic year reduced schedule do not receive any paid-time off benefits during the month(s) they are not working.

Compensation and Benefits

- Pay: Gross pay will be reduced based on reduced schedule.
- Retirement and Social Security: Benefit contributions will be based on an employee's reduced salary while on a reduced work schedule.
- Health Care: The University's contribution to health care benefits will continue, if the employee makes his/her premium share contribution. Employees on an academic year reduced schedule will be required to pay their premium shares in advance.
- Sick Leave: Sick leave taken during a reduced fiscal year reduced schedule will be paid on a pro-rated basis but will be earned at the regular accrual rate. Sick leave is not earned when an employee is on an academic year reduced schedule.
- Holidays: Holidays will be paid at pro-rated basis if someone is on a fiscal year reduced schedule. If someone is on a four-day schedule – only holidays that fall during the reduced schedule will be paid.
- Vacation: Will be paid on a pro-rated basis based on fiscal year reduced schedule but will be earned at the regular accrual rate. Vacation is not earned during months not worked as part of an academic year reduced schedule.
- Flexible Spending Accounts and Other Deductions: Medical care and dependent care deductions will continue to be withheld in full, as well as other deductions such as United Way, Annual Fund, Computer Loans, etc. Employees on an academic year reduced schedule will be required to have enough deductions taken to cover the total amount set aside for a HCRA or DCRA.
- Short-term disability: An employee who goes on short-term disability leave while on a reduced schedule will be paid based on his/her reduced schedule earnings.
- Funeral Leave: Will be paid on a pro-rated basis based on reduced schedule.
- Jury Duty: Will be paid on a pro-rated basis based on reduced schedule.
- Seniority: Will not be negatively impacted.
- Life Insurance, Short and Long-Disability, Supplemental Life AD & D: Coverage will not change. Individuals on an academic year reduced schedule will be required to pay their supplemental premium shares through payroll deduction in advance.
- Summer Hours: An employee will be eligible for the ½ hour reduction per day if reduced schedule is taken when summer hours are in effect (e.g. four 7- hour days paid at 7.5 hours per day and five 5.5 -hour days paid at 6 hours.)
- Transfers: If an employee accepts a new position in their current department or in a new department while on a reduced work schedule, s/he must reapply for a reduced work schedule if s/he wishes to continue working reduced hours in the new position or new department. If an employee transfers to a part-time position, s/he is no longer eligible for a reduced work schedule.
- Tuition Benefits: Tuition benefits will not be negatively impacted.

Application Process

An employee can request a reduced schedule by completing a Voluntary Schedule Reduction form. The form is available on-line and from Human Resources and Payroll. A completed application must be accompanied by a written statement that includes:

- An explanation on how the primary and secondary duties of the employee's job will be covered if the reduced schedule is approved.
- Proposed schedule.

The application form must be submitted by the employee to their immediate supervisor who will decide within 10 working days after receipt of the application. Applications must be reviewed and approved by the immediate supervisor up through the appropriate vice president. The original approved application is forwarded by the appropriate Vice President to Human Resources at least 10 working days before the start of the requested leave. Denied requests will be forwarded by the immediate supervisor directly to Human Resources. Written documentation will be maintained in the employee's personnel file, including both accepted and rejected applications and the reasons for acceptance or rejection. Rejection of a request for a reduced schedule is not subject to the University's Grievance Procedure. Reasons for denying a request may include, but are not limited to:

- Workload issues
- An essential employee who performs a singular function

Payroll will calculate salary/wages to be paid and the employee must sign off to the voluntary reduction in hours and pay. An employee who voluntarily returns to work before his/her reduced work schedule is completed must immediately inform Payroll.

An employee is not permitted to perform any work for the University outside their reduced schedule, in or out of his/her home department, nor can s/he request to have hours worked without authorization applied to his/her reduced schedule.

Criteria for Approving or Denying Requests

Each request must be looked at individually and impartially. There is no guarantee that an employee will receive a reduced work schedule. There will be offices and positions that may not be able to participate due to departmental needs.

The approval of a reduced schedule must not have a significant negative impact on normal office operations. For example, allowing a four-day reduced schedule in a one-person office when there is no additional coverage on the fifth day would be considered to have a significant negative impact on operations. However, an employee in an office with a large staff might be able to work a four-day reduced schedule without significantly impacting operations, unless all employees in the department wanted the same day off.

If multiple employees in an area request a reduced schedule for the same time period and it cannot be accommodated without creating a significant impact on office operations, then seniority within the University will be used in determining whose schedule is approved.

Non-Medical Unpaid Leave of Absence

At any time after completing his/her probationary period, a full or part-time employee may request an extended period off without pay. A department head may grant an employee a leave of absence without pay for not less than one week and no more than three months in any twelve-month period. An employee must return to work at the end of approved leave of absence or obtain approval for an extension from his/her department head; otherwise his/her absence will be interpreted that s/he has resigned his/her position. The following procedures are to be followed when requesting an unpaid leave of absence.

Complete the Voluntary Schedule Reduction/Non-Medical Leave of Absence Request form in its entirety, specifying length of leave.

- If the leave is approved, forward copy of the leave form to Payroll and Human Resources.
- An employee must report to his/her immediate supervisor at least once every month during leave concerning status of leave.

All benefits will cease during any leave of absence in excess of two weeks, although the full health care premium can be paid by the employee, if desired. In addition, upon returning to work, all other benefits will be restored in accordance with reinstatement procedures for each benefit.

There also may be situations where FMLA can handle an employee's need to take time off in accordance with the University's FMLA policy.

**BALDWIN WALLACE UNIVERSITY
EMPLOYEE HANDBOOK****Employee Classifications****Policy Number: III-a****Scope: Officers, Faculty, Administrative Staff and Support Staff****Policy Statement**

The University recognizes five general employee classifications: Officers, faculty, administrative staff, support staff and student employees. Full- and part-time faculty appointments are defined in the *Faculty Manual*. The employment status of faculty and staff can be further defined as full-time, term, part-time, and temporary. The combination of classification and status determines the application of other human resource policies as well as eligibility for benefits. The Department of Human Resources is responsible for determining staff classifications, job titles and for identifying the appropriate employment status according to the Fair Labor Standards Act.

Officers (Exempt Employees)

The president and vice presidents of the University are exempt under the Executive Exemption of the Fair Labor Standards Act.

Faculty (Exempt Employees)

Full- and part-time faculty of the University are exempt under the Teaching or Creative Professional Exemption of the Fair Labor Standards Act. Part-time faculty are referred to as adjunct faculty.

Administrative Staff (Exempt Employees)

Non-faculty employees defined as exempt by the Fair Labor Standards Act are classified as administrative staff employees. Typically, employees classified between L and V are considered exempt.

Librarians are classified as administrative staff and are also assigned professorial rank.

Support Staff (Non-Exempt Employees)

Employees who are eligible for the overtime provisions of the Fair Labor Standards Act are classified as non-exempt employees. Typically, employees classified between A and K are classified as non-exempt.

*Fiscal Year full-time:	Employees who are scheduled to work 37 ½ or 40 hours per week, 12 months per year.
Academic year full-time:	Employees who are scheduled to work 37 ½ or 40 hour per week during the academic year.
Fiscal Year part-time:	Employees who work less than 37 ½ hours per week, 12 months per year.
Academic year part-time:	Employees who work less than 37 ½ hours per week during the academic year.
Grant-funded positions:	Full or part-time positions funded by an external grant.
Temporary:	Employees who work either full-time or part-time on a regular or irregular basis not to exceed 1000 hours per year.
Active employee:	Active employment is defined as being in a full paid status for an entire work week.

Student Employees

Student employees may work on campus and the Student Employment Center, Career Services and the Office of Financial Aid coordinate the employment and payroll for federal work study and non-work study student employees. Students work in part-time positions during the academic year.

**For health care purposes only, employees who work 30 or more hours per week are considered full-time.*

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Independent Contractors and Temporary Agency Employees

Policy Number: **III-b**

Scope: **Faculty, Administrative Staff and Support Staff**

Policy Statement

Individuals who are not employees of Baldwin Wallace University may still perform services for, or on behalf of the University, for example, 1) as independent contractors, or 2) as employees of a temporary agency. While on campus, these employees are responsible for supporting and complying with all University-wide policies.

Independent Contractors

Independent contractors are individuals who perform services for Baldwin Wallace University but are self-employed or employed by another organization, including those who might be hired by a temporary agency. The use of independent contractors allows Baldwin Wallace University to enlist specialized expertise needed for project-related work, recognize the contractor's desire for independence, and save on benefit and administrative expense.

There are special situations such as the outsourcing of custodial services that have specific agreements on benefits for former BW employees.

Managers and supervisors are to familiarize independent contractors with the University's policies and procedures and are responsible for monitoring the individual's time and must authorize payment to the independent contractor.

According to Internal Revenue Service (IRS) rules, employees can not normally be independent contractors for the same organization.

Human Resources in consultation with Payroll will decide whether an individual is an employee or independent contractor. In cases where a department disputes the decision, a department may request to complete an IRS SS-8 form that will be submitted to the IRS for an official ruling.

Use of Temporary Agency Employees

Supervisors who intend to hire individuals through an agency must first contact Human Resources to determine if any former employees are available for the assignment. Human Resources is responsible for coordinating hiring agreements with temporary agencies.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Hiring Procedures

Policy Number: III-c

Scope: Faculty, Administrative Staff, Support Staff, and all Hiring Officials

Policy Statement

The following procedures were designed to assist hiring officials successfully navigate University policies and federal regulations dealing with employment of staff. The goal of the procedures is to ensure that the University complies with all regulations while securing the employee best suited for the position on a timely basis.

New or Replacement Positions

All requests for new or replacement of full-time positions must be approved by the President's Cabinet. Requests for new positions are to be routed through Human Resources for appropriate classification and compensation. After Human Resources determines the appropriate classification, the hiring official will forward the request to the appropriate vice president who will determine whether to request approval of such position from the President's Cabinet. Part-time and temporary replacement positions only require approval from a vice president.

Replacement Positions

When a vacancy occurs or is about to occur, a hiring official must consider the following before recommending that the position be filled.

- Does the position need replacing?
- Can the position be made part-time?
- Can duties be shifted to other employees?
- Can the function be shifted to another department?
- Can the position be converted to a student work study position?

Letter of Resignation and Separation Report

When a search is to begin while the incumbent is still on staff, a letter of resignation/intent to retire from the departing employee must be on file with the Department of Human Resources. Departments must send a Separation Report to HR and direct the exiting employee to set up an exit interview with Human Resources before their final day of employment.

Personnel Requisition Form

Hiring officials must complete a Personnel Requisition Form and obtain the appropriate approvals before a search will be started for all replacement and new administrative and support staff positions, regardless of whether they are permanent, part-time, full-time or temporary in nature. The following approvals are needed:

- Department Head/Chair/Dean
- Area Vice President
- Human Resources
- Vice President for Finance

The Personnel Requisition Form and instructions for completing the form are available on-line on HR's portal site. Failure to thoroughly complete the Personnel Requisition Form may result in a delay in the search process.

Planning the Search

Human Resources will work with individual hiring officials to plan the recruitment process. Topics such as creating a position vacancy announcement, advertising, application deadline, employment credentials, background checks, interviews, etc. will be covered at this preliminary meeting. Strong efforts should be made to develop a diverse pool of candidates.

Recruiting Procedures

Departments are required to post full and part-time positions internally and externally simultaneously to provide promotional opportunities for current employees of the University, as well as to the general public. The minimum posting period is five (5) business days. Recruiting costs are the responsibility of the hiring department.

Curriculum Vitae/Resume/Employment Applications

All candidates for faculty and administrative staff vacancies are to submit a curriculum vitae/resume of their professional experience that includes all prior employment periods, professional accomplishments, educational background, and references.

Referral Package

HR can either send hard copies of resumes and applications it receives, or it can forward copies of resumes it receives electronically directly to hiring officials via email. Resumes are considered confidential and should be treated as such by all who are involved in the search process.

Search Report - Diversity Hiring

Hiring officials are required to complete a Search Report – Diversity Hiring report that summarizes the demographics of each applicant pool. Demographic information is available from the Office of Diversity Affairs. The Search Report will outline efforts by made to ensure the applicant pool contains diverse candidates. The Hiring Report is submitted to the appropriate vice president for review and it must be approved before any candidates are contacted for interviews.

Selecting Candidates to Interview

Human Resources can pre-screen applicants to the degree needed by departments. Hiring officials and/or search committees must review the position description and have a clear picture of the specific qualifications they are seeking before screening applications. Normally no less than three and no more than five candidates should be invited for initial interviews.

Sometimes when large numbers of qualified candidates are available, a hiring officer may elect to conduct preliminary telephone interviews to narrow the field of candidate to a more manageable number. Human Resources can assist hiring officers in designing a questionnaire for these interviews.

Scheduling Interviews

Human Resources is available to schedule interviews for administrative staff and support staff vacancies if times, locations and dates are provided. Departments may also schedule their own interviews if they include a benefits meeting with HR while the candidate is on-campus.

HR Benefits Interviews

The Assistant VP for HR meets with candidates who interview for positions to review the University's benefits package. Benefits questions from applicants that arise during the interview process should be directed to Human Resources.

Contact with Candidates – Acknowledgement and Regrets Emails/Letters

HR will notify all candidates that their applications have been received. HR will also distribute a Voluntary Personal Identification Card to all applicants. After a signed offer letter has been received from the successful candidate, HR will send letters to all unsuccessful candidates, regardless of whether they interviewed for the position.

References

References checks must be conducted only for those individuals invited to campus to interview. Human Resources has reference check forms that hiring officials can use or modify to help them with this process. Hiring officials should contact at least three recent professional references and should attempt to speak to the former or current supervisor. If having difficulty reaching a reference, contact the candidate and ask them to intervene on your behalf.

Conducting Final Interviews and Selecting a Potential Employee

Departments must be consistent in their interviews and should prepare written questions in advance. Do not write notes on original resumes. After carefully evaluating all finalists who interviewed for the position, the hiring official selects a candidate to be offered the position.

Background/Driving Checks/Transcripts

Hiring officials will be required to verify highest degree completion to support the academic credentials listed on their resumes. Depending on the qualifications required for the position, HR can arrange for background checks, driving record checks and basic computing skills evaluation.

Report of Hire/Change of Status Forms

A Report of Hire or a Change of Status form is required to hire an administrative or support staff employee. Typically, a Report of Hire is used for external candidates and a Change of Status form is used for internal candidates.

After selecting a candidate to fill a position, the Report of Hire/Change of Status is completed and routed to the appropriate Vice President and Human Resources for approval.

Verbal and Written Offers of Employment

After a Report of Hire or Change of Status form is approved, a hiring official may call and offer the position to the successful candidate. The candidate should be given sufficient time to consider the offer before an answer is needed. In addition to starting salary, the hiring official should establish a hire date. If a candidate accepts the position, the hiring official should contact Human Resources who will mail an official written offer of employment along with other forms that the candidate will be asked to complete and return.

Establishing Hire Dates

Whenever possible, salaried employees are to start on the first of the month and no later than the 15th of the month. Hourly employees should start no sooner than the start of the next pay period.

HR and Departmental Orientations

For information regarding Orientation, please refer to Section III – e of the Employee Handbook.

90 Day Probationary Period

Even though the University is an at-will employer, all new administrative and support staff shall serve an evaluation period of 90 calendar days. In addition, any employees moving internally to a new full-time position or from a part-time to a full-time position will serve a 90-day probationary period. If the evaluation period covers a summer or a holiday break period for an academic year employee, the evaluation period will be adjusted to ensure the employee has sufficient time to learn their new responsibilities. This also provides departments with the opportunity to fully evaluate an employee's fit with the job. The evaluation period provides for job adjustment and an opportunity for both the employee and the University to determine whether to continue the relationship.

At any time during the evaluation period, an employee may resign without prejudice, or the University may terminate employment with or without cause. New employees may not apply for promotional opportunities until they have completed their initial evaluation period. The new employee's direct supervisor and the Assistant Vice President for Human Resources may extend this probationary period in certain circumstances.

Prospective employees are informed about the probationary period during the interview process and are also informed in writing contained in the official offer of employment letter.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Relocation Policy

Policy Number: III-d
Scope: Full-time Faculty and Administrative Staff

Policy Statement

As part of its compensation package, Baldwin Wallace University provides relocation benefits to eligible new full-time faculty and administrative staff. The employing unit, in consultation with their Vice President, Human Resources and the Purchasing Department will extend relocation benefits in accordance with the guidelines outlined in this policy (subject to Internal Revenue Service regulations). Employees may use funds to move themselves or use a commercial moving company. These payments are for costs directly associated with household moving and apply to the cost of one move from one location. The University will cover the cost regardless of distance in the continental U.S. Moves from Alaska, Hawaii and international moves will be calculated from the nearest port of entry into the continental U.S.

Eligibility

New full-time faculty and administrative staff who are moving are eligible for this benefit in accordance with this policy and Internal Revenue Service (IRS) regulations. The University will pay 100% of eligible moving expenses up to \$1,000 and 80% of the eligible expenses that exceed that amount if using an approved moving company. On occasion the University may recruit and hire two persons from the same family. In this circumstance only one relocation benefit is permitted.

If an employee elects to move their household goods without the use of a moving company, the University will pay 100% of up to \$1500 in eligible expenses. Employees who move themselves are responsible for insuring their household goods. Any relocation benefits must be used within a year of the employee's initial hire date in accordance with IRS regulations.

Taxation Issues

All moving expenses reimbursed by an employer are considered taxable income to the employee per the Internal Revenue Service. Taxation of relocation expenses applies to reimbursements made directly to the employee or paid to an approved moving company on the employee's behalf. Eligible moving expense reimbursements will be reported through payroll in the employee's taxable income and are subject to withholding of all applicable income and employment taxes. The reimbursements will be included in the employee's taxable income on Form W-2 for the tax year the reimbursements were paid.

Procedures for Using Relocation Funds

After an employee has been authorized in writing to receive relocation funds, and prior to signing any contract for moving, new hires must contact the Purchasing Department for information on moving companies. The University has contracts with various moving companies and the employee must receive at least 2 estimates for the move from the contracted movers. Failure to work through the Purchasing Department will result in forfeiture of relocation benefits. Faculty and administrative staff should retain all receipts associated with the move which must be submitted for reimbursement of eligible expenses.

Eligible Expenses

The following list contains items that will be covered by the University in accordance with IRS regulations.

- Additional charges for long carry, stair carry and elevator
- Commercial moving company charges pre-approved by Purchasing Department
- Cost of rental truck and pre-approved incidentals.
- Packing/crating of collectable items pre-approved by the Purchasing Department
- Packing/crating of organ, piano, grandfather clock and other items pre-approved by the Purchasing Department
- Packing of computers, stereo equipment, televisions and flat screens
- **Note:** All pressed wood or particleboard furniture must be disassembled before you move

Ineligible Expenses

The following list contains items that will NOT be covered by the University.

- Connect/disconnect or moving of gas or electrical appliances, satellite dishes, spa/hot tubs, swing sets and playground equipment
- Pre-move house hunting trips
- Temporary living expenses in the general area of the workplace
- Selling (or settling an unexpired lease on) the old residence and buying (or acquiring a lease on the new residence)
- Any meals or lodging costs connected with the relocation
- Full packing/unpacking of dishes, books and miscellaneous items
- Loss of security deposits
- Costs related to immigration
- Utility and telephone installation charges
- Real estate expenses
- Extra labor to assemble/disassemble/repack items
- Shipment of vehicles, boats, trailers, airplanes and motorcycles
- Storage Service
- Purchase of boxes/crates
- Transporting vehicles and/or vehicle mileage connected with relocation

Payment of Relocation Funds

If an employee uses a University-approved moving company, the University will pay the mover directly for eligible expenses associated with the move. The employee will subsequently be billed by BW for any balance they owe per the benefits outlined in the Eligibility Section of the Relocation Policy.

If an employee uses a rental truck to move on his/her own, the University will pay the rental truck directly for eligible expenses associated with the move. In order to be reimbursed for eligible expenses not pre-paid by the University, employees must submit receipts to the Purchasing Department and Finance for review. The Purchasing Department and Finance will determine which expenses can be reimbursed. Relocations funds are paid for by the respective Vice-Presidential area.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

New Employee Orientation

Policy Number: **III-e**

Scope: **Faculty, Administrative Staff and Support Staff**

Policy Statement

Baldwin Wallace University provides training and information to all new hires. Each new employee must attend a new employee orientation session on his/her first day of employment. The orientation of new employees is a shared responsibility between the Department of Human Resources and the hiring department. After an employee has attended a new employee orientation session, the hiring department shall provide an orientation to its specific operations. Employees who transfer from part-time to full-time positions will also be scheduled for an orientation session.

Procedures

The hiring department will notify Human Resources when a hiring decision has been made and will inform HR of the new employee's starting date by submitting a Report of Hire.

Human Resources will send an official offer of employment and coordinate any post-offer, pre-employment activities such as:

- criminal background check
- driving check

The offer of employment letter will inform the new employee about the time and location of the new employee orientation session. A copy of the offer letter will be sent to the hiring department.

If it appears that the employee will not satisfactorily complete their 90-day probationary period, the hiring department should contact Human Resources as soon as any performance problems arise.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Conditions of Employment: Employment Authorization, Degree Verification, References, Work Permits/Child Labor, Medical Examination, Vaccinations, Direct Deposit, 90-day Evaluation Period, Driving Record Checks

Policy Number: III-f

Scope: Faculty, administrative staff and support staff

Policy Statement

Every hiring decision is a critical one. Therefore, it is necessary to verify that the candidates under consideration will have a high degree of potential for success. The following pre-employment requirements are the minimum requirements that a successful candidate will satisfy, as applicable. Human Resources and the hiring supervisor can work together to expedite the satisfactory completion of these requirements, but the resulting information will be centralized in the candidate's personnel and benefits files in the Department of Human Resources.

I-9 Employment Authorization

The University has a commitment to employ U.S. citizens and other individuals legally authorized to work in the United States. Human Resources is responsible for verifying that the candidate has U.S. citizenship or, in the event that a qualified citizen is not available, that proper work authorization or visa status is obtained from the Immigration and Naturalization Service by completing an I-9 form for every new hire on or before an employee's date of hire. For staff, the hiring supervisor must consult with the Department of Human Resources in all matters involving work authorization or visa status. The Office of Student Employment Services must be consulted when hiring international student employees. Original documents are required and the I-9 must be completed in the presence of an authorized University representative.

Curriculum Vitae/Resume/Employment Applications

All candidates for faculty and administrative staff vacancies are to submit a curriculum vitae/resume of their professional experience that includes all prior employment periods, professional accomplishments, educational background, and references.

Degree Verification/Professional Licenses

Departments are responsible for verifying the candidate's degree when degree completion is part of the qualifications and/or requirements for a specific position. Official transcripts are to be mailed by the academic institution(s) directly to Human Resources or the Provost's Office for faculty positions. Candidates will be asked to furnish proof of professional or state licenses such as accounting, architecture, bar, engineering, medical, nursing, or certified technician if the license is essential to the position for which the candidate is being considered.

References

Job-related references will be required for faculty and staff candidates from current or former employers for the last ten years of the candidate's employment. An unsolicited letter of recommendation cannot be used in lieu of the reference. If applicable, the job-related reference may be made after the hire with the understanding that continued employment is contingent upon a positive reference relating to work ethics and performance. BW reserves the right to contact any references deemed necessary to evaluate a candidate's qualifications for a position.

Work Permits/Child Labor Laws

Applicants under eighteen years of age, including temporary employees in sponsored work-study or intern programs, must submit a work permit approved by the candidate's Board of Education. Candidates under eighteen who have graduated from a vocational school or high school may provide proof of diploma in lieu of obtaining a work permit. There are restrictions on hours that certain minors may work; Human Resources will inform departments if this applies to the minor being considered.

Medical Examinations

A post-offer, pre-employment physical and medical examination or fitness assessment by a qualified physician may be required by the University to ensure that selected job applicants are physically and mentally able to perform the duties of the position for which they are applying. Such examination may include drug testing in any job-related examination determined to be a pre-employment requirement.

The University shall approve the physician to administer the examination and shall pay the cost.

Employees may also be required to submit to a regularly scheduled medical examination during their period of employment. Such an examination is intended to ensure that the employee continues to be physically and mentally able to perform the duties of his or her position. In such instances, the University shall inform the employee in writing of the examination requirement, the reasons for the examination, the physician who will conduct the examination, and the time and date of the examination. The University will assume the cost of such required examinations. The employee shall be responsible for attending the examination and shall cooperate with the physician in order that the report of the examination may be delivered to the University. Employees who refuse examination or fail to cooperate may be subject to disciplinary action, including dismissal for refusal to attend required examinations.

Vaccination

In compliance with U.S. Occupational Safety and Health Administration (OSHA) Regulations, all employees using or potentially exposed to human blood-borne pathogens must receive a hepatitis B vaccination or sign a declination statement prior to working with blood-borne pathogens. This vaccination is available through the Health Center. The hiring supervisor is responsible for identifying for which positions this risk is possible and making this risk known to candidates. Refer to employee Handbook Section IV-a – Health and Safety, for more information.

Faculty and Staff are required to complete any required university training such as sexual harassment, FERPA, van driving, cybersecurity, etc.

Direct Deposit

All full- and part-time faculty and staff hired are required to participate in the University's direct deposit program. Employees may select the bank or financial institution of their choice and have money directed to one account with one institution. Employees must notify Payroll whenever they change their bank or financial institution by completing a new Direct Deposit Authorization Form.

Driving University Vehicles

Some positions require employees to drive University vehicles. Supervisors of departments operating University vehicles have the responsibility to ensure that potential employees have a satisfactory driving record before an offer of employment is made. All drivers must be current full-time or part-time employees or full-time students. They must be 18 years-of-age or older and possess a valid driver's license.

All designated drivers and alternate drivers must have a good driving record. Therefore, prospective drivers (including applicants for employment which requires driving a University vehicle) must sign a consent form permitting the University to review their driver's license record.

The supervisor of the department responsible for administering the vehicle must arrange for driving record checks on all prospective drivers. Copies of the current consent form are available from the Purchasing Department. Completed forms should be sent to the Director of Purchasing, who, after the insurance company review, will notify the department head of any person(s) who should not be allowed to drive University vehicles.

The Purchasing Department will maintain a list of approved drivers, which is sent to the insurance company and to those department heads responsible for scheduling University vehicles. The list of drivers should be verified by the department heads, updated with current information (e.g., new driver's license expiration date, deleted drivers, etc.) and if necessary, returned with the corrections.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Separation from Employment (Voluntary Resignation, Dismissal, Lay-off, Reemployment, Interrupted Service, Military Leave, Death of an Employee, Exit Interviews)

Policy Number: III-g
Scope: Faculty, Administrative Staff and Support Staff

Policy Statement

The University recognizes the need for employees to have a continuing employment relationship with the University. However, there will be occasions when the University or the employee may initiate action to separate from the University, either voluntarily or involuntarily. Furthermore, the University retains its right as an “at-will” employer and may terminate employment without cause at any time, except in the case of tenured faculty (refer to Faculty Manual).

Voluntary Resignation Procedures

Employees who wish to voluntarily terminate employment with the University may do so by written notification to his/her immediate supervisor. This notification is to be presented at least two weeks prior to the date of termination.

Upon terminating employment with the University, the Payroll Department will withhold an employee’s final paycheck until s/he has turned in all University keys, ID cards, uniforms and any other University property the employee may have in his/her possession to their immediate supervisor.

An Employee Separation Form is necessary for terminating employment and may be obtained on the Department of Human Resource portal site.

Employees are paid for accrued and unused vacation time, but not accrued sick leave.

Dismissal

Baldwin Wallace University is committed, within reason, to assist employees in being successful at the work for which they were hired. Before discharging an employee, the department head will communicate dissatisfactions with the employee. Conferences and evaluative meetings with employees are encouraged. If in the opinion of the supervisor, after attempting to correct deficiencies in the employee’s ability to complete his/her work assignments satisfactorily, discharge is deemed necessary, the employee must be provided the reason for the decision to terminate employment.

There will be occasions when the performance issue is so serious, that immediate termination will be warranted without any corrective and progressive measures being taken.

Please refer to Employee Handbook Section I-j – Disciplinary Procedures, for more details.

Position Elimination

When it becomes necessary to drop a regular full- or part-time employee from the payroll due to abolishment of a job or a lack of available work or funds, this action is termed a position elimination. Please refer to the Employee Handbook, Section III-h - Organizational Restructuring for more details.

Reemployment

No person dismissed for disciplinary reasons shall be eligible for reemployment. An employee who has had his or her service terminated by layoff because of lack of work or for reasons other than dismissal shall be considered eligible for reemployment. If that person has been continuously employed for more than twelve (12) months prior to the termination of employment and returns to work within twelve (12) months, there will be no loss of seniority counting toward eligibility for benefits. The only benefits where the waiting period must be reestablished are short- and long-term disability and for retirement, if service prior to separation was less than 1 year, which require continuous service after a break in service.

Interrupted Service

If service to the University is interrupted by a continuous period of twelve (12) months or more, benefits accruing to the person upon reemployment will be the same as for a new employee, except for eligibility for retirement and service award recognition purposes. If an employee was eligible for the University's retirement contributions in the past, the employee will immediately be eligible to receive that contribution in accordance with the University's retirement plan.

Military Service

Reemployment of employees on a military leave of absence will be treated in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Death of an Employee

In case of death of any employee, the Department of Human Resources will contact the employee's beneficiaries for information on final paycheck, insurance benefits and other information related to employment.

Exit Interview

When a decision is made to terminate or when an employee decides to resign, employees will be offered information about benefit termination dates, COBRA eligibility, and other matters pertaining to their rights as part of an exit interview with the Department of Human Resources. Generally, it is to the advantage of all employees to schedule these exit interviews.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Organizational Restructuring Policy

Policy Number: III-h

Scope: Faculty, Administrative Staff and Support Staff

Policy Statement

BW reserves the right to restructure the University through the elimination or reclassification of positions, the reassignment of employees, and/or by outsourcing services when such personnel actions meet operational needs. Restructuring decisions will be made without regard to an employee's race, color, sex, sexual orientation, gender identity/expression, religion, national origin, age, veteran status, marital status or disability.

Purpose and Applicability

The purpose of this policy is to outline procedures for handling the elimination or reclassification of positions, as well as the transfer of full- and part-time BW employees to other positions within the campus. The provisions of this policy do not apply to the dismissal of an employee for unsatisfactory work performance. This policy does not apply to tenured or tenure track faculty, faculty with term or special appointments, adjunct faculty or contracted employees. Policies governing the employment relationship for full- and part-time faculty are outlined in the *Faculty Handbook*.

Position Elimination Procedures

The President's Cabinet (PC) is responsible for determining whether circumstances exist that warrant restructuring the University's work force or organizational structure. Faced with such actions, all academic and administrative managers are responsible for identifying staff positions for possible elimination within their respective areas that will have the least detrimental effect to departmental and/or University operations. The PC will review all positions recommended for elimination and make recommendations to the President who has final authority over such decisions.

Position Elimination Notification Process

Human Resources shall be notified that a position is to be eliminated, the name of the affected employee, and the effective separation date, by the Officer in charge of the affected area via a Separation Report. The employee whose position is being eliminated will be notified in person by his or her supervisor or designee and by a member of the Human Resources Department on or before the employee's effective separation date. Human Resources will notify the employee in writing within one week after the in-person notification. The notice will include a description of any severance benefits. The immediate supervisor is responsible for ensuring all University property has been returned.

Severance Pay

An employee whose position is eliminated and/or laid off is eligible to receive a severance benefit equal to four weeks regular pay (non-exempt), or one month's salary (exempt) in accordance with the schedule the employee was working at the time of separation. The severance benefit is calculated from the day the employee is separated. In addition, the employee will also receive one (1) week's pay for each completed year of employment, based on the employee's most recent rate of pay. The total severance payment shall not exceed three months' pay (exempt) or twelve weeks pay (non-exempt). Employees whose positions have been eliminated are encouraged to participate in an exit interview with Human Resources to learn more about important issues, including:

1. Payment for accrued vacation in addition to any severance pay.
2. Continuation of health care benefits under COBRA.
3. TIAA/CREF retirement account.
4. Long term disability (LTD) and University-paid life insurance.
5. Unemployment benefits.

Outplacement Services and BW Email

The Human Resources Department and the Career Services Office are available to provide outplacement services such as resume writing, job searching and interviewing skills for employees whose position has been eliminated. These services will be made available for up to one year from the employee's separation date. Upon request, an employee may be granted access to the University's email system for six (6) months after his/her separation date to assist them with job search efforts.

Reemployment Issues

Sick leave balances available on an employee's separation date will be restored if the employee is rehired or returns to full-time status within one year of their separation or transfer date. Whenever possible, an employee whose position has been eliminated and who applies for employment shall be given consideration based on performance and longevity by hiring officers when filling future vacancies. Employees whose positions were changed from full-time to part-time status who wish to return to full-time status shall be given consideration based on qualifications and prior performance by hiring officers when filling future vacancies. For vacation accrual and service award eligibility purposes, University seniority will be restored if employee is rehired within one year of his or her separation date.

Health Care and Tuition Benefits

University-paid health care benefits will cease on the last day of the month in which the employee is separated. Tuition benefits will cease for the employee and family members at the end of the term in which the employee is separated, unless the dependent child is a graduating senior attending BW at the time. If the child is a BW graduating senior, the dependent may attend one additional semester.

If an employee's position is changed from full-time to part-time status, tuition benefits will continue at the full-time benefit level for two (2) years. The two years begins the first semester after the employee's effective date of transfer from full-time to part-time status.

Reclassification and Transfer Procedures

The Officers of the University are responsible for identifying positions in their respective areas to route to Human Resources to evaluate for appropriate classification and compensation, or to transfer to another department. A reclassification may involve but is not limited to the following actions; corresponding benefit changes are outlined as well.

1. Changing a position from full-time* to part-time**
 - a. If a full-time position is reduced to part-time status, employee loses health insurance, life insurance, short-term disability, long-term disability, vacation, sick leave, holiday pay, full-time tuition benefits and jury duty pay.
2. Changing a full-time position working at least 37 ½ hours per week or a part-time position to less than 12 months, but not less than 9 months
 - a. Employee typically loses no benefits, pay is pro-rated. Eligibility for PTO hours may be lost by part-time employees.
3. Changing responsibilities that may warrant a change in the position's classification.
 - a. Pay and health care premium may change, but no change in benefit package unless going from administrative to hourly, then vacation would be adjusted, if necessary.
4. Reclassifying a position that may be inappropriately classified.
 - a. Typically involves a change in pay and healthcare premium share.
5. Transferring employee from one position to another similarly classified position.
 - a. Typically involves change in duties, supervisor and office.
6. Transferring employee from one position to one that is classified lower will result in a reduction in pay to other comparable positions and a change in healthcare premium
7. Any combination of the actions.

Reclassification and Transfer Notification Procedures

Human Resources will evaluate a position to determine if it is appropriately classified upon receiving a request from a University Officer. Human Resources will conduct a job analysis and communicate the reclassification decision to the Officer requesting the evaluation. The employee in a position to be reclassified or transferred will be notified about the personnel action in person by his/her supervisor, and by a member of the Human Resources Department.

Human Resources will follow-up with a written notice to the employee within one week of the in-person notification. The notice will include a written description of any changes in compensation, or other terms of employment, as well as the effective date of those changes. Whenever possible, employees who seek to return to full-time status or return to their original department shall be given consideration based on qualifications and past performance by hiring officers when filling future vacancies.

*Definition: A full-time position is approved to work 37 ½ or 40 hours per week during the calendar year or during the academic year. ** Definition: A part-time position is approved to work less than 37 ½ hours per week during the calendar year or during the academic year. For health care purposes only, 30 or more hours per week is considered full-time.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Employee Personnel, Payroll, and Benefit Records

Policy Number: **III-i**

Scope: **Faculty, Administrative Staff and Support Staff**

Policy Statement

Employees must ensure their personnel information on file with the University is current and accurate. Employees must report changes in their marital status, dependent and other personal information such as cell phone numbers for emergency contact purposes to Human Resources so that records may be updated. Personnel records are available for employees' inspection at any reasonable time. All regular full- and part-time employees have payroll, personnel and benefits files located in the Department of Human Resources. Faculty also have files in the Provost's Office.

Procedures

Changes involving rates of pay, hours of work, transfers, leaves, terminations, etc., must be recorded by the supervisor on a Report of Hire Form, Change of Status form or Employee Separation form that is then forwarded to Human Resources.

Employees and their supervisors may review their personnel records by making an appointment with the Department of Human Resources.

Employees must notify the Department of Human Resources when they change home addresses, have a name change, when they want to change beneficiaries for their life and long-term disability plans, when they change number of dependents and/or when there is a change in marital status. Human Resources will make the change with the health and dental carriers. However, employees must personally report address, name and beneficiary changes to their retirement plans.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

ID Card (Jacket Express)

Policy Number: III-j

Scope: Faculty, administrative staff and support staff

Policy Statement

All part-time and full-time faculty and staff may obtain a BW Jacket Express identification card (ID) at the ID Office. Prior to issuing a Jacket Express card, the ID Office must receive confirmation of employment from Human Resources. Some form of a photo ID, such as a driver's license, must be shown to receive a BW Jacket Express card.

Baldwin Wallace University has an excellent cultural events program, including nationally known speakers, concerts, theatre productions, art exhibits and athletic events. Most of these are free or available to employees at a reduced charge by presenting your Jacket Express card. The Jacket Express ID card, which also provides access to the Lou Higgins Center or Ritter Library, must always be carried and must be presented upon request.

For some employees, the BW Jacket Express ID card may be used as an access card into a building or used as a time clock.

The BW Jacket Express (debit/credit) Account is a no-cost feature of your card. This means that as an employee of Baldwin Wallace University you may have access to a debit/credit account on your BW Jacket Express ID card. The account activation is based on a grace period. You may request a Jacket Express card account or receive more information through the BW ID Office. All chargers are automatically paid on the month after charges were made by payroll deduction.

An employee's spouse/domestic partner or children 16 or older may obtain an Employee Family ID card to use at some Campus events or the Lou Higgins recreation center. There is a charge for the Family ID card. Contact the ID Office for details and to schedule an appointment for a Family ID card.

Procedures

ID cards can be obtained from the ID Office at the time of hire. Procedures for obtaining an ID card are explained to new employees by Human Resources.

If an ID card is lost or stolen, a replacement can be obtained from the ID Office. ID cards are University property and are to be returned during the exit interview process. If an employee is retiring from the University and eligible for an emeriti ID card, s/he must return their ID active employee ID card to the ID Office in exchange for an emeriti ID.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Health and Safety: Safety Council, Reporting Injuries, General Safety Rules, General Safety Precautions, Health Center Policy for Care of Staff and Faculty, Exposure to Hepatitis B and HIV

Policy Number: IV-a

Scope: Faculty, Students, Administrative Staff and Support Staff

Policy Statement

Baldwin Wallace University strives for the highest possible level of safety in all activities and operations, complies with all applicable health and safety laws applicable to our operations, and enlists the help of all employees to ensure that public, academic, and work areas are hazard-free.

The University will make every effort to provide conditions that are healthy and safe. Employees are expected to be conscientious about work-place safety, using proper work methods, reporting potential hazards and abating known hazards. Unsafe conditions in any area that might result in an accident should be reported immediately to a supervisor. The University's safety rules, or regulations will be strictly enforced. If employees are found to be willfully negligent in the safe performance of their jobs, in accordance with procedures found in the Baldwin Wallace University's Employee Handbook, disciplinary action will be taken.

Each work center is responsible for developing appropriate safety procedures for that work area and must train all employees and student workers in the proper safety procedures.

Safety Council

The Safety Council was formed to make safety a fundamental priority for the campus community. The Safety Council conducts and promotes safety education and awareness programs; conducts hazard assessments; recommends safety controls; facilitates safety communication among University constituencies, and reviews trends to help prioritize issues and measure safety performance. Contact the Department of Human Resources for more information.

Reporting Injuries

When an employee, including student workers, is injured in connection with employment, the employee must immediately notify his/her supervisor. The supervisor will immediately assist the employee in getting medical attention, if necessary. The employee and supervisor will complete a First Report of Injury form which can be found on HR's portal site giving full details of the injury and witnesses thereto. The originals of all injury reports must be immediately forwarded to the Human Resources Department. The Human Resources Department will initiate the proper claims with the Bureau of Workers' Compensation for payment of medical and other benefits provided by law.

Reports of all non-work-related injuries to students or visitors must be immediately forwarded by the supervisor of the area involved to the Director of Purchasing for the proper notice to the University's business and liability insurance carriers.

General Safety Rules

The following general safety rules will apply in all University work places and to all employees and students of the University. Each work unit will prepare separate safety rules and applicable training to the specific nature of work in their area, but those may not conflict with these rules.

- No employee or student will be assigned to work under known unsafe conditions or with tools or equipment known to be unsafe. If such a condition develops, it must be immediately reported to the supervisor, who will determine and initiate corrective action.
- Employees will pay strict attention to their work. Inappropriate or unsafe conduct on the job will not be tolerated.
- Warning signs and signals posted to point out dangerous conditions are to be obeyed by employees.
- Employees will not take shortcuts in or through dangerous places.
- Extreme caution will be exercised by employees operating any type of power equipment.
- Employees will not jump from truck beds, platforms, fences, or other elevated places unless necessary in the performance of their duties.
- Employees will use safety equipment appropriate to the job, such as safety glasses, gloves, toe guards and hard hats, if required or appropriate to the work performed.
- Employees will avoid wearing inappropriate clothing and jewelry that will create unsafe conditions while working on or near equipment and machines.
- Operators and passengers in university vehicles equipped with seat belts must wear them when the vehicle is in operation.
- All employees operating vehicles will observe all traffic laws and must limit their speed to 5 mph in all campus parking lots and driveways.

General Safety Precautions

Listed below are some common accidents and their causes. Each employee, supervisor, or other involved persons should survey the work area and work procedures frequently to eliminate these and any other unsafe conditions:

- Falls: slippery surfaces, uneven walkways, broken or missing railing on steps or landings.
- Falling or Moving Objects: improper storage of equipment.
- Bumping Into Dangerous Objects: drawers left open, and improper disposal or storage of equipment.
- Electrical Shock: worn out equipment, plugs, cords, or ungrounded equipment.
- Vehicles: seat belts not used, excessive speed, backing, brakes, signals, not driving according to adverse road and weather condition, etc.
- Chemical Injury: improper knowledge of safety procedures, or personal protective equipment not used.

Health Center Policy for Care of Staff and Faculty

First aid services are available to any staff member for minor accidents and injuries which occur on the University campus during the hours the Health Center is open.

Emergency care for significant work-related injuries or illness should be obtained at the local hospital emergency room at Southwest General or at a local urgent care office. In the event of life-threatening situations, 9-911 should be called immediately.

Other services provided by the Health Center include free blood pressure readings, Mantoux skin test for tuberculosis at a nominal cost and seasonal influenza vaccine at a minimal cost. Travel immunizations, if available, may be provided at the cost of the vaccine.

Occupational Exposure to Hepatitis B

Baldwin Wallace University seeks to comply with the regulations of the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA) concerning bloodborne pathogens.

Due to the risk of occupational exposure to blood or other potentially infectious material, any new employee or employee transferring into a job area considered "at risk" for exposure to bloodborne pathogens, is offered vaccination with Hepatitis B vaccine at no charge. Other employees whose job might place them "at risk" will be offered the Hepatitis B vaccine, at no charge, after an exposure incident has occurred. Education is provided concerning Occupational Exposure to Hepatitis B and HIV on an initial and on-going basis to all employees and student workers considered "at risk". "At risk" employees include but may not be limited to: Athletic trainers, Health Center staff, Residence Life staff, Safety & Security, Lifeguards and Intramural facilitators.

Procedure:

1. The Department Head, Manager or Supervisor is responsible for:
 - a. Notifying the employee of the Occupational Exposure to Hepatitis B and HIV policy and procedure.
 - b. Making arrangements for new employees to view the OSHA compliant Bloodborne Pathogens Training CD from Stericycle. If the employee has already been vaccinated for Hepatitis B, a record of prior vaccination should be obtained and kept on file. If the employee has not been vaccinated for Hepatitis B, they should sign the appropriate Consent/Refusal form. Refusal forms must be kept on file. Those persons consenting to Hepatitis B vaccination should be referred to the Health Center for administration of the Hepatitis B vaccination series.
 - c. Maintaining their department's records on new employee education and training and vaccine status for all employees.
 - d. Provide and maintain records on any on-going education and training for all employees and student workers considered "at risk".
 - e. Utilize and maintain their department's OSHA Compliance Manual and records as related to their department.
2. The Health Center Staff is responsible for:
 - a. Answering employee's questions and providing additional educational information on occupational exposure to hepatitis B and HIV if needed.
 - b. Administering the Hepatitis B vaccine according to established guidelines.
 - c. Providing post-exposure evaluation, first aid, vaccination and referral if indicated.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Campus Safety and Security: Contacting Safety & Security, Safety and Security Weekly Summary and Crime Log, Emergency Telephones, Timely Warnings, Campus Escort Services, Student Auxiliary Staff, Crime Statistics, Sexual Offender Registry, Bias Incident/Hate Crime Form, Use of Keys, Use of University Vehicles and Van Training Classes

Policy Number: IV-b
Scope: Faculty, Students, Administrative Staff and Support Staff

Policy Statement

Baldwin Wallace University provides a safe environment for the campus community, which requires the involvement of all faculty, staff, students, friends and neighbors of the campus community. The University expects all employees to share the responsibility for the safety and security of fellow employees, students, guests, and University property in addition to themselves. All members of the University are expected to cooperate with safety practices set by the Safety and Security Office, Buildings and Grounds Department, Human Resources and their respective departments. Safety practices can include suggested apparel; restricted apparel; protective apparel and tools; personal protective equipment; properly maintained equipment; measurement standards; reporting system; required training; required medical evaluations; wearing of measurement devices; radiation badges and facility access procedures.

Contacting Safety and Security

The Department of Safety and Security is located on the first floor of the Tudor House, at 296 Beech Street across from Findley Hall. The Department is available for 24-hour service, 7 days a week including holidays and breaks.

In an emergency, dial ext. 2000 from any campus telephone, or (440) 826-2000 from a non-campus telephone. For non-emergency service, the department can be contacted at ext. 2336. A dispatcher is always on duty to answer calls and to dispatch an officer to provide assistance. Other resources that employees may find helpful include:

- Chaplain's Office (440) 826-2175
- Counseling Center (440) 826-2180
- Health Center (440) 826-2178
- Berea Police – Emergency 911 or 9-911 or (440) 234-1234
Non-emergency (440) 826-5870

Safety and Security Weekly Summary and Crime Log

During the academic year, the Department of Safety and Security produces a weekly media report summarizing criminal incidents which is submitted to the student newspaper. An incident log is available for public review in the Safety and Security Office.

Emergency telephones used to report a crime, fire, or other types of emergencies, are strategically located throughout campus identified by a blue light fixture. The callbox rings directly into the Department of Safety and Security or to the portable radio carried by the Safety and Security Officer on duty. Campus buildings and residence halls have free telephone access and the Safety and Security Office can be reached at extension 2000. Emergency telephone locations:

- Recreation Center parking lot
- Recreation Center south walkway
- Fairgrounds parking lot
- The top of the outside stairs between Merner-Pfeiffer and Kohler Hall
- Between Carnegie and Wheeler Halls
- The northwest corner of Bonds Administration Building
- The exterior elevator behind the Student Activities Center
- Between Dietsch and Klein Halls
- The exterior of the Observatory
- The baseball field drive by Heritage Hall
- Communications Disorders parking lot
- Hanson Hall parking lot
- Interior hall of Math and Computer Science

In addition to emergency phones, each residence hall has an outdoor phone adjacent to the entrance doors from which calls can be made to report suspicious activity as well as to request an escort.

There is an emergency telephone in every classroom on the campus, with instructions posted on how to contact Safety and Security. These telephones are for emergency use only.

Timely Warnings – Immediate and Ongoing Emergencies

University Relations, in conjunction with the Department of Safety and Security, will make timely warning reports to the campus community regarding certain crimes that represent an immediate or continuing threat to the campus community.

Notification of an immediate threat to the campus or its citizens will happen using a variety of methods: telephone messages to campus buildings and/or classrooms; text messages to registered cell phones of campus employees and students and email messages to employees and offices. In addition to being posted in public areas, information on continuing threats may be distributed by U.S. Postal Service, campus mail, and/or electronic mail.

Campus Escort Services

An escort is available at any time to walk members of the campus community from one area of campus to another, particularly during the evening. Dial ext. 2336 from any campus phone, advise the dispatcher of your current location and your destination, and a student worker, wearing a blue and yellow auxiliary uniform, will be dispatched to your location and will accompany you to your destination.

The Department of Safety and Security maintains a student auxiliary staff of approximately twenty-five students. This staff includes student auxiliaries who assist in patrolling the campus grounds and providing escorts as well as student dispatchers who relay requests for service and monitor the actions of officers as they patrol the campus. Senior student auxiliaries assist with the training and supervision of their co-workers.

Any student interested in employment with the department is encouraged to stop by the office and request an application at any time during the year. All students are welcome to apply regardless of their major or career interest.

Campus Crime Statistics

In accordance with the Campus Security Act, Baldwin Wallace University provides crime statistics and security information to current and prospective students and employees. The Safety and Security Department serves as the "clearing house" in the gathering of crime data and judicial referrals from those with "significant responsibilities for students and campus activities". The Offices of Residence Life, Student Affairs, and the Berea Police are the other departments to report incidents of crime and all are in contact with Safety and Security daily. Baldwin Wallace University crime statistics are available in the Safety and Security brochure. Call 440-826-2336 to request a brochure and one will be mailed to you or the information is also available on Safety and Security's portal site.

Sexual Offender Registry Information

Since 2002, the federal Campus Sex Crimes Prevention Act has required institutions of higher education to issue a statement advising the campus community where registered sex offender information may be obtained.

Baldwin Wallace University Safety and Security has been advised by local authorities that the Cuyahoga County Sheriff's Office's "Sexual Offenders Search" is currently on the web site that contains information about registered sex offenders in Cuyahoga County under Sexual Offender Registration and Notification Unit:

Bias Incident/Hate Crime Form

In an effort to track, monitor, and bring closure to situations where community members have either witnessed or been a victim of a bias or hate crime, Baldwin Wallace University has created a Bias/Incident/Hate Crime Form.

The form is available online at: <https://www.bw.edu/about/diversity/>

Faculty, students and staff are issued keys by their departments to special areas and/or entire buildings on campus. These keys must be used only for the purpose authorized. Keys may be used to enter buildings as follows:

- To open a working area or building in which the person is assigned to work at a regularly scheduled time.
- To open a working area or building in which the person is assigned to work or to allow approved overtime or approved work outside normal work hours.
- To gain access to any area in an emergency, including emergency repairs.

Keys may not be used for the following purposes:

- To allow access of students or other persons to student rooms without the specific advance approval of the Hall Director or Dean of Students.
- To allow access of students or other persons to any other University facility without proper authorization.
- To gain access to any building for personal purposes such as after-hours use of the library, recreational or athletic, audiovisual or music equipment, classrooms or laboratory facilities.

All keys must be returned to the University when an employee separates employment with the University.

Key Control Policy

Baldwin Wallace University routinely issues keys to authorized staff and faculty members offering access to administrative and/or classroom buildings on campus. It is expected and imperative that those in possession of these keys treat them in a responsible and secure manner.

In the event a key holder realizes their key (s) are lost or stolen, notify the Safety and Security Dept. immediately, but not later than 24 hrs., to limit the chance of an un-authorized entry. If lost keys are not reported within the 24-hour period, the responsible party may lose the privilege of possessing university keys and may be charged the cost to replace and re-core the related doors and buildings.

Use of University Vehicles and Van Training Classes

The Purchasing Department has responsibility for management of the University's motor pool program. University vehicles are available for official purposes. Vehicles are to be driven only by faculty, staff and students with a valid driver's license and who have personal auto insurance coverage.

All drivers of BW vehicles must be registered by the University as an authorized driver. If you are not registered, you must read the Driving Rules for University Vehicles and the Driving Safety Tips and complete the Application to Drive University-Owned Vehicles. The completed form must be returned to the Purchasing Department one week before you are scheduled to drive. Anyone with 4 or more points on their Motor Vehicle Report will not be permitted to drive. If you are going to drive a university-owned van, you must complete the Van Training Class offered by the University. The program is offered by the Purchasing Department every semester.

EMPLOYEE HANDBOOK

Natural Disaster and Emergencies: Fire Reporting, Flooding Reporting, Explosions, Bomb Threats, Medical Emergencies, Suspicious Packages/Unknown Substances, Defibrillators, Emergency Communication Procedures, Weather Conditions (School Closing/Class Cancellation), Accessibility/Snow Removal Route Map

Policy Number: IV-c

Scope: Faculty, Students, Administrative Staff and Support Staff

Policy Statement

Baldwin Wallace University's Buildings and Grounds, Safety and Security, University Relations and Campus Housing Departments monitor weather reports as part of their daily operations. During periods of inclement weather, faculty, staff, and students are encouraged to turn on radios or log onto a weather web to get more information. If severe weather is predicted to affect the campus area, the University emergency notification system will instruct all University building personnel of the appropriate course of action including evacuation procedures. Employees working with students, visitors or other people unfamiliar with the Baldwin Wallace University campus must inform them of an impending natural hazard and the appropriate safety/emergency procedure.

Fire Reporting Procedures

During a new employee's departmental orientation, supervisors are to ensure employees know the location of the nearest fire alarm and the nearest exit in his/her work area or building.

Upon discovering fire or smoke in the building, activate the nearest fire alarm and call 9-911. Next call Safety and Security at ext. 2000. Do not attempt to put out the fire. Calmly notify others of an emergency in the building. **DO NOT YELL FIRE!** Follow the fire alarm procedure below.

If the fire alarm is activated, rapidly proceed to the nearest set of stairs or exit. Closing doors will help contain a fire. **DO NOT USE ELEVATORS.** Assist disabled individuals to an enclosed stairwell and notify emergency personnel of their location. Go to your emergency assembly point outside. Instructors will take attendance and report any unaccounted-for students or personnel to the Department Chairpersons or Resident Hall Directors who will report it to the emergency responders. Advise first responders of any critical information regarding alarm/fire (cause of alarm, chemicals in area, etc. Do not re-enter the building for any reason until authorized to do so by safety personnel.

Flooding Reporting Procedures

Notify the Buildings and Grounds Department at ext. 2233 to report the conditions you encountered. Assist disabled individuals to an enclosed stairwell and notify emergency personnel of their location. After notifying the B & G Department, advise the Safety and Security Office at extension 2000 of the situation.

Water Supply or Sewage System Outage Reporting Procedures

If the water becomes unavailable or a leak is discovered, contact the B & G Department at ext. 2233 or Safety and Security at ext. 2000 to report the location and severity of the problem.

Explosion Notification and Evacuation Procedures

If an explosion occurs, report it immediately to the Police at 9-911 and the Safety and Security Office at ext. 2000. If necessary, or when directed to, activate the building fire alarm to evacuate the building. Assist disabled individuals to an enclosed stairwell and notify emergency personnel of their location. Do not use the elevators.

Bomb Threat Reporting and Evacuation Procedures

It is the policy of Baldwin Wallace University to evacuate occupants from those buildings and areas where specific bomb threats have been received. The order to evacuate shall be given by the President, a Vice President or the Director of Safety & Security.

If you receive a bomb threat over the phone, listen very carefully and be polite to the caller making written notes of what was said and any distinguishing qualities. Keep the caller on the line to try and obtain as much information as possible.

Because the regular occupants of a space are the most reliable people to know if anything is out of place, just prior to evacuation, those persons should take a moment to look around the immediate area for suspicious packages or anything else that looks like it may have been moved or seems out of place. Please communicate any findings to the responding emergency staff.

When the call is over, immediately call the Police at 9-911 and the Safety and Security Office at ext. 2000. State your name, location and phone number. State that you received a bomb threat and any other information you have. Activate the fire alarm and evacuate the building. Do not return to the building until authorized to do so by safety forces.

Medical Emergencies Procedures

For minor injuries, report the injury to the immediate supervisor. Do not administer medications such as aspirin or other pain reliever medications. For more severe injuries, first call the Police at 9-911 and then call Safety and Security at ext. 2000. Give your name, location, and telephone number. Give as much information as possible regarding the nature of the injury or illness, and the status of treatment given, if any. Dial 9-911 for injuries requiring immediate medical attention and provide the requested information to local police and University dispatchers.

- The address where you are located: (e.g. Baldwin Wallace University, Bonds Hall, Room 213, 275 Eastland, Berea, OH, corner of Center and Eastland)
- The telephone number from which you are calling (when calling 9-911, the emergency operator may only see the main switchboard number)
- The problem you have encountered and the seriousness of the problem
- The precise location of the person (state where in the building the emergency exists)
- The name, sex, and approximate age of the person experiencing the medical emergency

If possible, have someone stay close to that telephone until help arrives. Send a runner to meet and guide the emergency crew. If the person is seriously injured, do not move them unless there is a life-threatening danger (i.e., falling debris, fire, and explosion).

A staff member or other adult should stay with the victim until help arrives. Keep the victim as calm and as comfortable as possible. If needed AND you are qualified, administer First Aid or CPR. Provide pertinent information to emergency personnel as requested. You may be asked to fill out a report or forms detailing the situation and your response.

If the victim is a student, contact the Vice President for Student Affairs at ext. 2111 if he/she has been transported to the hospital. Provide the student's name and any pertinent details. If the victim is a faculty or staff member, contact the Assistant Vice President of Human Resources at ext. 2908. Provide the name of the faculty/staff member and any pertinent details.

Suspicious Packages/Unknown Substances Reporting Procedures

If you receive a package in your office and question its content or origin, or you feel uncomfortable about it; DO NOT OPEN THE PACKAGE. Immediately call the Police at 9-911 and the Safety and Security at extension 2000. If possible, put the object in a plastic bag, such as a garbage bag. Use latex or other disposable gloves if available. Wash your hands and face. Once emergency personnel have arrived, follow their directions.

Defibrillators

Emergency defibrillator are located at various locations across the campus and are also carried by Safety and Security personnel in their vehicles. Contact Safety and Security for more information.

Emergency Communication Procedures

Emergency communications are coordinated through the Office of University Relations. All media inquiries should be referred to the Associate Vice President of University Relations. All written and verbal communication to outside sources must be cleared through or prepared by the AVP of University Relations. BW faculty or staff should not speak to or otherwise provide interviews or other information to radio; television, newspapers, magazines or other communication/information sources unless the Director of University Relations has approved the information to be shared. During an emergency, employees designated as emergency response personnel will be notified of their role by their immediate supervisor.

Employees and students will be required to provide and update as needed, emergency contact information such as cell phone numbers, home telephone numbers, local and permanent addresses, etc., to be used solely by the University for emergency communication purposes.

The University is not responsible for any legal issues that may arise because an employee or student has failed to provide or update emergency contact information. In those cases, employees, at their own peril, assume all risks associated with situations where the University is attempting to notify employees regarding an emergency and could not do so.

Weather Conditions

Baldwin Wallace distinguishes between (1) canceling classes and (2) closing offices of the University. On most occasions when severe weather causes a change in our schedule, it requires us only to cancel classes, not to close offices of the University.

Since several of our students commute to the University, it may become necessary on occasion to cancel classes due to weather conditions. On such days persons who are employed in the administration and staff will continue their responsibilities, unless notified otherwise. The service of some offices is needed more than ever on occasions when classes are canceled because of the significant number of residential students still on campus. Normal work, generally, will continue those days.

Faculty and students should assume that classes will be held at the regularly scheduled time. However, the decision to cancel classes will be made at the earliest feasible time. In terms of weekend classes, whenever possible the decision will be made in the late afternoon or early evening of the preceding day. If cancellation is necessary, Hall Directors and the University telephone operator will be informed as well as the media.

When classes are canceled due to weather conditions, the information will be communicated via emergency cell phone lists, posted on the front page of the BW web site, the BW Information line (2330), text messages and through the mass media. Please remember – the public media information refers only to classes being canceled. Members of the administration and staff should still report to work, unless otherwise notified.

If classes are not canceled, students commuting from long distances are urged not to take unnecessary risks at times when road conditions are hazardous. Students who are absent for this reason should inform their professors of the reason for the absence at the next class session.

A faculty member may not cancel classes unilaterally due to adverse weather conditions – only designated University Officers have that authority. Many students often make unusual efforts to reach their classes. Every effort, therefore, should be made by the faculty member to use the class time in an educational and valuable manner for the students who are present.

(2) Closing Offices of the University

On rare occasions, weather conditions are severe enough to require offices of the University to be closed. When this is the case, faculty, administrative and support staff members are not expected to be at work except for those areas where work is required for the safety of individuals or the protection of properties. Persons who are asked to work and who can work on days when the University is closed will be given extra compensation or compensatory time. Employees who voluntarily come to work on days when the University is closed will only receive their regular compensation. When offices are closed due to weather conditions, the information will be posted on the front page of the BW web site, the BW Information line (2330), and through the mass media. Employees may also be notified via telephone trees and text messages.

Accessibility/Snow Removal Route Map

Baldwin Wallace University is committed to providing access for individuals with disabilities to the academic, social, cultural, and recreational programs we offer. In keeping with our commitment, B-W has created an Accessibility Map of the B-W Campus.

The Accessibility Map outlines various routes that individuals with disabilities can use to travel from one campus location to another. During snow and ice events, Buildings & Grounds will attempt to keep clear the priority snow routes shown in **Red** on the map. The priority snow route was designed to cover one entrance to every building, which will be the handicapped entrance.

Other helpful features on the Accessibility Map include the locations of:

- Handicapped Entrances to Campus Buildings
- Names of Campus Buildings
- Handicap Parking Spaces
- Campus Parking Lots
- Blue Emergency Security Telephones

The map can be found on Human Resources and Disabilities Services websites.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Career Opportunities

Policy Number: V-a
Scope: Faculty, Administrative Staff and Support Staff

Policy Statement

Baldwin Wallace University employs approximately one thousand full and part-time faculty and staff in a variety of disciplines and job classifications. As positions become available, all employees can apply for positions for which they feel they are qualified to perform. New and replacement positions are normally filled through an open competitive process. Demonstrated professional growth, meritorious performance, education and overall work experience are among the factors taken into consideration when selecting individuals to fill vacancies at BW.

Requests from staff members for transfers from one position to another are permitted when in the best interest of the University. Such transfers must be approved by the employee's department head, the appropriate vice president, VP for Finance and the Assistant VP for Human Resources. Normally, transfers will not be approved if there has been a previous change within the preceding twelve (12) months.

Procedures

When a search to fill a position is started, the Department of Human Resources distributes position vacancy announcements via email to the entire campus. In addition, employment opportunities are posted in the Department of Human Resources, which has copies of current position vacancy announcements. Finally, employees can learn about the duties and qualifications for current vacancies by visiting the Human Resources web site on the portal.

Specific procedures for applying, including deadlines, can be found on the position vacancy announcement and in the Employment Section of this Manual (Section II).

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Training Opportunities

Policy Number: V-b

Scope: Faculty, Administrative Staff and Support Staff

Policy Statement

Baldwin Wallace University offers ongoing on-campus training programs for its employees. Such programs may include employee benefits information sessions, health awareness workshops, and computer training sessions, in addition to other programs.

Employees are encouraged to attend these sessions. Managers, in turn, are encouraged to support employees in their efforts to attend training programs sponsored by the University.

Formal training offered outside the college realm is an option available to an employee for his/her professional development. Such training opportunities should be discussed with and must be approved by the employee's manager.

Also available are on-line computer training opportunities offered by the University's Information Technology (IT) Department. Employees interested in computer training programs should contact the IT Department. From time to time, IT also develops group training to meet special requests. Employees must normally use their own unpaid time when taking online classes unless the class is needed for the fulfillment of a specific task (such as creating and maintaining a departmental web page). Such training opportunities should be discussed with and must be approved by the employee's manager.

Employees may also take for-credit courses at Baldwin Wallace University in order to enhance their general knowledge and skills. Refer to Section III-r of the Employee Handbook (Educational Benefits) to learn more about the procedures and eligibility requirements for taking classes.

Employees may also take advantage of courses offered through the Professional Development Department of the School of Business. Employees are eligible to receive a discount on these courses.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Recognition Opportunities

Policy Number: V-c

Scope: Faculty, Administrative Staff and Support Staff

Policy Statement

It is the practice of Baldwin Wallace University to recognize employees for their ongoing service to the University and recognize exceptional employees in our University community. Awards and recognition are granted to distinguished faculty and staff based on outstanding merit and years of service to the University and for outstanding merit.

Distinguished Service

The University recognizes both full- and part-time faculty and staff who reach major milestones in their service to the Baldwin Wallace University community. Each year, full and part-time employees who have been employed for a period of 5 year and subsequent increments of 5 years (10, 15, 20, 25, etc.) are recognized for their commitment to the institution. Continuous part-time and full-time service are counted in determining eligibility. Receipt of the award is based on an employee's date of hire. Employees recognized for their service also receive a gift from the university.

Faculty Awards

The following list is a sample of the awards that have been established to recognize outstanding faculty at Baldwin Wallace University:

- The Bechberger Award for Human Development (Student nominated)
- Strosacker Award for Excellence in Teaching
- Gigax Faculty Scholarship Award
- Student Senate Faculty Excellence Award

Administrative and Support Staff Awards

The purpose of the Baldwin Wallace University Administrative Award for Leadership and Distinguished Staff Service and Support Staff Awards is to recognize and reward those employees who demonstrate the values of Baldwin Wallace University.

These peer-nominated cash awards give each of us the opportunity to recognize leadership qualities of our co-workers and colleagues that we find exceptional. The awards are designed to recognize all levels of leadership, not only positional leaders in our community, and will carry a cash award.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Performance Evaluation

Policy Number: V-d
Scope: Administrative Staff and Support Staff

Policy Statement

Because employees benefit from on-going counseling and feedback, managers of full-time and part-time staff employees are required to conduct an annual formal evaluation of persons who report to them. This appraisal normally occurs at the conclusion of the academic year or fiscal year.

The goals for conducting an annual review are:

- To assess the employee's success in supporting strategic goals of the University and department such as providing superior customer service to students, faculty, parents, alumni and colleagues
- To provide feedback regarding performance outcomes in the current appraisal period
- To develop a performance enhancement plan and goals for the next appraisal period

Procedures

The Department of Human Resources has outlined the following procedures for conducting annual evaluations. Evaluation forms can be found on HR's portal site.

1. In July, manager begins the review process by obtaining Annual Performance Evaluation Forms for all employees in his/her area from Human Resources' portal
2. Manager completes Section I Demographics and any Department-Specific Success Factors in Section VI.
3. Manager and employee collaborate on goals for the upcoming year and enter those in Section II.
4. In January, manager and employee meet for an informal mid-year progress review (please verify in Section III).
5. In June, employee completes the self-assessment in Section IV and the self-evaluations in Sections V, VI, & VII* (adding any desired comments) and returns form to manager.
6. Employee reviews his/her job description to see if any changes are recommended and returns to manager. (Note: If Job Description has been changed, manager should send an updated electronic copy to H.R.)
7. Manager reviews employee self-assessment and job description and establishes a time to meet with employee to conduct Annual Performance Evaluation. (All reviews should be scheduled prior to June 30.)
8. Manager completes comments in Section II and evaluations in Sections V, VI, & VII*, assigns an Overall Rating in Section VIII, and adds comments. **(IMPORTANT: Anytime an Overall Rating of OP-Outstanding Performance or U-Unsatisfactory is given, it must be approved by the appropriate VP before discussing with the employee.)**

9. Manager and employee meet to review and discuss the completed Annual Performance Evaluation.
10. Employee signs the review and adds comments, if applicable.
11. Manager signs the review and adds comments, if applicable.
12. Manager sends Annual Performance Evaluation to their immediate supervisor who reviews, adds comments, signs, and returns to manager.
13. Manager provides copy to employee, retains a copy, and sends the original to Human Resources between June 1st and July 31st.
14. If a job description is changed, Manager must send an updated electronic copy to H.R.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Employee Organizations and Affinity Groups

Policy Number: VI-a
Scope: Faculty, Administrative Staff and Support Staff

Policy Statement

Baldwin Wallace University has employee organizations to assist staff and faculty in their efforts toward continuous quality improvement and to enhance communication across the campus.

Support Staff Council

The Support Staff Council was created by the President as an organization for all hourly support staff with representation appointed by the President. This group meets regularly throughout the year. The Council's leadership consists of a reporting secretary and co-chair and chair voted on every two (2) years by the council.

The Support Staff Council exists to enhance two-way communication and provide a voice for non-exempt employees in decision-making at Baldwin Wallace University. The Council identifies and discusses concerns and issues important to all non-exempt employees and shares them with the leadership of the university. In this capacity, the Support Staff Council serves as a sounding board to the university's leadership on proposed actions and programs that affect support staff, identifies staff needs and concerns, encourages staff professional development, recommends appropriate policies and procedures, and provides input for important university initiatives and discussion to appropriate areas (University President, Officers, Human Resources and/or Department Heads).

Biweekly employees can submit an on-line anonymous Support Staff Feedback Form, identify representatives and check announcements on the BlackBoard site.

Administrative Advisory Council (AAC)

The Administrative Advisory Council was created by the President's Cabinet to expedite staff communication about campus events and issues. The format is primarily one for discussion and information sharing. Each member is expected to pass along meeting content to those he or she supervises. Occasionally, members or the group are asked to respond to the President's Cabinet about policies or issues under consideration. The group also is asked periodically to explore and make recommendations on specific projects or issues and it sponsors professional development programs for managers and other employees of the college. The Administrative Advisory Council meets regularly during the academic year.

Faculty Senate

The Senate is the principal instrument through which the faculty of the university exercises its responsibilities in making recommendations on all matters of educational policy and curriculum at the university, in advising the President of the University and Administration as to faculty opinion in other matters, and in serving as liaison between faculty and officers of the University and its Trustees.

Black Forum

The Black Forum advocates on behalf of African American faculty and staff and other people of color. In the spirit of maintaining harmony and diversity and furthering the University's mission they are committed to helping the University be responsive to the needs of African Americans and other people of color to ensure that the communities are equitably represented at BW. On an annual basis, The Forum takes part in sponsoring and in collaboratively working with the BW community to ensure the goals are carried out. Learn more at their website.

UNIDOS

UNIDOS advocates on behalf of Latino faculty and staff and other people of color. The purpose of UNIDOS is to further the personal and professional development of its members, impacting the experience offered by the BW community. UNIDOS will also work with persons and/or organizations interested in creating and maintaining an environment conducive to racial and ethnic diversity at the university.

BALDWIN WALLACE UNIVERSITY EMPLOYEE HANDBOOK

Employee Services

Policy Number: VI-b

Scope: Faculty, Administrative Staff and Support Staff

Policy Statement

There are unique services and opportunities for personal and professional development that Baldwin Wallace University can provide because it is an institution of higher education. In some cases, employees will need to contact the individual departments or organizations associated with these benefits in order to learn about the specific procedures for obtaining these services.

Employment Verification

Present and former employees often need verification of employment to obtain credit, financing, and other services. It is the University's intent to cooperate with such requests while at the same time protecting the privacy of employees' records. Employees and supervisors are to direct calls for verification of employment to the Department of Human Resources. For oral requests, the information released will be limited to dates of employment, job status, and job title. If the employee signs a written release authorizing additional information to be included in the verification, the Department of Human Resources will provide compensation-related information, as requested. No forecast of future employment or performance-related information will be provided in response to an oral or written request.

The University will cooperate with requests for information from legitimate social service, investigative, and court-ordered subpoenas.

Campus Access Service (Parking & ID Offices)

Full and part-time faculty are eligible for one free parking permit. Parking is available in designated lots for staff and students. Employees must secure a decal for their vehicles from Parking Services located in Strosacker Hall. All parking and traffic regulations contained in the Parking Regulations Handbook must be observed. More information can be found on Campus Access Service website.

Berea School Employees Credit Union (BSE)

All Baldwin Wallace University employees are eligible to join the Berea School Employees Credit Union. BSE is a not-for-profit financial institution dedicated to providing competitive products in a friendly and convenient manner. The credit union has been serving members of the surrounding communities for over half a century. The following services are offered by BSE:

BSE is located at 19249 Bagley Road, Middleburg Heights, Oh 44130 and can be reached by phone at 440-243-9180.

Dining Services

There are a variety of on-campus dining services offered to faculty, staff and students and multiple locations on campus to serve customer needs. Catering, take-out services and nutritional consultations are also available by contacting ext. 2412.

Union Dining Hall

Located in Strosacker Hall, the Union Dining Hall provides a nutritious meal and is the largest dining facility on campus. There are various items to choose from, hot or cold. Entrees are featured at lunch and dinner each day and include a vegan and vegetarian option. The Union also carries a variety of convenience foods including soft drinks, yogurts, fresh fruits, frozen entrees and prepackaged snacks.

Lang Dining Hall

Located on the lower level of Lang Hall provides a nutritious meal, which offers many of the same items provided by the Union Dining Hall.

Colony Dining Room

Located in the Strosacker Hall, with an east entrance facing the parking lot, The Colony Dining Room is a buffet-style restaurant that is open to students, faculty, staff and the public. Reservations can be requested by calling ext. 2411. The Colony Dining Room also offers private rooms for special dinners, lunches, receptions, meetings, etc. Availability can be determined by calling the scheduling office at ext. 2354.

Cyber Café

Located on the lower level of Strosacker Hall, the Cyber Café offers a variety of hot and cold beverages, sandwiches and soups. Smoothies milkshakes, cappuccinos, lattes, mochas, coffee, daily drink specials, are some of the items available for purchase.

Buzzy' s Deli & General Store

Located on the first floor of Strosacker Hall, Buzzy' s offers deli sandwiches, hot soups, and the opportunity to buy various deli meats and cheeses. Other general food items area also available for purchase.

Starbucks

Located on Front Street in the University Market building adjacent to The Buzz on Front campus store, is a full-service campus Starbucks.

Recipes and other information may be obtained through Dining Services website.

The Service Desk

The Service Desk is located on the first floor of Strosacker Hall and sells candy and magazines. They offer a variety of services including, reserving a showcase, postage stamps, an all-campus lost and found, campus phone numbers, and volleyballs and a check cashing service. There is a \$25 limit on checks and a \$.25 service charge. Two-party checks cannot be cashed.

The Big Idea Poster printer is also available for your convenience. The poster printer will make posters to your design with at least two days' notice. A variety of poster paper colors and inks are available. Call ext. 2359 or visit the Service Desk for more information about any of these services.

Bookstore

The University Bookstore stocks a wide variety of general books, clothing, gifts and greeting cards, technology and electronic products, along with new and used textbooks. Customers can special order general books, technology products and other items for personal purchase during normal business hours. The hours of operations are posted on the store website along with notices and bulletins regarding specials, sales and events. Employees can order online and pick up their orders while on campus in Strosacker Hall.

Employees of the University are eligible for a 10% discount on qualifying merchandise purchased at the University Bookstore. Employees are asked to present their employee ID card to the store cashier at the time they make their purchase. Members of the faculty, administration, and staff can charge against their ID cards and the university billing system if they have arranged this service through the ID office; see Baldwin Wallace Identification Card for details.

Certain merchandise sold at the University Store is already available at educational discounts and is not eligible for the normal 10% discount. Also, hardcover general books are always discounted at 25%. The store cashier can answer specific questions on discount at the time of your visit/purchase.

Full-time employees employed for more than one year by the University are eligible to purchase computer and technology products using the Pay Deduct program. Popular computer systems, printers, scanners, digital cameras, computer software, and other computer equipment available through the University Bookstore may be purchased using this program. Please contact the Bookstore for assistance in selection of merchandise or with a list of items or requirements that suit your needs.

Library

Ritter Library has a wide array of educational resources available for employee use. Over 200,000 volumes, 750 print journals, access to more than 20,000 online subscriptions, and more than 125 databases await the interested patron. Because Ritter Library is a member of OhioLINK, Baldwin Wallace University students have online and in-person access to most of Ohio's other academic libraries. The library's participation in OCLC, Inc. allows patrons to obtain bibliographic materials throughout the United States and other parts of the world. Many of Ritter Library's resources, including the book catalog, may be accessed off campus or in residence halls. The library's professional staff is available for reference consultation during the library's open hours. Books may be checked out for 21 days and may be renewed; periodicals do not circulate. Photocopy machines are available. The Reference Desk telephone is 826-2206 and the Circulation Desk telephone is (440) 826-2204. Please call for more information.

Courtesy Fund Policy

The University maintains a courtesy fund, which is administered through the Chaplain's Office, for the purpose of providing flowers from the University faculty and staff for employees or members of their immediate families (father, mother, siblings, grandparents, wife, husband, children, son-in-law, daughter-in-law, father-in-law, and mother-in-law) in the event of hospitalization (including births) or death of an immediate family member.

If a family requests charitable contribution in lieu of flowers for a death, a contribution will be made to a Baldwin-Wallace College scholarship or library fund. Please call the Chaplain's Office at ext. 2175, concerning illness or a death of a fellow employee or family member.

Recreational Facilities

Recreational facilities are available for faculty, staff and student use. The Lou Higgins Center is home to the physical education department, athletics, and recreational sports and services. The Lou Higgins Center features a fitness center, weight room, dance studio, multipurpose basketball, volleyball, badminton courts and racquetball courts, swimming pool, indoor batting cage and second-floor computer lab. The Tressel Lounge and classrooms/meeting rooms are also available for group meetings and studying.

Employees use their I.D. cards to gain entrance to the facilities. Cards for spouses are available for a nominal fee. There is a daily fee for community members. For more information regarding Open Recreation hours, please call the Scheduling Desk at ext. 2286 or visit the Lou Higgins Center web page.

Athletic Department

Baldwin Wallace University conducts an NCAA Division III athletic program. B-W is a member of the Ohio Athletic Conference (BW, Capital University, Heidelberg University, John Carroll University, Marietta College, Mount Union College, Muskingum University, Ohio Northern University, Otterbein College and Wilmington College). The Intercollegiate Athletic Department is committed to the vision and mission of Baldwin Wallace University in which a student's athletic activities are conducted as an integral part of one's total educational experience. The department strives to provide a setting for each student-athlete, coach and team to reach academic and athletic excellence.

As a member of the BW Faculty/Staff one is able to receive two general admissions to all regular season athletic events. OAC and NCAA tournament events are excluded.

ATM Machine

An ATM machine is located in the lobby of Strosacker Hall for the convenience of employees, students, and guests.

United Way/Community Shares/Earth Shares

Baldwin Wallace University has a long history of supporting the efforts of the United Way of Greater Cleveland and conducts an annual campaign. If you are interested in supporting the United Way, your contributions can be processed through the convenience of payroll deduction.

The BW Annual Fund

The Annual Fund is an integral part of providing an exceptional education for students at Baldwin Wallace University. Because tuition and fees cannot cover the full cost of a BW experience, Annual Fund dollars support opportunities for learning and growth that otherwise might not exist. Participation in the Annual Fund by alumni, parents, friends, faculty and staff also is important because it indicates the depth and breadth of confidence in the University by those closest to it. This is especially true for employees. Annual Fund monies support each and every one of us in our workspace. You are strongly encouraged to participate with a gift at any level that feels right to you. Payroll deduction is a simple and easy way to participate. Contact the Annual Giving Office for details.

Faculty/Staff Housing

Baldwin Wallace University owns a limited number of residential properties which provide rental housing for faculty and staff members. The rental housing is maintained for the primary purpose of providing transitional housing for persons who are new to the BW faculty or administration. Leasing information is available in the Controller's Office. University rental housing is not intended for long-term residence.

Rental Applicant Categories in order of priority are:

- New full-time members of the faculty and administration moving to Berea from other locales. NOTE: All applicants remaining in this category on April 1st of the year following employment will be placed in Priority II.
- Current full-time members of the faculty and administration
- Other full-time staff

Within each priority group, applications will be considered in the order received. Rental property that becomes available on and after April 1st is held until September 1st for Priority I applicants. Apply in writing to the Controller.

Initial leases are for one year. One-year renewals are possible only if the University does not expect to need the unit for new members of the faculty and administration. All leases terminate if the individual leaves university employment, at the end of the month in which employment terminates.

Rent is paid through automatic payroll deduction.

Make requests for repairs, including emergencies, to the Director of Buildings and Grounds.

Unisex Bathrooms

Baldwin Wallace University has numerous unisex bathrooms located throughout the campus.