



WILLIAM WOODS
UNIVERSITY

Employee Handbook

UPDATED: AUGUST 2026

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SECTION 1 - INTRODUCTION

NON-DISCRIMINATION STATEMENT

William Woods University does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law, including race, religion, gender, nationality, ethnicity, age, sexual orientation, marital status, veteran status, or disability, in the administration of its educational policies, admission, financial assistance, employment, educational programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Lori D. Hogue

Director of Human Resources/Title IX Coordinator

Academic Building Room 101 One University Avenue Fulton, MO 65251

573-592-4347

Lori.Hogue@williamwoods.edu

PRESIDENT'S LETTER

July 1, 2026

Colleagues:

It is a pleasure to welcome you to William Woods University. It is my distinct honor to serve as your president. I appreciate the unique skills and talents that you bring to our University, and I am confident that you will find working in our community both pleasant and rewarding. We take pride in our accomplishments, and I look forward to sharing that pride with you.

Please read the Employee Handbook carefully, as it defines the policies that help form the relationship between you and the university. Our progress and growth are the result of each person-taking is or her responsibility for a share of the work that needs to be accomplished. We value our employees, and as responsibility increases, so do the rewards.

At William Woods University, we strive to build a close community of employees who respect and appreciate each other and our mission: *William Woods University promotes a student-centered learning environment valuing inclusion, creativity, and intellectual inquiry. Focused on professions-oriented education, we prepare learners for success.*

Thank you for joining our team, and please let me know if I may be of assistance to you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sarah Wisdom', with a long horizontal flourish extending to the right.

Sarah Wisdom, Ed.D.
President

ABOUT THE UNIVERSITY

HISTORY

Founded in 1870 in Camden Point, Missouri in response to the needs of female children orphaned by the American Civil War, the institution, first known as the Female Orphan School, has experienced three name changes and one relocation.

During the late nineteenth century, the institution moved to Fulton, Missouri and expanded its elementary and secondary programs to accommodate young women who aspired to become teachers. Known briefly at the turn of the century as Daughters College, the institution changed its name to William Woods College, in honor of a major benefactor, and began offering a two-year college program. In 1962, in anticipation of dramatic changes in the role of American women in the labor force, William Woods became a four-year college. Expanding its mission to address the need for graduate and adult-oriented programs, the institution, in 1993, became known as William Woods University, and began offering graduate degrees and admitting men as well as women into its programs.

An independent institution, chartered by the State of Missouri, governed by a self-perpetuating board of trustees, and in an ongoing covenant relationship with the Christian Church (Disciples of Christ), William Woods University remains committed to serving the public good by helping students link intellectual development with the responsibilities of citizenship and professional life.

MISSION AND POLICIES

As an independent voice in higher education, William Woods University distinguishes itself as a student-centered and professions-oriented University committed to the self-liberation and recurrent education of students in the world community. The University strives to identify and maintain a recognized standard of excellence in all of its educational activities.

William Woods University promotes a student-centered learning environment valuing inclusion, creativity, and intellectual inquiry. Focused on professions-oriented education, we prepare learners for success.

The University, through its employees, will achieve this mission by emphasizing and supporting excellence in all areas. Each employee impacts students and co-workers not only through direct contact but also in all actions taken in carrying out the responsibilities of the position held.

The University's employee relations and employment policies are governed by the following five principles:

1. Each and every employee is entitled to respect, courtesy, and dignity.
2. Each employee is entitled to fair wages, safe, healthful, and pleasant working conditions.
3. The University is firmly committed to the use of performance evaluation systems to provide fair opportunities for promotion and job development.
4. The University shall apply and enforce each employment policy in a uniform and consistent manner. Each policy shall be applied in the same way regardless of differing departments, or managers and supervisors.

5. Each employee is obligated to give the University their cooperation, loyalty, and personal interest. The University is committed to working closely with each employee for the benefit of both the employee and the University.

INTENT OF EMPLOYEE HANDBOOK

The Employee Handbook is intended to serve as a guide to the University's employment policies and practices and the benefits provided to staff members. The University is an "at-will" employer; therefore, this handbook does not serve as a contract for employment but rather as a guide to the obligations and the rights of University employees. This manual is subject to change without notice based on changes in state or federal law, actions of the Board of Trustees, or other administrative action. The University reserves the right to deviate from the contents of this handbook depending upon the circumstances of a particular situation.

When changes are made, employees will be informed by the most efficient method. Changes, additions, or deletions are effective as adopted and change to the handbook is not necessary for a change in the employment relationship. Please consult this handbook if you have any questions about current policies or benefits. A copy will also be available in the Human Resource and Benefit Services Office and electronically on OwlNet.

The policies, procedures, benefits, and services described in this handbook, unless specifically noted, apply to all employees of William Woods University.

All employees are required to read and sign the Employee Acknowledgement Form as a condition of employment. Employee Acknowledgement forms will be kept in the employee's permanent personnel file.

SECTION 2 - GENERAL POLICIES AND PRACTICES

2.0 GENERAL STATEMENT OF NON-DISCRIMINATION IN EMPLOYMENT

DATE ISSUED: SEPTEMBER 2012, REVISED: APRIL 2024

William Woods University pursues a nondiscriminatory policy regarding employment and educational programs, and endeavors to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, and with other legislation applicable to private, four-year undergraduate colleges and universities. The University is committed to providing equal employment opportunities for all persons regardless of race, color, gender, sexual orientation, national origin, disability, age, religion, or veteran status. Equal opportunity extends to all aspects of the employment relationship, including hiring, promotion, terminations, compensation, benefits and other terms and conditions of employment. The University complies with federal, state, and local equal opportunity laws and strives to keep the workplace free from forms of illegal discrimination and harassment.

Inquiries with regard to compliance with Title IX should be directed to Lori Hogue, Title IX Coordinator, William Woods University, One University Avenue, Fulton, MO 65251; phone number 573-592-4347; email: Lori.Hogue@williamwoods.edu; office location: Administration Building, Human Resources Office Room 101. Policies and grievance procedures can be found on the William Woods University website, Employee Handbook and Student Handbook.

2.1 EQUAL OPPORTUNITY EMPLOYMENT

DATE ISSUED: SEPTEMBER 2011

SUMMARY:

It is the policy of William Woods University to comply with all applicable federal, state, and local laws prohibiting employment discrimination. William Woods University is committed to providing a work environment free from discrimination and harassment.

Equal opportunity shall be provided for all employees and applicants for employment, on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, national origin, age, status as Vietnam era veteran, protected physical or mental disability, medical condition, sexual orientation, or any other characteristic protected by law. This also applies to the administration of personnel policies and procedures.

GUIDELINES

The principle of equal employment opportunity applies to all aspects of the employment relationship, including:

- Initial consideration for employment,
- Job placement and assignment of responsibilities,
- Evaluation of performance,
- Promotion and advancement,
- Compensation and fringe benefits,
- Access to training and other professional development opportunities,
- Formulation and application of personnel rules and regulations,
- Access to facilities and services,
- Layoff and recall from layoff, and
- Discipline and termination.

All employees are expected to support the principle of, and to contribute to the realization of, equal employment opportunity. Employees with responsibilities and authority in personnel matters who fail or refuse to subscribe to the principle of equal employment opportunity will be subject to appropriate internal action, including disciplinary action.

2.2 AMERICANS WITH DISABILITIES ACT OF 1990

DATE ISSUED: SEPTEMBER 2006

SUMMARY

The 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 Americans with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. It shall endeavor to provide reasonable accommodation

requested by all employees with documented disabilities who are otherwise able to perform the essential functions of their jobs.

GUIDELINES

The Human Resources Office shall work with all staff employees and their supervisors in determining the most effective accommodation that can be reasonably provided on an individual basis. The Provost's Office, in conjunction with Human Resources, will work with the faculty to provide reasonable accommodation. The Human Resource and Benefit Services Office shall maintain records of such requests and accommodation in a confidential manner.

2.3 EMPLOYMENT RECORDS/CONFIDENTIALITY/RELEASE OF INFORMATION

DATE ISSUED: SEPTEMBER 2006

SUMMARY

All personnel files are considered privileged information and regarded as confidential.

RECORDS

Employment records are maintained by the Human Resource and Benefit Services Office for the purpose of administering its personnel program.

The following types of information are maintained in personnel files:

- Employment application
- Personnel action form
- Contract/ Appointment Letters
- Benefit plan forms
- Biographical data forms
- Tuition remission/exchange documentation
- Staff official disciplinary documentation
- Staff grievance documentation
- Official management staff performance evaluations signed by employee.
- Miscellaneous payroll information

ACCESS TO EMPLOYMENT RECORDS

INTERNAL ACCESS

Access to employment and appointment information will be limited to the employee, supervisory or management personnel of that employee, President, or Provost. Level and type of access will be based on information needed by the user to perform work-related duties.

Employees who wish to review their file should contact the Human Resource and Benefits Service Office. With reasonable advance notice, employees may review their own personnel file in the presence of the Human Resource and Benefit Services Director or their designee.

EXTERNAL ACCESS

The following information regarding your employment may be released in response to requests received from outside the University:

- Name
- Verification of current or past University employment
- Position or job title.
- Verification of salary information provided by employee.
- Campus telephone number
- Campus mailing address

Other employee information is considered confidential and may be released to individuals outside the University only upon authorization of the President, Provost or their designated representative, or a signed release of the employee concerned. It is the responsibility of University employees to protect that confidentiality. Failure to do so can be grounds for disciplinary action or termination of employment.

The University will permit access to personnel files pursuant to lawful requests of federal or state agencies relevant to investigations, hearings, or other proceedings pending before such agencies or courts.

2.4 CONFLICT OF INTEREST

DATE ISSUED: SEPTEMBER 2006

SUMMARY

A conflict of interest exists when any individual covered by this policy has a relationship or engages in an activity which impairs or adversely influences his or her judgment with respect to policy promoting the best interest of the University and the public good, or which impairs or adversely influences the performance of his or her duties to the University.

A conflict of interest exists when a person benefits financially, either directly or indirectly, from his or her employment or appointment by the University (except for compensation and financial benefits paid or granted by the University).

DISCLOSURE

In any case where a conflict of interest exists, or may exist, or the appearance of a conflict of interest may exist, it shall be the duty of the person covered by this policy to disclose his or her interest, including any interest in the organization or entity which may benefit from the person's association with the University and including any such beneficial interest a member of the person's immediate family may have because of the person's association with the University.

Persons who perceive the existence of a conflict of interest shall not endeavor to resolve the conflict or determine that the external benefits will not adversely affect the University; but shall make a full disclosure of the facts, circumstances, relationships, and transaction as follows:

- Executive cabinet members shall report to the President.
- Faculty members shall report to the Provost.
- Other employees shall report to their immediate supervisors, who shall keep the appropriate executive cabinet members of the University informed.

Reports shall be made promptly, and at the discretion of the person receiving the report shall be made in writing and signed by the person making the disclosure.

RESTRAINT OF PARTICIPATION

Persons covered by this policy are encouraged to avoid relationships and transactions which constitute a conflict of interest. When such situations cannot be avoided, the persons involved shall refrain from participating in consideration of the transaction affected by the conflict of interest, unless under special circumstances the University determines that their participation is imperative for the welfare of the University and the public good. If such a waiver is indicated, it shall be in writing and signed by the President.

PERSONAL BENEFITS

Employees may not solicit, obtain, accept, or retain any personal benefit, regardless of value, from any supplier, vendor, or any individual or organization doing or seeking business with William Woods University. As used here, personal benefit means gift, gratuity, favor, service, and compensation in any form, discount, special treatment, or anything of monetary value.

The following may serve as exceptions, but employees should consult with their supervisor when circumstances are difficult or doubtful as to the propriety:

- Business meeting meals.
- Unsolicited consumable gifts with value less than \$35.
- Unsolicited advertising or promotional material of nominal intrinsic values such as pens and calendars.

2.5 EMPLOYMENT OF RELATIVES

DATE ISSUED: SEPTEMBER 2006

SUMMARY

The employment of relatives is permissible at the University subject to compliance with University policy.

GUIDELINES

For purposes of this policy relatives include:

- Husband/Wife
- Parent (Including Stepparent)
- Grandparent/ Great Grandparent
- Grandchildren (Including Step-grandchildren)
- Son/Daughter (Including Step & Foster-Son/Daughter)
- Brother/Sister (Including Step & Foster-Brother/Sister)
- Brother-in-Law/Sister-in-Law
- Mother-in-Law/Father-in-Law

However, no immediate family member or parent of an employee will be hired or allowed to work in the same department other than on a temporary basis as approved by the respective supervisors, nor will an employee have any determining work in the status, well-being, or rate of pay of his/her relative who is an employee of the University.

The President of the University has discretion to grant exceptions to this policy.

2.6 DISCRIMINATION AND HARASSMENT

DATE ISSUED: JULY 2012, REVISED MARCH 2016

SUMMARY

It is the policy of William Woods University to comply with all applicable federal, state, and local laws prohibiting employment discrimination. William Woods University is committed to providing a work environment free from discrimination and harassment.

William Woods University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship or veteran status in matters of admissions, employment, housing or services or in the educational programs or activities it operates.

Harassment, whether verbal, physical or visual, that is based on any of these characteristics, is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive is an intimidating, hostile or offensive environment.

While William Woods University is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this policy are neither legally protected expression nor the proper exercise of academic freedom.

GUIDELINES

Examples of discrimination and harassment may include:

- Refusing to hire or promote someone because of the person's protected status.
- Demoting or terminating someone because of the person's protected status.

- Jokes or epithets about another person's protected status.
- Teasing or practical jokes directed at a person based on his or her protected status.
- Displaying or circulating written materials or pictures that degrade a person or group.
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.

INVESTIGATION AND CONFIDENTIALITY

Reports describing conduct that is inconsistent with these policies will be promptly and thoroughly investigated. Complaints about violations of these policies will be handled discreetly, with facts made available only to those who need to know in order to investigate and resolve the matter.

RETALIATION

The University prohibits retaliation against anyone for registering a complaint pursuant to these policies, assisting another in making a complaint, or participating in an investigation under the policies. Anyone experiencing any conduct that he or she believes to be retaliatory should immediately report it to one of the individuals listed below.

RESOLUTION

If a complaint of discrimination, harassment or sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including separation of the offending party from the University, consistent with University procedure.

WHERE TO GET ADVICE AND HELP

Office of Human Resources (discrimination and harassment complaints) – Academic Building, Room 101

- Lori Hogue, Director of Human Resources/ Title IX Coordinator

Division of Student Life (student-to-student incidents) – McNutt Campus Center, Room 122

- Nicole Elliott, Vice President of Student Affairs/Deputy Title IX Coordinator

2.7 SEXUAL HARASSMENT

DATE ISSUED: SEPTEMBER 2006

SUMMARY

It is the policy of William Woods University that sexual harassment is not acceptable conduct at the University. The University is committed to maintaining a learning environment for its employees that is free from sexual harassment. Further, the University shall take all steps reasonably necessary to prevent sexual harassment from occurring, which will include affirmatively raising the subject and expressing strong disapproval thereof, developing appropriate sanctions, informing faculty, staff, and students of their rights, and developing methods to sensitize all concerned.

DEFINITIONS

Sexual harassment in employment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly on a term or condition of an individual's employment.
- (2) Submission to or rejection of such conduct is used as a basis for employment decisions affecting that individual.
- (3) Such conduct creates an intimidating, hostile, or offensive working environment.
- (4) Qualified employees are denied employment opportunities or benefits because the opportunities or benefits are given to another employee who submitted to an employer's sexual advances or requests for sexual favors.

NATURE OF SEXUAL HARASSMENT

Sexual harassment is not limited to conduct by males toward females or faculty members toward students.

For purposes of this policy, sexual harassment may occur between any or all of the following:

- (1) Student to faculty member.
- (2) Male to male.
- (3) Female to female.
- (4) Male to female.
- (5) Female to male.

EXAMPLES OF SEXUAL HARASSMENT

UNWELCOME SEXUAL ADVANCES

Whether the advance is "unwelcome" is determined on a case-by-case basis. Unwelcome advances may include, but are not limited to, the following: Any invitation (even subtle) intended to result in a sexual liaison.

- (1) Invitations to dinner or social events, when refusal results in the loss of a promotion or in other adverse employment action.
- (2) Propositioning an employee.

UNWELCOME VERBAL CONDUCT OF A SEXUAL NATURE

- (1) Sexually provocative or explicit speech.
- (2) Publicly expressed sexual fantasies.
- (3) Jokes of a sexual or crude nature.
- (4) Derogatory comments directed to males or females as a class (language directed toward a specific employee is more likely to be viewed as sexual harassment).
- (5) Demeaning comments.

- (6) Threats for not agreeing to submit to sexual advances.
- (7) Writing sexually explicit memos.

UNWELCOME PHYSICAL CONDUCT OF A SEXUAL NATURE

- (1) Grabbing or twisting an individual's arm.
- (2) Any unwarranted touching.
- (3) Sexually offensive pranks.
- (4) Drawing sexually explicit cartoons, other drawings, or graffiti.
- (5) Gestures indicating sexual behavior.
- (6) Suggestive winks.
- (7) Kissing.

INVESTIGATION OF SEXUAL HARASSMENT COMPLAINTS

(1) If an employee believes he/she is being sexually harassed, the employee should bring the concern to the attention of one of the Designated Officials of the University. Designated Officials for purposes of this policy are as follows:

- a. For allegations against students – Vice President of Student Affairs
- b. For allegations against faculty – Provost
- c. For allegations against staff – Director of Human Resources
- d. For allegations against vendors – Chief Financial Officer and VP of Finance & Business Affairs
- e. For allegations against any Executive Cabinet Member – President
- f. For allegations against the Title IX Coordinator – Chief Financial Officer and VP of Finance & Business Affairs

The Director of Human Resources has been designated as the Sexual Harassment Officer. The Sexual Harassment Officer will work with the appropriate Supervisor and Executive Cabinet Member.

(2) If the Designated Official is not of the same sex as the employee, or if the employee for any other reason would prefer to report the concern to another administrator at the University, the employee should contact the Sexual Harassment Officer. If the employee feels more comfortable speaking with someone other than the Designated Official or the Sexual Harassment Officer, the employee may do so. However, it is essential that the report be made to someone with the authority to act upon the concern.

(3) Any administrator, faculty member or staff member who receives a report, orally or in writing, regarding sexual harassment must forward the report to the Sexual Harassment Officer or the Designated Official within 24 hours or within a reasonable time thereafter, for good cause shown.

(4) Oral complaint of sexual harassment should be put in writing by the complainant or by the person who receives the complaint and should be signed by the complainant. However, the complainant's refusal to sign a complaint does not relieve the University the obligation to investigate the complaint.

(5) Any employee who believes that he/she has been subjected to sexual harassment shall not be required to confront the alleged harasser prior to making the report.

- (6) Following the receipt of the report, the Sexual Harassment Officer and/or the Designated Official will promptly and fully investigate the complaint. The investigation shall commence within two business days of the receipt of the report. The complainant and the accused will be interviewed separately. The accused will be furnished with a copy of the complaint and will be given an opportunity to respond. Within a reasonable period of time (normally not longer than 20 days) the investigator will complete the investigation and prepare a written report outlining his or her findings.
- (7) The University will, to the best of its ability, be consistent with the requirements of this policy, maintain the confidentiality of the complaint and the details of the investigation to the extent possible.
- (8) If the investigation substantiates the complaints, the University will take appropriate disciplinary action against the offender(s), commensurate with the severity of the harassment, up to and including termination of employment. If the offender is a student, the matter will be referred to Student Affairs for disciplinary action.
- (9) If the investigation is indeterminate, the matter will be designated as unresolved, and the investigation file will be maintained by the Sexual Harassment Officer in a file separate and apart from any student or personnel file.
- (10) There will be no retaliation against, or adverse treatment of, any employee who uses this procedure to resolve a concern when such complaint has been brought in the good faith belief that the complainant has been subjected to sexual harassment.
- (11) The Sexual Harassment Officer shall follow up regularly with the complaining employee to ensure that the harassment has stopped, and that no retaliation has occurred.
- (12) The University's Sexual Harassment Officer will be available to answer all questions regarding this policy or its implementation.
- (13) The above-referenced procedure is in addition to and not a limitation of the University's rights as outlined in the Faculty Handbook, the Student Handbook, the Adjunct Handbook, and the William Woods University Employee Handbook. The University reserves the right to formulate additional procedural rules as may be appropriate to supplement the procedures contained in the policy.

PUBLICIZING SEXUAL HARASSMENT POLICY

A copy of the University's sexual harassment policy regarding employees shall:

- (1) Be included in the Employee Handbook distributed to employees.
- (2) Be displayed in a prominent location at each work site.

DISCIPLINE AND CONSEQUENCES

- (1) Any employee who permits or engages in the sexual harassment of employees will be subject to disciplinary action, up to and including dismissal.

- (2) Any employee who receives a complaint of sexual harassment from another employee and who does not act promptly to forward the complaint to the Sexual Harassment Officer, or the Designated Official shall be disciplined appropriately.
- (3) Any employee who brings a false charge of sexual harassment shall receive appropriate discipline. The term “false charge” mean charges brought in bad faith, that is, without the good faith belief that one has been subjected to sexual harassment. The term “false charge” does not include a charge that was brought in good faith but which the University was unable to substantiate.

2.7.1 PROTECTION OF MINORS ON CAMPUS

DATE ISSUED: JANUARY 2020

SUMMARY

William Woods University is committed to providing a safe, positive, and welcoming environment for all children under the age of 18 participating in University Youth Programs or Activities. This Protection of Minors On Campus Policy reinforces this expectation by establishing standards, requirements, training, and procedures that specifically focus on ensuring proper supervision and protecting minors from maltreatment by University staff, faculty, student employees, and volunteers, as well as identifying mandatory reporting responsibilities for members of the campus community.

PURPOSE

To outline responsibilities and expectations for all faculty, staff, student employees, and volunteers as related to the protection of minors during their participation in programs and activities sponsored by or affiliated with the University.

SCOPE

This Policy and accompanying procedures apply to all employees and volunteers associated with programs and activities sponsored by or affiliated with the University, including, but not limited to youth theatre, day camps, overnight camps, clinics, laboratories, workshops, sports camps, mentor programs, and instructional programs. This Policy does not apply to events that are open to the general public, wherein parents or guardians will be expected to provide appropriate supervision to minors. This Policy also does not apply to minors who are enrolled as full-time undergraduates at the University.

By contractual agreement, all on-campus vendors will follow this Policy.

PROCEDURES

All faculty, staff, student employees, and volunteers must comply with these procedures:

(1) Mandatory Reporting:

- a. Pursuant to Missouri law 210.115, all University employees have a duty to make a report of known or suspected child abuse or neglect to the Missouri Department of Social Services Children’s Division at (800) 392-3728 or online at <https://apps.dss.mo.gov/OnlineCanReporting/default.aspx>.

- b. Reports must be made whenever there is reasonable cause to suspect that a child has been or may be subjected to abuse or neglect. This reporting requirement applies to suspected abuse or neglect by faculty, staff, or volunteers affiliated by the University, as well as suspected abuse by outside parties. Mandatory reporters include the persons identified in this detailed list:
<http://www.moga.mo.gov/mostatutes/stathtml/21000001151.HTML> which generally includes **any person with responsibility for the care of children.**
 - c. Employees can call the Callaway County Social Services - Children's Division at (573) 592-1002 to discuss concerns about reporting. They can advise individuals about whether to call the hotline or make a report online.
 - d. University policy is to err on the side of over-reporting. ***If something makes you wonder, "Should I call?" – DO!*** If there is a threat of immediate danger, call 911.
 - e. Under Missouri law, individuals who make good faith reports to the Department of Social Services are immune from any liability for making that report.
 - f. When making a report of suspected abuse or neglect pursuant to this section, University employees and volunteers should also notify their immediate supervisor. If the supervisor is the individual suspected of abuse or neglect, the reporter should communicate the information to his or her supervisor's superior.
- (2) Criminal Background Checks: Prior to any contact with minors in connection with a University sponsored or affiliated Youth Program or Activity, every authorized adult must complete a criminal background check. A decision not to permit an individual to participate in a Youth Program or Activity based on the results of a criminal background check and subsequent frequency of background checks will be made by the Director of Human Resources in consultation with the appropriate dean or division head.
- (3) Supervision: An authorized adult must supervise minors at all times while on campus or participating in an off-campus activity or program that is either sponsored by or affiliated with the University.
- (4) Conduct Requirements:
- a. When interacting with minors on campus, faculty, staff, student employees, and volunteer shall:
 - i. Conduct themselves in a courteous and respectful manner and be a positive role model for minors.
 - ii. Respect, adhere to, and enforce the rules, policies and guidelines established by this policy, the University, and any specific Youth Program or Activity.
 - iii. Provide a safe and healthy experience for all participants.
 - iv. Comply with all applicable civil rights laws and policies, including, but not limited to equal opportunity and nondiscrimination policies.
 - b. When working with minors on campus, faculty, staff, student employees, and volunteers shall not:
 - i. Have private one-on-one contact with a minor; in general, it is expected that activities where minors are present will involve two or more authorized adults.
 - ii. Engage in criminal activity.
 - iii. Engage in the use of, or be under the influence of, alcohol or illegal drugs, during programs and activities involving minors.
 - iv. Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
 - v. Make comments of a sexual nature in the presence of a minor or make sexually explicit materials available to a minor.

- vi. Physically, sexually, verbally, or emotionally abuse or failure to provide the basic necessities of care and protection applicable to minor participants.
- c. Supervision of minors:
 - i. Any program bringing minors on campus shall establish a safety procedure with parents and/or legal guardians for checking minors in and out of the program. Minors who are school age (K-12) may be checked out in an alternative way (e.g., transport by bus or walking home) if the minor has written permission of the parent or legal guardian to check out in the manner described in writing.
- (5) Training:
 - a. All faculty, staff, student employees, and volunteers will have training on the following topics:
 - i. Child abuse awareness and prevention
 - ii. Reporting suspected child abuse and neglect
 - iii. All requirements of this Policy and these procedures
 - b. Human Resources and partner departments will provide resources to all employees and additional resources to Youth Program administrators and sponsoring departments to facilitate completion of the training requirements.

DEFINITIONS

- (1) Youth Program or Activity: all operations, events, endeavors, or activities designed for participation by minors and organized by William Woods University in which University employees or volunteers are responsible for the care, custody, or control of minors. Youth Programs and Activities include, but are not limited to, youth theatre, day camps, overnight camps, clinics, laboratories, workshops, sports camps, and instructional programs. They do not include:
 - a. Undergraduate or graduate academic programs, classes, or activities in which individuals under the age of 18 are enrolled students.
 - b. Events open to the public that minors may attend, but where the University is not accepting care, custody, or control for the minor(s).
- (2) Sponsoring Department: the academic or administrative unit of the University who offers a Youth Program.
- (3) Authorized Adult: the individual(s) who is (are) paid or unpaid who interacts with, supervises, chaperones, accompanies or otherwise oversees minors on campus or in Youth Program activities, instruction, recreation, and/or residential facilities. This includes, but is not limited to, faculty, staff, administrators, volunteers, students, interns, and independent contractors.
- (4) Minor: a person under the age of 18 years.
- (5) Care, custody, or control of minors: when an adult is present and has primary responsibility for supervision of minors as part of the Youth Program. At least one adult must have care, custody, or control of minors at all times during the Youth Program.
- (6) Abuse: the infliction of physical, sexual, or mental injury against a child by any person eighteen years of age or older.
- (7) Neglect: the failure to provide, by those responsible for the care, custody, or control of a child under the age of eighteen years, the care reasonable and necessary to maintain the physical and mental health of the child.

(8) Private one-on-one interactions: An intentional or purposeful interaction where one individual to whom the policy applies is alone with one minor.

CONTACT

Reports of known or suspected abuse or neglect of minors should be reported immediately to the Missouri Department of Social Services Children's Division at (800) 392-3728 or online at <https://apps.dss.mo.gov/OnlineCanReporting/default.aspx>.

If you have inquiries related to this policy, please contact:

Lori Hogue, Director of Human Resources/Title IX Coordinator
(573) 592-4347, Lori.Hogue@williamwoods.edu
Academic Building Room 101

2.8 CIVILITY, MUTUAL RESPECT AND VIOLENCE

DATE ISSUED: JULY 2012

INDIVIDUALS COVERED

Faculty, Staff, and Students

SUMMARY

As members of the William Woods community, its faculty, staff, and students are expected to relate with each other with respect and consideration.

EXPECTED BEHAVIOR

Each community member is expected to treat other community members with civility and respect, recognizing that disagreement and informed debate are valued in an academic community.

UNACCEPTABLE BEHAVIOR

Demearing, intimidating, threatening, or violent behaviors that affect the ability to learn, work, or live in the University environment depart from the standard for civility and respect. These behaviors have no place in the academic community.

VIOLENCE

Violence is behavior that causes harm to a person or damage to property or causes fear for one's safety or the safety of others. Examples of violent behavior include physical contact that is harmful and expression of intent to cause physical harm. Such behavior is unacceptable in the William Woods community.

WEAPONS

Weapons of any kind are prohibited on campus except for those carried by sworn police officers who may be on campus.

RESPONSIBILITY TO ACT

A member of the community who is involved in or witnesses' behavior on campus that poses imminent danger should immediately contact Campus Security.

In situations that do not involve imminent danger or for advice on the appropriate course of action, a member of the community is to notify a supervisor, department head, or student life staff member. Alternatively, the observer may report the incident to the Office of the Provost, the Department of Human Resources, or the Office of the Vice President and Vice President of Student Affairs. [Learn more about handling issues of civility.](#)

ORDERS OF PROTECTION

Community members who have obtained restraining or personal protection orders are encouraged to provide a copy of the order to Campus Security for enforcement on campus.

VISITORS

Visitors, vendors, and the families of members of the community are expected to comply with the provisions of this policy. Noncompliant behavior leads to removal from the campus.

RESOURCES

[Guidance for identifying potential threatening or violent behavior.](#)

VIOLATION

A community member who has violated this policy is subject to disciplinary action which may include separation of the offending party from the University, consistent with established disciplinary procedures.

VIOLENCE IN THE WORKPLACE

Violence, safety and security of all students, employees and visitors is of primary importance at William Woods University. This policy applies to all students, faculty, staff, visitors, and others on the William Woods University campus. Threats, stalking, threatening and abusive behavior, or acts of violence against faculty, staff, students, visitors, and/or facilities or property by anyone on William Woods University property, on a William Woods University-controlled site, or in connection with employment or business will not be tolerated (even those made in jest). Possession of any type of weapon on University property, including parking lots and green space is strictly prohibited unless associated with public law enforcement. Violations of this policy will lead to corrective action up to and including termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. William Woods University reserves the right to take any necessary legal action to protect its employees and students.

Any person who makes threats, stalks, exhibits threatening behavior, or engages in violent acts on University premises, on a University-controlled site, or in connection with University employment or University business shall be removed from the premises as quickly as safety permits and shall remain off University premises

pending the outcome of an investigation. Following investigation, the University will initiate an immediate and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension, or termination of employment, and/or civil or criminal prosecution of the person or persons involved.

All employees are responsible for notifying the University of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees must report any behavior they have witnessed that they regard as potentially threatening or violent or that could endanger the health or safety of an employee or student when the behavior has been carried out on University premises, on a University-controlled site, or is connected to University employment or business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person, or persons being threatened. The University understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee.

PROCESS FOR REPORTING VIOLENT OR THREATENING BEHAVIOR

Any person who feels that he or she has been threatened in any way on William Woods University property, at any William Woods University activity, or by any person related to William Woods University in any way must immediately report the threat to the Director of Security, their supervisor, or another member of the administration. This report should be made in person through the Campus Security and an incident report will be filed. William Woods University will investigate the threat and take appropriate action.

2.9 DRUGS AND ALCOHOL IN THE WORKPLACE

DATE ISSUED: SEPTEMBER 2006

SUMMARY

In compliance with the Drug-Free Workplace Act of 1988, the unlawful possession, use or distribution of illicit drugs and/or alcohol by employees is prohibited on University property.

GUIDELINES

Any employee that is in drug abuse violation on University premises is subject to the following actions consistent with local, state, and federal law:

- (1) Suspension from work up to and including termination from employment and/or;
- (2) Mandatory participation in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- (3) Referral for prosecution under State and Federal laws.

Employees must notify the Director of Human Resource in writing of any criminal drug statute conviction they receive for a violation occurring no later than five calendar days after such conviction.

When alcoholic beverages are served or consumed, the event organizer assumes the responsibility for assuring compliance with campus policies and local and state laws concerning the consumption of alcoholic beverages. Under no circumstances shall any alcohol be served to, or consumed by, minors or others showing evidence of intoxication. Employees coming to work apparently under the influence of alcohol or illegal drugs are subject to immediate dismissal.

2.10 OUTSIDE AND ADDITIONAL EMPLOYMENT

DATE ISSUED: JULY 2009

SUMMARY

The primary employment obligation of every full-time William Woods University employee is the accomplishment of all duties and responsibilities assigned to his or her position. Outside employment is any paid work for which a staff member is compensated by a source other than William Woods University (including part-time employment, self-employment, consulting, or serving on the board of a company). Outside employment must be compatible with the mission and the interests of the University. All applicable policies pertaining to faculty are contained in the William Woods University Faculty Handbook.

FULL-TIME EMPLOYEES

If an employee desires to seek employment in addition to his/her position at the University, such employment must be disclosed, and written permission must be granted by the employee's supervisor and filed with the office of Human Resources. The outside work must not affect the employee's performance or interfere with the employee's duties and responsibilities at William Woods University. Further, outside work must not create or result in a conflict of interest, or the appearance of a conflict of interest.

APPROVAL PROCESS

Employees should contact the Office of Human Resources to disclose outside employment and complete a request form. Required signatures include the employee's direct supervisor, cabinet level supervisor, and Director of Human Resources.

ADJUNCT INSTRUCTORS

Any staff member interested in teaching in our academic programs must submit his/her credentials (vitae and transcript) to the director who hires for that area for approval and must meet the requirements for qualified faculty for any course as set forth by the Higher Learning Commission (HLC).

Once approved for a teaching assignment, signed permission by the employee's supervisor is required and subsequently filed with the Office of Human Resources.

Employees on staff appointments shall not teach courses held during regular University business hours (Monday-Friday, 8:00 a.m. – 4:30 p.m.), or any regular core business hours that might apply to specific department without express consent of the Provost and University President. Employees on staff appointments

are limited to teaching no more than two classes per semester (two during the period September- December; two during the period January – April and two during May-August).

All staff teaching appointments are subject to final approval by the Provost.

2.11 GAMBLING

DATE ISSUED: SEPTEMBER 2006

SUMMARY

William Woods University does not permit gambling on campus. Engaging in the act or promotion of gambling on campus is cause for disciplinary action up to and including termination.

2.12 SOLICITATION

DATE ISSUED: SEPTEMBER 2006

SOLICITATION BY EMPLOYEES

Solicitation and sales by employees are permitted on campus unless it becomes disruptive or excessive, at which time all solicitations, other than the University sponsored on campus functions, will be prohibited. Solicitations must be conducted personally between coworkers and may not be sent as University-wide email solicitations.

SOLICITATION BY NON-EMPLOYEES

Solicitation and sales are not permitted by non-employees/off campus groups except in rare instances. All non-employee solicitations and sales must be granted written permission/or approval from the Vice President of Business Services & Chief Financial Officer.

2.13 SUSPENDING OPERATIONS DUE TO INCLEMENT WEATHER

DATE ISSUED: SEPTEMBER 2006

SUMMARY

Only the President has the authority to suspend the operations of the University. The University maintains its teaching and service activities in accordance with established schedules and operational demands. To this end suspension or cancellation of operations due to inclement weather will be avoided whenever possible. Because certain essential functions of the University must be provided at all times, campus operations may not be suspended in the event of severe weather even though classes may be cancelled.

SUSPENDING OPERATIONS

All announcements of changes in operations will be released by the President's Office via Media Relations. If operations are suspended, the decision will be communicated through text, email, local television, and radio

stations shortly after 6:00 a.m. The President shall decide if and how time missed due to a Presidential Suspension of Operations shall be accounted for.

PROCEDURES

The University recognizes that severe weather may affect an employee's ability to travel to and from work. Time missed due to inability to travel to work, late arrival, or early departure occasioned by inclement weather shall be accounted for in accordance with the procedures enumerated below.

Full-time Continuing Staff Employees:

- (1) When an employee is delayed or prevented from reporting to work, he/she should follow the reporting procedure delineated under the Attendance Policy.
- (2) If an employee is delayed, absent or leaving early under this policy, he/she must account for the time missed, with the approval of the supervisor, by one of the following methods:
 - Accessing accrued Paid Time Off (PTO)
 - Utilizing Personal Day
 - Adjusting work schedule, within the same workweek (Friday at midnight is the start of the workweek). Due to various factors, an adjusted work schedule may not be an available alternative in all situations.
 - Leave without pay. This option is only available when the employee's work schedule cannot be adjusted or if the employee has insufficient accrued paid leave to cover the period of absence.

Employees on leave shall not extend/increase approved leave time due to the suspension of operations.

2.14 GIFT MONETARY TRANSACTION PROCESSING

DATE ISSUED: SEPTEMBER 2006; REVISED AUGUST 2023

SUMMARY

Gift transactions must be processed daily.

PROCESS

All gift checks and/or money received by William Woods University personnel, other than the University Advancement office, must be hand delivered to the Student Financial Services Cashier by 11:30 a.m. each business day.

University Advancement personnel will pick up gift checks and monetary transactions that are received by the Student Financial Services office at the Cashier's window at 11:30 a.m. daily, for entry into the gift system. The checks and monetary transactions must be returned to the Student Financial Services Cashier by 3:30 p.m. the same day for proper crediting and depositing procedures.

In the event that University Advancement is unable to determine the account number to which a check is to be applied, the check should be returned to the Cashier for safekeeping while researching proper documentation.

Checks and monetary transactions are not allowed to be held by departments.

For convenience, employees may choose to set up a payroll deduction through Owlnet.

2.15 MEDIA RELATIONS

DATE ISSUED: SEPTEMBER 2006

SUMMARY

All incoming calls from--and personal visits by-- members of the media should be directed to Media Relations to respond to the inquiry.

If Media Relations is unavailable, a message must be taken and forwarded appropriately, and Media Relations will respond to the inquiry in a timely manner.

In rare instances where a media representative may visit unannounced and Media Relations is unavailable, the media should be directed to the President or the Provost with appropriate escort to the correct location.

REPRESENTING THE UNIVERSITY

In questions relating to University policy, employees, students, or items of a sensitive nature, Media Relations is designated to speak on the University's behalf and to assist faculty, staff and students who also may be acting in a similar role.

Faculty and staff who wish to provide personal comments on issues related to the University should make it clear to the reporter that they are speaking on their own behalf and not as representatives of William Woods University or any other University employees, offices, or organizations.

IF YOU ARE APPROACHED BY THE MEDIA

When called directly by the media for comment in your area of expertise or about programs in your department, please go ahead and answer the questions because you are the expert. However, try to avoid answering hypothetical or speculative questions, or questions that clearly fall outside your areas of expertise. Answering these questions can increase the chances that inaccurate or misleading information is published. A simple "I don't know" is appropriate.

After talking with the media, please inform Media Relations of the contact and your assessment of the outcome.

A good rule of thumb is if you are asked a question and you have to wonder whether you should be answering that question, you shouldn't. If you have to think about it, most likely it is a question to be referred to someone else. Simply tell the reporter to contact Media Relations and end the interview. Most times, you will never be contacted directly by media unless you have been the subject of a previous story or are known to them in some way. Generally, media will contact Media Relations first to find out whom the best person on campus would be to talk to about a subject. Your name and expertise are matched to the story in this way.

If the subject of the story has been misrepresented or you are uncomfortable in any way, feel free to end the interview. Simply tell the reporter that wasn't what you agreed to talk about.

CRISIS COMMUNICATIONS

During times of crisis, it is important to have a single source handling responses to the media. A flow of accurate information is sustained, and the tide of rumors/misinformation is stemmed when there is one point of contact for media response. Emergency or crisis information details should be forwarded to:

Grace Mauzy, Director of Marketing
Media Relations
(573) 592-4393

2.16 STAFF HIRING AND RECRUITMENT

DATE ISSUED: SEPTEMBER 2006

SUMMARY

All non-faculty appointments must be made in accordance with existing policies and authorized positions.

SUMMER/TEMPORARY POSITIONS

Summer positions will be posted across campus beginning in February of each year. A deadline will be established and posted for receipt of applications. Applicants will be considered based on the following (in order): 1) experience and/or skills, 2) departmental request, 3) current student of William Woods University, 4) dependent or relation of William Woods University faculty or staff, 5) general public. Vacancies will be filled on a first-come, first-serve basis in order of the above criteria.

Temporary positions, if they occur, will be posted on campus upon approval from the Vice President of Business Services & Chief Financial Officer. These positions will be filled according to the guidelines below.

GUIDELINES

The Office of Human Resource and Benefit Services wants to provide quality, professional service during the hiring process. You may request assistance from the Human Resource and Benefit Services Office with strategies on interviewing, reference checking and communicating with applicants. The following information is provided to guide you through the process.

The following are key procedures for all non-faculty appointments:

Approval must be received from the President, Provost, and Chief Financial Officer/Vice President of Business Services to fill a vacant position or to appoint a new position. The University reserves the right to change position assignments, duties, and supervisors at any time and to make such other job modifications that are in the best interest of the University.

Posting/Advertising- The vacancy is posted on the University webpage and an official offer to hire can be made once the position has met its minimum posting period of 5 business days. External advertising is an option for

departments and the Human Resource and Benefit Services Office will place external advertisements as directed.

Application Review- All applications submitted for vacant positions will be stored electronically. Instruct all applicants who contact your department directly to apply through the William Woods University website to ensure proper record keeping. The original application for employment and supporting documents received will be sent to the hiring department.

Interview/Selection- The hiring department reviews the applications and schedules the interviews. Reference checks are to be conducted by the department. The department identifies the candidate to be hired. The department will offer the position to the candidate and establish a starting date and specific terms of employment. The hiring department must apprise the applicant that final consideration for employment is conditioned upon results of reference and/or background checks. In addition, depending on the job requirements, final consideration for employment may also be contingent upon proof of a valid driver's license. All final candidates must sign the William Woods University Information Release for Background Check Authorization form. Once the criminal background check is complete, Human Resources will notify the hiring department if the candidate is clear to hire. The department must confirm acceptance of the offer and all details on the Personnel Action Form (PAF) and forward to the Human Resource and Benefit Services Office. All offers of employment are contingent upon the approval of the PAF by the Chief Financial Officer/Vice President of Business Services and the President.

Closing- Upon notification of acceptance, the Human Resource and Benefit Services Office prepares the Letter of Appointment and obtains the President's signature on the letter. The original and a copy of the Letter of Appointment are mailed to the new employee's home address or presented in person.

Background Check- An offer of employment may be extended to the applicant selected, contingent upon the results of a criminal background check.

2.17 EMPLOYMENT BACKGROUND CHECKS

DATE ISSUED: JULY 2007

SUMMARY

As part of the process of weighing applicant qualifications and determining suitability for open positions, William Woods University requires background checks for all finalists for a position. These background checks are conducted by a single vendor approved by the University. All applicants for employment with William Woods University are asked to sign a release form authorizing the appropriate background check. Any applicant who refuses to sign a release form is no longer considered eligible for employment. University volunteers are also subject to a background check.

Applicants are also expected to provide references from their former employers as well as educational reference information that may be used to verify academic accomplishments and records. The background check will include verification of information provided on the completed application for employment, the

applicant's resume or other forms used in the hiring process. Information to be verified includes, but is not limited to, social security number and previous addresses. William Woods University will also conduct a reference check and verification of the applicant's education and employment background as stated on the employment application and other documents listed above.

The background check may also include criminal court record searches. If a conviction is discovered, a determination will be made whether the conviction is related to the position for which the individual is applying or presents safety or security risks before an employment decision is made.

Additional checks such as a driving record or credit record may be made on applicants for particular job categories if appropriate and job related. If an applicant is denied employment in whole, or in part, because of information obtained in his/her background check, the applicant will be informed of this, and will be provided the name, address, and phone number of the screening provider to contact for specific questions about the result of the check or to dispute the accuracy.

Any applicant who provides misleading, erroneous or willfully deceptive information to William Woods University on an employment form or resume or in a selection interview shall be immediately eliminated from further consideration for employment with the University.

2.18 CHILDREN IN THE WORKPLACE

DATE ISSUED: JULY 2007

SUMMARY

William Woods University strives to provide safe working conditions for all employees. The University expects employees to make appropriate arrangements for the care of their children. However, children may occasionally accompany parents/grandparents, etc., to the workplace for related appointments or for University-sponsored events. Due to safety concerns and performance, children will not be allowed at the workplace on a daily basis, such as during after-school hours or during the summer.

An incidental and brief visit by a child to a parent's workplace is acceptable. When children are brought to the workplace, the following requirements apply:

- Children are expressly prohibited from entering hazardous areas. Laboratories, kitchens, and workshops are examples of locations that often present hazards to children.
- The employee who brought the child to the workplace is responsible for keeping the child within his or her "sight and sound" at all times. The employee may not ask any other employee or student to supervise the child.
- The employee who brought the child to the workplace is responsible for all aspects of the child's behavior. The employee is responsible for the child's safety and is financially responsible for any damage caused by the child.
- The presence of the child cannot disrupt the work environment or negatively impact the productivity of the employee who brought the child or other employees or students.

The employee's supervisor may direct the employee to remove the child from the workplace at any time if the supervisor determines that this policy has been violated or that the child's presence negatively impacts University interests.

2.19 DOCUMENT RETENTION AND DESTRUCTION

DATE ISSUED: JULY 2010

SUMMARY

William Woods University's Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the Board of Trustees, and outsiders for maintaining and documenting the storage and destruction of the University's documents and records.

GUIDELINES

William Woods University requires that its records be maintained in a consistent and logical manner and be managed so that the University:

1. Meets legal standards for protection, storage, and retrieval;
2. Protects the privacy of faculty, staff, and students of the University;
3. Optimizes the use of space;
4. Minimizes the cost of record retention; and
5. Destroys outdated records in an appropriate manner.

Confidentiality Requirement

Many records subject to record retention requirements contain non-public confidential data. Such records are protected by federal, state, and local statutes, including the Family Educational Rights and Privacy Act (FERPA), the Gramm-Leach-Bliley (GLB) Act, and the Americans with Disabilities Act (ADA). In addition to the statutory requirements, any record that contains confidential data should be stored in a manner that allows access only to those University personnel who have a legitimate, business-related need to access such information.

Electronically Stored Information

Recent years have witnessed a tremendous growth in the use of electronically stored information ("ESI") by the University. The ease with which ESI may be created, the number of places where ESI may be stored, and new rules regarding the use of ESI in litigation, all require that the University manage its ESI effectively, efficiently and consistent with its legal obligations. Accordingly, departments must include ESI in the development of their records management plans.

Preservation of Records Relevant to Legal Matters

Any record that is relevant to any pending or anticipated litigation, claim, audit, agency charge, investigation or enforcement action shall be retained at least until final resolution of the matter. In these circumstances, the Senior Executive Assistant will notify relevant departments and work with staff to identify and preserve any

records (including electronic records) and other information that could be relevant to the matter. This will include a directive that the relevant unit's normal document destruction policies or protocols temporarily be suspended. Employees who become aware that an investigation or legal proceeding has commenced or is anticipated against their department or unit must notify the Senior Executive Assistant promptly so that all records with potential relevance to the investigation or legal proceeding can be preserved as necessary.

Disposal and Destruction of Records

If you have determined that, consistent with the University's Records Management Policy, and with the records management practices and procedures applicable to your department, it is appropriate to dispose of any records, they can be destroyed in one of the following ways:

1. Recycle non-confidential paper records.
2. Shred or otherwise render unreadable confidential paper records; or
3. Erase or destroy electronically stored data.

If you have questions about your responsibilities, please contact the Senior Executive Assistant to the University President.

As a general rule, each department/unit's records management practices and procedures must, at a minimum, adopt the terms of retention indicated herein:

Terms for retention:

The University shall retain **permanently**:

- Governance records – Charter and amendments, Bylaws, other organizational documents, Board of Trustees and Board committee minutes, accreditation records.
- Tax records – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
- Intellectual property records – Copyright and trademark registrations and samples of protected works.
- Financial records – Audited financial statements, attorney contingent liability letters.
- Student records – transcripts, academic records, graduation lists.
- Gifts – Original gift letter agreements, planned gifts.
- Real Estate – Property deeds, easements, licenses, rights of way, leases, rights of first refusal, remainder interests, mortgages.

The University shall retain for **ten years**:

- Pension and benefit records – Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.
- Government relations records – state and federal lobbying and political contribution reports and supporting records.

- Contracts (retention is for ten years from the date of termination or expiration or non-renewal of the contract) – software license agreements, vendor, hotel, and service agreements, independent contractor agreements.

The University shall retain for **five years**:

- Employee personnel files (retention is for five years from the date of employee’s separation from the University) – application, resume, payroll information, I-9s, performance appraisals, payroll deduction authorization forms, timecards.

Exceptions to these rules for retention may be granted only by the Senior Executive Assistant to the President.

2.20 VOLUNTEER POLICY

DATE ISSUED: NOVEMBER 2010

SUMMARY

William Woods University desires to encourage support of its mission through the use of volunteers to perform various duties at or on behalf of the University. The University will solicit the use of volunteers when necessary to fulfill its mission and has sole discretion in determining the duties that the volunteers will perform and the length of any volunteer appointment. Judgment and care must be exercised in the use of volunteers.

In accordance with the Fair Labor Standards Act (FLSA), the University considers a volunteer to be an individual who performs hours of service for the University for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered. Any person volunteering services to the University must complete a “Volunteer Release and Agreement” which must be signed by the departmental supervisor and forwarded to the Director of Human Resources before volunteer services can be performed.

Volunteers must not be used in place of employees and may not displace an employee who would ordinarily be paid to do the same work. Volunteers are not considered an employee or agent of the University, nor shall they have the right or power to take any action binding the University to any contract or agreement.

Volunteers are covered by State of Missouri Workers’ Compensation laws and therefore must, in the event of an on-the-job injury or work-related illness, follow the procedures for obtaining medical attention, reporting the injury/illness, and must complete all required forms as described in Policy 4.8 of this handbook.

2.21 WHISTLEBLOWER PROTECTION POLICY

DATE ISSUED: JULY 2011

SUMMARY

William Woods University (“University”) encourages the reporting of any concerns regarding Improper Conduct by University personnel. Concerns related to harassment or discrimination should be made pursuant to the University’s Anti-Harassment and Discrimination Policy, Policy 2.7

The University, any staff member, faculty member, consultant, or volunteer who reports concerns regarding Improper Conduct will not be fired, or otherwise retaliated against, for making such a report if the person reporting had a good faith basis for making the report.

GUIDELINES

Individuals should share their questions, concerns, suggestions, or complaints with a University administrator who can address them properly. Reports of Improper Conduct by University personnel should contain as many specific facts as possible to assist the University in reviewing the raised concern.

For purposes of this policy, Improper Conduct is any action or activity by an employee that is undertaken in the performance of the employee's official duties or with the appearance or representation that it is undertaken in the performance of official duties, whether or not the action or activity is within the scope of his or her employment, and that: (1) is in violations of any federal or state law or regulation, including, but not limited to, corruption, malfeasance, bribery, theft, fraudulent claims, fraud, or conversion; (2) misuse or misappropriation of University property or willful omission to perform duty or intentional violation of a University policy, procedure, rule or regulation; (3) is economically wasteful or involves gross misconduct, incompetence or inefficiency or creates for the University potential exposure to liability and financial irregularities; (4) suggests strongly that the action or activity is the result of a criminal act; (5) is a significant threat to the health or safety of members of the University community; (6) is scientific misconduct; (7) is an unauthorized invasion, alteration or manipulation of records and computer files; and (8) is in pursuit of a benefit or advantage in violation of the University's Conflict of Interest Policy; (9) interference with a University investigation conducted in accordance with this policy, including the withholding, destruction or tampering with evidence or any effort to influence, coerce, intimidate or retaliate against Whistleblowers or witnesses; or (10) is determined by University administration or the Board of Trustees to be detrimental to the best interests of the University.

In many cases the individual’s supervisor is in the best position to address an area of concern. If an individual is not comfortable speaking with the supervisor, or is not satisfied with the supervisor’s response, individuals should take their concerns to the offices listed below that will investigate and/or address the concern as appropriate.

- 1) Academic misconduct matters – Provost
- 2) Athletics matters – Vice President of Athletics
- 3) Criminal matters – Director of Campus Safety
- 4) Employment matters – Director of Human Resources
- 5) Financial matters – Chief Financial Officer and Vice-President of Business Services
- 6) Legal matters – Senior Executive Assistant
- 7) Student matters – All matters involving students, in the non-student-employment setting, not covered by the offices listed above – Vice President of Student Affairs

- 8) Matters involving the President- Chair of the Board of Trustees may be contacted through confidential email: chair@williamwoods.edu
- 9) All other matters – Director of Human Resources

Supervisors who receive protected disclosures are required to contact the appropriate office listed above. All University employees have a duty to cooperate in investigations into complaints made pursuant to this policy.

The following procedure will be followed when an investigation is begun: (The University may employ legal counsel, accountants, or others to participate in the investigation.):

- 1) Make all appropriate notifications to University officials.
- 2) Take appropriate steps to collect information from the person making the report for any additional relevant information.
- 3) Take appropriate steps to collect information from any person or persons, including anyone against whom a claim is made, who could provide relevant information.
- 4) Take appropriate action to address the issue of concern, including making operational and/or personnel changes.
- 5) If warranted, contact law enforcement to address any criminal activities.
- 6) Communicate, as appropriate, with the person making the report so as to keep him/her apprised of developments and/or findings.

The University will not tolerate retaliation toward, or harassment of, employees because they report actual or possible violations. Individuals who take retaliatory action against a Whistleblower will be subject to discipline, up to and including termination. Whistleblowers who reasonably believe that they have been retaliated against by a member of the University community should contact the Director of Human Resources and file a written complaint. If a Whistleblower believes that filing a complaint of retaliation with the Director of Human Resources is inappropriate, he or she may file a written complaint with the President, who will then designate an appropriate administrator to investigate the complaint. If retaliation is proven, the retaliating employee(s) are subject to appropriate disciplinary actions or remedies provided in law or equity, including termination of employment. The prohibition against retaliation is not intended to prohibit managers or supervisors from exercising legitimate supervisory responsibilities in the usual scope of their duties.

A Whistleblower who makes a claim under this policy in bad faith, or knows or has reason to know, that such claim is false or materially inaccurate, shall be subject to appropriate disciplinary actions or remedies provided in law or equity, including, under appropriate circumstances, termination of employment.

Members of the University community who have questions about this Policy should contact the Director of Human Resources.

2.22 EMPLOYMENT OF MINORS

DATE ISSUED: SEPTEMBER 2009

SUMMARY

All regular full-time employees must be at least 18 years of age and meet requirements as specified on the job description.

EMPLOYMENT

It is the policy of the University not to hire minors less than 16 years of age for temporary, and/or summer employment.

Occasional work performed by a minor with the knowledge and consent of parents, legal custodian or guardian is not classified as gainful occupation.

2.23 ETHICAL BEHAVIOR IN THE WORKPLACE

DATE ISSUED: MARCH 2014; REVISED APRIL 2024

SUMMARY

The University's commitment to the highest standard of ethical conduct is an integral part of its mission as a "University committed to the values of ethics, self-liberation, and lifelong education of students in the world community." This commitment upholds the reputation of the University. William Woods University expects all Executive administration, trustees, faculty, staff, student employees, and others, when acting on behalf of the University, to maintain the highest standard of ethical conduct both locally and globally and encourages compliance with applicable laws and regulations.

An environment that encourages the highest level of integrity from its members is critical to the University. Therefore, adherence by Executive administration, trustees, faculty, staff, student employees, and others acting on behalf of the University to the standards of ethical conduct set forth in this document is an integral part of the University's long-range goals of attracting quality students, faculty, and staff; ensuring proper stewardship of its resources; and attracting gifts, grants, and other forms of support.

University Executive administration, trustees, faculty, staff, student employees, and others acting on behalf of the University should not commit acts contrary to these standards or support the commission of such acts by others.

Further, members of the University community are expected to assume personal responsibility and accountability for their actions by maintaining these standards.

Executive officers, trustees, faculty, staff, student employees, and others acting on behalf of the University shall dedicate themselves to carrying out the mission of this organization and are expected to maintain the highest ethical standard, observing applicable policies, practices, regulations, laws, and professional standards. The absence of a specific guideline or instruction covering a particular situation does not relieve an individual of the responsibility to apply the highest ethical standards when reacting to that situation. Actions in accordance with these standards will be upheld by the University. Listed below are some of the most prevalent areas of concern. This list is not intended to be comprehensive.

CONFLICT OF INTEREST AND COMMITMENT

All Executive administration, trustees, faculty, staff, student employees, and others acting on behalf of the University hold positions of trust and should conduct their activities accordingly. They must abide by University conflict statements, striving to avoid conflict between private and official responsibilities.

Activities that impair or appear to impair the ability to perform their duties or affect independence and objectivity of judgment in the discharge of responsibilities to the University should be avoided.

HARASSMENT AND ABUSE OF POWER

William Woods University supports an environment in which harassment of others is not tolerated.

Executive administration, trustees, faculty, staff, student employees, and others acting on behalf of the University may not use positions of authority to influence others to perform inappropriate or illegal acts, or violate regulations, University policies, or practices.

CONSENSUAL RELATIONS BETWEEN FACULTY/STAFF AND STUDENTS

Any non-professional relationship (sexual or otherwise) between students and faculty/staff with whom they also have an academic or evaluative relationship is discouraged. Such a situation can lead to a bias or the appearance of a bias when evaluating or supervising a student. This may create an uncomfortable environment for other students or faculty/staff members. When the relationship is a sexual one, even though consensual, the University and the faculty/staff member are both rendered vulnerable to possible allegations of sexual harassment at a later date. This is due to the significant power differential that exists between faculty/staff members and students. All faculty/staff members are expected to be aware of their professional responsibilities and to avoid this actual or apparent conflict of interest, favoritism, or bias.

LAWS, GRANTS, CONTRACTS, REGULATIONS, POLICIES, AND PROCEDURES

All Executive administration, trustees, faculty, staff, student employees, and others acting on behalf of the University are expected to comply with relevant laws, grant and contract requirements, regulations, policies and practices, and all applicable University and professional standards.

STEWARDSHIP

All Executive administration, trustees, faculty, staff, student employees, and others acting on behalf of the University have a responsibility to ensure that all funds received are used prudently, ethically, and for their designated purposes. Neither tangible nor intangible assets of the University may be used for personal or illegal gain. Permission must be obtained for personal use of facilities and equipment, in compliance with applicable procedures. It is imperative that those with access to confidential, proprietary, or private information not make unauthorized disclosures or use of this information.

REPORTING

All Executive administration, trustees, faculty, staff, student employees, and others acting on behalf of the University are expected to report violations of these or other applicable standards to appropriate University offices, e.g., the employee's supervisor, cabinet level administrator, University Business Office, or Office of

Human Resources. Confidentiality of individuals reporting violations of these standards will be maintained whenever possible.

2.24 REMOTE OPERATIONS POLICY

DATE ISSUED: MARCH 2021

SUMMARY

Only the President has the authority to shift to a remote operations environment. Remote operations may be necessary in the event of inclement weather, an emergency on campus, or presence of another event on campus hindering in-person operations. The University maintains its teaching and service activities in accordance with established schedules and operational demands. Whenever possible, campus will remain open for business during inclement weather and other events impacting campus operations, including in-person classes. To this end, shifting to remote operations will be avoided whenever possible, but may be deemed necessary for the safety of faculty, staff, and students. Because certain essential functions of the University must be provided at all times, all campus operations may not be remote.

NOTIFICATION

Employees should be prepared during the season of inclement weather to shift to remote operations. If possible, 24-hour notice of a shift to remote operations will be provided to facilitate the necessary arrangements.

All announcements of changes in operations will be released by the President's Office. The announcement will be communicated through text, email, local television, and radio stations and through the University's emergency alert system.

PROCEDURES

All classes will be held remotely. Instructors should communicate this shift in operations with their students as soon as possible and explain the plan for their specific class and provide any necessary resources, such as Zoom links or online learning materials.

Full-time staff fall into one of three categories when a shift to remote work and learning takes place:

- Staff who are required to work remotely from home or another location. Staff who do not work remotely during this time must take paid time off either through accumulated PTO or by utilizing a Personal Day.
- Staff who cannot carry out their duties remotely from home or another location and who are not required to work on-site will be compensated at their regular rate of pay.
- Staff who are considered essential to campus operations and are required to report to work on-site. Any employee required to work on-site that chooses not to must use paid time off (PTO/Personal Day).

In the event the University has not officially closed or shifted to remote operations, University offices are expected to be open to serve the needs of students on campus. If an employee cannot make it to work or chooses to stay home due to inclement weather or other events, the employee is expected to use PTO/Personal

Day for the hours/days missed. An employee may choose to work remotely or adjust their work schedule only under the direction of the employee's supervisor and only if there is meaningful work to be accomplished.

2.25 TELECOMMUTING ARRANGEMENTS

DATE ISSUED: DECEMBER 2021

SUMMARY

Telecommuting is a work arrangement that allows employees to work at home or at some other off-site location for all or some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from other locations, William Woods University recognizes that, in some cases, telecommuting arrangements can provide a mutually beneficial option for both William Woods University and employees.

ELIGIBLE EMPLOYEES

Candidates for telecommuting arrangements must:

- Have worked at William Woods University for one year,
- Demonstrated good time-management and organizational skills, and
- Be self-motivated, self-reliant, and disciplined.

POSITION ELIGIBILITY

Not all jobs can be performed from off-site locations. In general, positions requiring face-to-face interaction with customers and office personnel are not suitable for telecommuting arrangements. Requests for remote work arrangements will be reviewed and approved on a case-by-case basis by each supervisor.

TYPES OF ARRANGEMENTS:

While employees and supervisors have the freedom to develop arrangements tailored to employee and departmental needs, the following basic requirements must be met:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on William Woods University premises.
- The workweek for all full-time regular employees is 37.5 hours, divided into five days, typically Monday through Friday, with employees scheduled to work 7.5 hours per day.
- Employees must be available to their supervisors and co-workers during established business hours.
- Employees must be available to attend scheduled meetings and participate in other required office activities at the home office as needed.
- Telecommuting is limited to a maximum of two days per week and should be consistent.
- Employees must arrange for childcare during their work hours.
- Employees are expected to be equally available (or more so) on remote workdays as they are on office days to answer phone calls, emails, and other inquiries from coworkers, students, and others. Paid time off should be used for personal appointments and/or errands that occur during business hours.

Equipment/Furnishings/Office Supplies:

William Woods University does not provide telecommuting employees with equipment or office furnishing for their home offices. Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner. Depending on the nature of their jobs, this may require having computers, printers, computer software, fax machines, data and telecommunications equipment, and other equipment available for their use.

Employees are responsible for providing office furnishings – such as desks, chairs, file cabinets, and lighting – at their own expense.

Employees are expected to maintain a professional environment and background for Zoom and other virtual meetings.

Request Process:

Telecommuting arrangements are approved by supervisors on a case-by-case basis. Telecommuting might not be feasible within some departments or for certain positions within a department. Employees interested in telecommuting arrangements should discuss the matter with their supervisor.

Other Requirements/Restrictions:

William Woods University has the right to cancel or suspend employee telecommuting privileges at any time, for any reason or for no reason.

2.26 CAMPUS VISITORS

DATE ISSUED: AUGUST 2026

SUMMARY

While WWU is a welcoming and inclusive community, WWU is also committed to creating and preserving a safe and academically focused environment. This Campus Visitor Policy balances ease of access for employees, faculty, and students with practical and common-sense procedures designed to help protect students, faculty, employees, and guests. This policy is intended to allow limited campus access for authorized individuals from outside the WWU community. It is critical that all guests and visitors to WWU conduct themselves with due respect for WWU's faculty and students and not interfere with the educational process or learning environment.

Admissions staff invite potential students and their guardians to tour the campus frequently. They will check in with the admissions team upon arrival at WWU and will be escorted on campus by an admissions representative.

Faculty and Staff with their valid WWU ID cards are permitted to bring five or fewer guests/visitors on the WWU Campus for brief periods, such as tours, during regular business or study hours provided that the purpose of the visit or the conduct of the visitor/guest does not conflict with WWU's mission, vision or values. Visitors are required to sign in at McNutt Campus Center with Campus Security.

While faculty, staff, or students will usually be permitted to have as many as five visitors/guests, WWU has the right to limit the number of guests permitted at one time or not permit access by any guests or visitors.

Instructions for Deliveries: Deliveries drivers are directed to McNutt Campus Center – Mail Center to deliver packages. The Mail Center will deliver or notify staff that a package is available for pickup.

Instructions for Service Providers/Vendors: Service providers and vendors must check in with the unit that authorized their services prior to accessing the WWU Campus. If this is not possible, service providers and vendors, must check in at McNutt Campus Center – Campus Security to check in before completing their on-campus tasks.

2.27 CONFIDENTIALITY

DATE ISSUED: AUGUST 2026

SUMMARY

Employees hired by the University sign a Statement of Confidentiality upon hire. This is necessary to maintain high professional standards and the integrity of the university.

The statement of confidentiality acknowledges that our work will involve access to information/records that are confidential. In addition, it also acknowledges that it is everyone's responsibility to respect the confidentiality of all records, to follow office procedures to protect privacy and to always act in a professional manner. Employees that are found to have breached confidentiality in any way can be dismissed immediately.

SECTION 3 - STAFF ATTENDANCE, EVALUATION, AND PERFORMANCE STANDARDS

3.1 CATEGORIES OF EMPLOYMENT

DATE ISSUED: SEPTEMBER 2006

SUMMARY

For the purposes of salary administration, employment, and other personnel matters, it is necessary to classify staff employees into certain categories.

The U.S. Department of Labor has set forth regulations to determine whether an employee is subject to the provisions of the Fair Labor Standards Act.

EXEMPT EMPLOYEES

Employees who are not required to be paid overtime in accordance with applicable federal wage and hour laws for work performed beyond forty hours in a workweek. This category of employment encompasses Faculty and Administrative personnel and is paid on a monthly basis.

NON-EXEMPT EMPLOYEES

Employees who are required to be paid overtime at the rate of time and one half their regular rate of pay for all hours worked beyond forty hours in a workweek in accordance with applicable federal wage and hour laws.

Non-exempt employees must maintain time sheets. This category of employment encompasses Service and Support Staff and is paid on a bi-weekly basis.

William Woods University further classifies its employees as follows:

FULL TIME

An employee who is hired to work 30 or more hours per week. Such employees are eligible for all University benefits provided they meet the requirements specified in the individual benefit plans. Faculty and Administrative personnel may be hired for less than a 52-week period. If less than a 39-week period, an employee will not be considered full-time.

PART TIME

An employee who is scheduled to work less than full-time on a weekly basis. Part-time employees are not eligible for University benefits (i.e., sick time, vacation, etc.)

TEMPORARY EMPLOYEES

All appointments (Adjunct-Faculty, Administrative personnel and Service and Support staff), both full and part-time, have a specific termination date. The University has no obligation to provide reappointment or extension of a temporary appointment beyond the ending date not to exceed one year. Temporary employees do not receive University benefits.

STUDENT EMPLOYEES

Student employment is considered temporary; therefore, student employees are not eligible for employment benefits.

3.2 JOB DESCRIPTIONS

DATE ISSUED: SEPTEMBER 2006

SUMMARY

The job description form provides a uniform and consistent framework in which to define the duties and responsibilities and job title of each position with the University. Each employee is provided with a copy of their job description upon employment with the University. A copy of each description is kept on file with the Director of Human Resource.

GUIDELINES

The employee and supervisor will annually review the duties assigned to a particular position. The supervisor can modify the duties of any position to better meet the needs of the department. Requests for new or revised titles for administrative, service & support positions must be submitted to Human Resources on a Personnel Action Form.

3.3 PROBATIONARY PERIODS

DATE ISSUED: SEPTEMBER 2006

SUMMARY

The initial probationary period is an extension of the selection process for new and transferring Administrative personnel and Service and Support staff. Annual performance evaluations are to be conducted for all Administrative personnel and Service and Support staff by June 15th of each year.

NEW HIRE/TRANSFER PROBATIONARY PERIOD GUIDELINES

Newly hired Administrative personnel and Service and Support staff must fulfill a three- month probationary period with an evaluation by his/her supervisor, scheduled at the end of this period. Newly hired Administrative personnel and Service and Support staff must fulfill three months of continuous employment prior to using any accumulated Paid Time Off (PTO) or Personal Day benefits. Employees who transfer from one position to another must also fulfill a three-month probationary period for job performance, however, use of current benefits do not start over with the change of position. The new-hire probationary period review must be completed in writing by the supervisor. However, if the employee is not performing as expected the supervisor will discuss the matter with him/her prior to the end of the three-month period. The probationary period may be extended for another 3 months by the supervisor beyond the 3-month period or employment may be terminated with or without cause when such action is deemed to be in the best interest of the University.

ANNUAL EVALUATION OF PERFORMANCE GUIDELINES

Annual reviews of Administrative personnel and Service and Support staff performance during the preceding year are to be completed by supervisory personnel and discussed with the department head prior to presentation to the employee.

COPIES AND RETENTION OF EVALUATIONS

The reviewing supervisor will provide the employee with a copy of the performance review at the time of discussion with the employee. The completed, signed and dated original will then be submitted to the Director of Human Resources and Benefit Services for placement in the employee's personnel file.

3.4 HOURS OF WORK, FLEX TIME & ATTENDANCE

DATE ISSUED: SEPTEMBER 2006; REVISED APRIL 2024

SUMMARY

Attendance and punctuality are important to the University and the efficiency of an entire work group is impaired if each individual is not at his/her work desk or workstation at the designated starting time. Because of

the importance of punctuality and attendance to the smooth and coordinated functioning of the University, the following procedures are applicable to all employee classifications.

HOURS OF EMPLOYMENT

Administrative offices must remain open from 8:00 am to 4:30 pm year-round. Certain administrative offices may be required to remain open from 12:00 noon to 1:00 PM during the academic year. Staff must work 7 1/2 hours per day. Two 15-minute breaks may be taken; however, the time does not count towards the 7 1/2-hour workday. Staff must remain on campus during break. One hour or a half-hour may be taken for lunch.

FLEX HOURS

Administrative offices must be fully staffed from 9:00am to 4:00 pm (core hours) with the exception of staggered lunch hours. Office staff begin their workday between the hours of 7:30 am to 9:00 am and may end their workday between the hours of 4:00 to 5:30 PM. However, the supervisor must approve flex schedules based on the needs of the department. Certain departments' work demands and services may not allow flextime.

ATTENDANCE

Employees are expected to call in if they anticipate arriving late to work. Because it may be difficult to notify the University of lateness caused by unforeseen circumstances (i.e., a flat tire, weather conditions), call-ins for lateness due to emergencies will be required only if the employee expects to be late for one-half hour or more. Upon arriving late, the supervisor should be notified, and an explanation given.

Service and Support staff that are late will have a pay reduction unless arrangements are made with the supervisor to make up for time lost as a result of tardiness within the same workweek. Tardiness, which occurs three (3) times in three (3) months, is cause for written warning.

Employees who are frequently tardy, absent or leave work early may be subject to further disciplinary action.

An Authorized Absence occurs when an employee notifies his/her supervisor in advance and the supervisor grants permission for the employee to be absent. Employees should notify their supervisor in advance when they expect to be absent. Authorized absences in excess of those allowed by Paid Time Off (PTO) or Long-Term Sick Leave (Sick Leave for Faculty) shall be taken by the employee without pay.

An Unauthorized absence occurs when an employee does not receive permission from the supervisor to be absent. An employee absent without previous permission or without notifying his/her supervisor is subject to disciplinary action including termination. Unauthorized absences shall be without pay.

Commencement is a required workday for staff that work on campus. Staff will be contacted by a member of the Commencement Committee and assigned to a specific area to work for the day.

RECORDING ABSENCES

All absences from work for all non-exempt employees (whether as PTO, sick leave, personal day, or excused absence with or without pay) must be reported on a William Woods University Time Sheet by the employee and approved by his/her supervisor.

The department supervisor is responsible for assuring that the employee submits the William Woods University Time Sheet for each applicable absence. Faculty is responsible for recording time used on a monthly basis.

If absences for illnesses are for a period of three consecutive days or more the employee is required to submit a release from his/her physician certifying the employee's fitness to resume work activities and the supervisor must contact the Director of Human Resources to report such illnesses.

3.5 OVERTIME/COMPENSATORY TIME

DATE ISSUED: SEPTEMBER 2006

SUMMARY

Overtime is not allowed except on rare occasions which must be approved in advance by the supervisor. Overtime work will be paid at the rate of time and one-half of the employee's regular straight time wage rate, provided the employee has physically worked more than forty hours in a work week. This policy applies only to those employees classified as non-exempt.

OVERTIME

Overtime is all authorized time worked by an employee for the University that is in excess of 40 hours in a workweek. A normal workweek, for purposes of this policy, is defined as beginning and ending at midnight each Friday. Overtime pay is computed on the basis of time worked rather than time paid. Paid time that is not worked does not count as work time for the purpose of determining entitlement to overtime.

COMPENSATORY TIME

At the discretion of the supervisor, compensatory time-off may be granted in lieu of overtime pay. For example, if the employee works 10 hours on Monday, Tuesday, and Wednesday, then they could work shorter hours on Thursday and Friday to meet their 40 hours for the week. However, the time-off must be taken within the 40-hour workweek in which the overtime occurred. The time-off rate is one hour for each hour of overtime. Employees are not allowed to accrue compensatory time off.

3.6 DISCIPLINE/SUSPENSION/DISCHARGE

DATE ISSUED: SEPTEMBER 2006

SUMMARY

This policy applies to all classifications of employees. William Woods University supervisors are responsible for informing their subordinates of management's expectations. Where problems with employee behavior or

performance arise, a supervisor will seek to correct the problem with the least amount of disruption to the work environment. Discipline is a means to correct unsatisfactory behavior and performance.

TYPES OF DISCIPLINARY ACTION

Progressive Discipline is defined as the least severe action necessary to correct a performance or behavior problem. Progressive discipline may include oral warning, written warning, suspension, and ultimately discharge.

Suspension or Discharge may occur without prior warnings or attempts at progressive discipline due to the seriousness of the incident.

APPLICATION OF DISCIPLINARY ACTION

Except as specified below (Exemptions), employees may be subject to progressive discipline.

EXEMPTIONS

- Incidents which in and of themselves are so serious as to justify immediate summary suspension or discharge.
- Performance problems which are determined to be due to skill deficiency rather than rule violations or neglect of duty. In cases where reasonable attempts at training fail to correct the problem, the employee may be discharged without prior disciplinary action.

PROGRESSIVE DISCIPLINE GOALS

Progressive discipline is intended to be corrective, not punitive. The goals of progressive discipline are to:

- Inform the employee of inadequacies in performance or instance of unacceptable behavior.
- Clarify what constitutes satisfactory performance or behavior.
- Instruct the employee on what action must be taken to correct the performance or behavior problem.
- Inform the employee of what action will be taken in the future if the expectations are not met.

SUSPENSION

Employees may be suspended, without pay, for incidents which are serious enough to warrant summary suspension, or after less severe disciplinary actions have been taken. The duration of the suspension should be commensurate with the offense.

Typically, the employee is informed of the suspension in private conference with his/her Supervisor. The employee is given a letter detailing the basis for the action, which specifies:

- The length of the suspension (beginning and ending dates).
- A description of the specific problem or offense.
- The most recent incident and when it occurred.
- Previous actions taken to correct the problem, if applicable.
- Expectations and acceptable standards of performance.

- Warning that further unsatisfactory behavior or performance may result in further disciplinary action, up to and including discharge.

The suspension letter may also specify a review period, if appropriate, in which the employee's behavior or performance will be reviewed.

Supervisors contemplating suspension are encouraged to contact the Office of Human Resource and Benefit Services or other appropriate administrative personnel prior to taking action.

DISCHARGE

Employees may be discharged for incidents which are serious enough to warrant summary discharge, or after less severe disciplinary actions have been taken.

It is advisable to discharge an employee in private conference with his/her supervisor and other appropriate levels of supervision.

SUMMARY DISCHARGE

Summary discharge is the disciplinary action that may occur without prior warnings or attempts at progressive discipline due to the seriousness of the incident. This action may become necessary when incidents which in and of themselves are so serious as to justify immediate summary discharge, or for performance problems which are determined to be due to skill deficiency rather than rule violations or neglect of duty. In cases where reasonable attempts at training fail to correct the problem, the employee may be discharged without prior disciplinary action.

3.7 GRIEVANCE PROCEDURE

DATE ISSUED: SEPTEMBER 2006, REVISED AUGUST 2015

SUMMARY

The University recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the University and its employees. Full time Administrative personnel, Service and Support staff, or a currently employed individual may process a grievance regarding any of these matters upon completion of their probationary period. All employees may process a grievance concerning issues of prohibited discrimination, harassment, or application/interpretation of written policies and procedures of the University.

GRIEVANCE DEFINITION

A grievance is defined as any complaint by an employee concerning any aspect of the employment relationship other than performance evaluations and job reclassifications unless such exceptions include an allegation of prohibited discrimination or other illegality.

PROCEDURES

Should an employee feel, after discussion with the immediate supervisor, that the employee's rights under University policy have been violated, the employee may originate a grievance within ten (10) days of the date the alleged grievable act occurred by presenting the facts in writing to the next higher supervisor with a copy to the Office of Human Resource and Benefit Services. A meeting is then held within the next five workdays of the request and is attended by the employee and his/her immediate supervisor. The next higher supervisor shall respond to the grievance in writing to the employee within ten (10) days after receipt of the grievance.

If the grievance is not satisfactorily resolved, the employee may appeal within five (5) days after receipt of response to the Human Resource Services (HRS) Grievance Committee for the purpose of reviewing the grievance. The grievance committee shall be established as follows: the employee may designate one (1) member; the division/department head/ or Administrative Officer shall designate one (1) member; and the selection of the third member shall be made by these two (2) members. If mutually agreeable, the two (2)-designated members may select the third member from a list recommended by either and approved by both. Otherwise, selection will be made from a list of committee members supplied by the Office of Human Resource and Benefit Services.

The Director of Human Resource and Benefit Services will facilitate the HRS Grievance Committee hearing.

A decision of the HRS Grievance Committee may be reached upon the concurrence of any two -(2) of the three-(3) members. A hearing will be scheduled as soon as feasible after the selection of the third committee member. The HRS Grievance Committee shall keep a complete record of the hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete record of any testimony taken. Upon the rendering of its decision, the complete record shall be filed in the Office of the President of the University and shall be available to the employee and the Director of Human Resource and Benefit Services. The decision of the HRS Grievance Committee will be final.

TIME LIMITS

The prescribed time limits may be extended by mutual agreement whenever necessary in order for these provisions to be implemented. The interpretation of "days" within this section is to be normal workdays (Monday through Friday) exclusive of official University holidays.

Employees shall be protected from retaliation for invoking the grievance process regardless of the outcome of the complaint.

A decision to discharge an employee is not something that can be grieved.

3.8 TERMINATION OF EMPLOYMENT

DATE ISSUED: SEPTEMBER 2006, REVISED APRIL 2024

SUMMARY

This policy outlines notice requirements and termination payments for separating employees. Departmental responsibilities in initiating such action are also presented. All non-faculty employment relationships with the

University are on an at-will basis. Thus, although the University hopes that the employee/employer relationship will be long- term and mutually rewarding, the University reserves the right to terminate the employment relationship at any time.

NOTICE

At least two (2) weeks written notice is **required** when a non-exempt employee wishes to resign his/her position in good standing or when an employee is being terminated because of circumstances for which he/she is not responsible such as discontinuation of the job or reorganization. At the University's option, such employee may receive two- (2) weeks' pay in lieu of notice. Administrative personnel with supervisory responsibility or above are **required** to give four (4) weeks written notice when wishing to resign their position in good standing. Termination letters must be forwarded to Human Resource and Benefit Services Office for inclusion in the employee's personnel file.

Advance notice is not required when termination is the result of incidents, which in and of themselves are so serious as to justify immediate summary discharge. It is also not required if there is a failure to meet punctuality or attendance standards, misconduct, abuse of privilege, violation of University policy or when discipline has been followed ending in termination.

RETIREMENT

Employees who plan to retire are urged to provide the University with a minimum of two months' notice. This will allow ample time for processing of appropriate forms to ensure that any retirement benefits to which the employee may be entitled commence in a timely manner.

PAYMENT

There will be no payout provision to employees who separate.

PROCEDURES

The department supervisor, in conjunction with Human Resources, is responsible for initiating the necessary action to ensure that all University property and equipment (such as keys, I.D. cards, tools, parking hang tags, phones, laptops) are returned on or before the last day of work. The employee's Personnel Action Form (PAF) must be processed for all voluntary and involuntary terminations from the University.

The Director of Human Resources will notify employees of eligibility to continue benefit plans.

If the employee owes the University money on their personal accounts receivable account, owes for any voluntary employee benefits and/or does not return issued uniforms, withholding may be made from the final paycheck.

3.9 PERSONAL APPEARANCE & DRESS CODE

DATE ISSUED: SEPTEMBER 2006, REVISED SEPTEMBER 2021

SUMMARY

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image the University presents to students and visitors. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their position.

The prevailing dress code for William Woods University is “Dress for your Day.” All William Woods University employees are expected to use judgment and discretion concerning their mode of dress. Employees are expected to always represent the University in a professional manner. Should there be a question regarding the appropriateness of dress, the matter may be discussed between the employee and the supervisor. On days when casual dress is appropriate, we will follow our Jeans Day guidelines. If there are days where the employee’s schedule calls for business attire, that dress policy should be followed. The University may require employees to dress in business wear if business needs of the day warrant it, such as during Board of Trustees meetings.

BUSINESS CASUAL DRESS

“Business casual” is defined as appropriate relaxed attire in a business setting. It is expected that everyone presents a neat and professional appearance in dress, hair, accessories, etc. Common sense and good judgment should be your guide in making clothing choices. The list below is to help employees differentiate between acceptable business attire and inappropriate office wear.

BUSINESS CASUAL DRESS CODE GUIDELINES

Appropriate	Inappropriate
Suits/Dresses	Halter Tops/Tank Tops
Blazers, Sport Coats	Jogging Suits
Blouses	Leggings
Casual Skirts	Jeans
Casual Slacks	Sweats
Golf Style Shirts with Collars	Sheer Clothing
Oxford Shirts	Shorts
Sweaters/Cardigan	T-Shirts
Ties are not required	Backless/Strapless Dresses
	Tennis Shoes
	Clothing with Inappropriate Logos

This list is not inclusive but should serve to give you a better idea of appropriate/inappropriate attire. “When in doubt, dress up, not down.”

JEANS DAY GUIDELINES

As indicated above, on days when casual attire is appropriate, employees may wear jeans along with a professional shirt or a William Woods University logo shirt. T-shirts and hoodies are not allowed unless they are William Woods University logo wear. Clothing that is sloppy, dirty, stained, torn, or ripped is not permitted.

3.10 UNIFORMS

Date Issued: November 2021

SUMMARY

Uniforms are issued to all maintenance, housekeeping, and stables employees after completion of the probationary period.

GUIDELINES

Uniforms issued by the University are to be worn only while performing work for and on behalf of the University. Soiled uniforms are to be returned to the department supervisor weekly for cleaning and issuing of additional uniforms.

Uniforms must be returned to the department supervisor upon termination of employment. If uniforms are not returned, the cost of the uniforms not returned may be withheld from the employee's final paycheck.

3.11 STAFF EVALUATIONS

DATE ISSUED: NOVEMBER 2021

SUMMARY

Evaluation of staff will be finalized one week prior to the completion of each employee's three-month probationary period, and annually prior to June 15th thereafter.

GUIDELINES

A formal review of each employee's performance after the initial three-month probationary period and annually each year thereafter, are to be completed by supervisory personnel and discussed with the department head prior to presentation to the employee. The reviewing supervisor will provide the employee with a copy of the evaluation at the time of discussion with the employee. A completed, signed, and dated copy will then be submitted to the Director of Human Resource and Benefit Services for placement in the employee's personnel file.

Although a formal review is conducted, supervisors and employees are encouraged to discuss job performance and goals on an informal, day-to-day basis to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

SECTION 4 - EMPLOYMENT BENEFITS

4.1 HEALTH INSURANCE

DATE ISSUED: MAY 2011

SUMMARY

All full-time employees (who work at least 30 hours per week for a minimum of 40 consecutive weeks) are eligible to participate in the health plan carried by the University. Both single and dependent coverages are available.

GUIDELINES

The University shall make available a group hospitalization and major medical policy for each full-time employee. The University shall pay a portion of the cost of the insurance premium for each employee, as determined by the Executive Cabinet each year. The full cost of dependent coverage is the responsibility of the employee but will be payroll deducted as “pre-taxed” through the University flexible benefit plan. Employees save federal and state income taxes and social security taxes on the amount deducted.

Premiums paid through flexible benefit accounts may not be taken as federal income tax deductions.

Employees are eligible to enroll in the health insurance plan effective the first of the month following the date of hire. Enrollment periods are held once a year and employees will be notified of open enrollment dates.

Health, dental and vision benefits under the plan terminate on the last day of the month your employment with the University ends. Ancillary benefits terminate on the last date of employment. Continuing benefits after termination are available under COBRA guidelines.

Details on the health insurance plan carried by the University are available in the Office of Human Resources. Informational packets may be picked up when applying for these benefits at the time of employment.

Williams Woods University reserves the right to amend or terminate any of our employee benefit programs or to require or increase employee premium contributions toward any benefit at its discretion.

4.2 LIFE INSURANCE

DATE ISSUED: SEPTEMBER 2006; REVISED APRIL 2024

SUMMARY

All full-time benefit eligible employees through age 64 are eligible for \$25,000 of group term life insurance benefits. The amount of the employee’s Life Insurance benefit decreases at the time the employee reaches age 65 and continues to decrease at specific age increments. Please refer to your coverage booklet for full details. The University pays the cost of this insurance program.

GUIDELINES

Employees are eligible to enroll in the life insurance plan upon hire. Coverage becomes effective on the first of the month after the date of employment or promotion as a full-time employee. The coverage terminates on the termination date of the employee.

4.3 LONG TERM DISABILITY INSURANCE

DATE ISSUED: MAY 2011

SUMMARY

Available for all full-time benefit eligible employees, this plan ensures payment of a percentage of earnings prior to disability up to a designated maximum per month and also pays the base monthly retirement premiums for the length of the disability, up to retirement age. The University pays the cost of this insurance program.

GUIDELINES

Coverage begins on the first of the month after the date of employment or promotion to full-time status. Benefits, which become effective after 90 days of total disability, are determined by medical reports and are intended to supplement Social Security disability income.

4.4 TAX SHELTERED ANNUITIES/DEFERRED COMPENSATION

DATE ISSUED: JULY 2011; REVISED APRIL 2024

SUMMARY

All Full-time and part-time employees who are at least 21 years of age are eligible to participate in the William Woods University 403(b) matching contribution plan after completion of 1 year of service, and a minimum 1,000 hours worked in a 12-consecutive-month period. Eligibility for matching contributions becomes effective on the first month when you meet the eligibility requirement.

Employees must be in an eligible employee category to enroll. William Woods University will match up to a percentage (at the discretion of the employer) of an employee's base salary in a 403(b) plan from those offered through the University. There is no waiting period to begin an individual contribution plan. Information on the available plan is provided in the Office of Human Resources.

Full time benefit eligible employees may make voluntary contributions to a tax-sheltered annuity immediately upon employment. Voluntary contributions are not subject to federal and state withholding and accumulate tax-free. Voluntary contributions are subject to Social Security withholding. Information may be obtained through the Office of Human Resource and Benefit Services.

4.5 MEDICAL REIMBURSEMENT ACCOUNT (CAFETERIA PLAN)

DATE ISSUED: SEPTEMBER 2006

SUMMARY

The University provides a program of flexible spending accounts for full-time employees to use employee pretax payroll dollars for qualified unreimbursed medical expenses, dependent care expenses, dependent medical insurance premiums, and other offerings where applicable. Employees submit receipts for qualified expenses for reimbursement from their flexible spending accounts. Information is provided by the Director of Human Resource and Benefit Services.

GUIDELINES

This benefit program allows you to pay for health care expenses not covered by the University's medical plans, using pre-tax dollars. You can set up this "account" with "pre-tax" dollars through payroll reductions and use the money you set aside to reimburse yourself for expenses not covered by the University medical plans, such as:

- Deductibles
- Co-payments
- Vision care
- Routine physical examinations

You will save the federal and state income taxes and Social Security tax on the amount of your reimbursement.

Full-time employees are eligible to participate as of the first of the month following date of hire. Enrollment into the plan must be within the first 30 days of your eligibility date (full-time employment date). The medical reimbursement account has a maximum contribution limit established by the Internal Revenue Service, please refer to the Flexible Spending Accounts brochure for further details.

The Internal Revenue Service has set certain rules and regulations which must be carefully considered before enrolling in a medical reimbursement plan:

1. Generally, you cannot change your deposit amount during the plan year. However, there are a few situations that will allow changes to be made
2. Medical expenses reimbursed through your Medical Reimbursement Account cannot be taken as federal income tax deductions.

You may use the balance in this account to pay for qualifying expenses by March 31st of the next year (incurred before December 31st of the current year). After that, any amount left over in your account, after all qualified claims have been processed, will be forfeited.

4.6 DEPENDENT CARE REIMBURSEMENT ACCOUNT (CAFETERIA PLAN)

DATE ISSUED: SEPTEMBER 2006

SUMMARY

The University provides a dependent care reimbursement plan to provide its full-time benefit eligible employees the option of electing to reduce their taxable earnings by the amount of their payments in qualified dependent care expenses. Information on the available plans is provided by the Office of Human Resources and Benefit Services.

GUIDELINES

You may set up a "dependent care reimbursement account" with "pre-taxed" dollars through payroll reductions and use the money you set aside to reimburse yourself for dependent care expenses. You will save federal and state income taxes and Social Security taxes on the amount of your reimbursement.

Full-time employees are eligible to participate as of the first of the month following the date of hire. Enrollment into the plan must be within the first 30 days of your eligibility date (full-time employment date). Dependent care has a maximum contribution limit established by the Internal Revenue Service; please refer to the Flexible Spending Account brochure for further details.

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

The Internal Revenue Service has set certain rules and regulations, which must be carefully considered before enrolling in a dependent care reimbursement plan:

1. Generally, you cannot change your deposit amount during the plan year. However, there are a few situations that will allow changes to be made.
2. Expenses reimbursed through your dependent care reimbursement account cannot be taken as federal income tax credits.

You may use the balance in this account to pay for qualifying expenses by March 31st of the next year (incurred before December 31st of the current year). After that, any amount left over in your account, after all qualified claims have been processed, will be forfeited.

4.7 UNEMPLOYMENT COMPENSATION

DATE ISSUED: SEPTEMBER 2006

SUMMARY

The University participates in the unemployment insurance coverage afforded employees under provisions of state and federal law.

4.8 WORKER'S COMPENSATION

DATE ISSUED: SEPTEMBER 2006; REVISED APRIL 2024

SUMMARY

Workers' Compensation provides for the payment of medical expenses and compensation to any covered individual, referred to here as an injured employee, who is either injured in a work-related accident or incurs an occupational disease. It also provides for death benefits should the injury or disease result in death. Medical expenses and compensation are payable as prescribed by the state or other statutes, not by the University.

ELIGIBILITY

All employees, including students while in an employment status, and recognized volunteers, are covered under Workers' Compensation. The University pays the cost of the insurance.

REQUIRED WAITING PERIODS

A three (3)-day waiting period is prescribed by law; and no Workers' Compensation is payable for the waiting period unless the disability lasts longer than two (2) weeks, in which case payment for the three (3)-day waiting period is allowed. The first day of the three (3)-day waiting period is the first regularly scheduled workday following the on- the-job injury or illness that the injured employee is unable to work. The date of injury/illness will be paid as though the employee worked the full day.

COVERAGE

If the employee has accumulated PTO or long-term sick leave, the University will issue a paycheck that, combined with the Workers' Compensation salary payment, will equal full pay. Once all PTO and long-term sick leave are exhausted, employees will not continue to accrue PTO and/or long-term sick leave. Salary compensation will be paid directly to the employee from the workers' compensation insurance carrier. Under no circumstances will an employee receive more than his/her regular earnings while being compensated under workers' compensation.

Medical expenses for treatment, supplies and medication should be charged in the name of the employee and sent to the Human Resources and Benefit Services office for forwarding to the workers' compensation insurance carrier.

Neither the University nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the University.

Benefits will be reduced up to 50% if the injury to the employee was sustained in conjunction with the employee's use of non-prescribed controlled drugs or alcohol. If the use of non-prescribed controlled drugs or alcohol is the proximate cause of the injury, there is no recovery under Workers' Compensation law.

REPORTING INJURIES

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported (within 24 hours) for proper completion of injury report and insurance forms. If the injury is a non-emergency, and is incurred in the Fulton, Missouri work area, the injured employee is required to report to the Human Resources office to schedule an appointment with an approved worker's compensation medical provider.

If the injury occurs outside of normal working hours, or is qualified as an emergency, the injured employee is required to report to the nearest hospital, for initial diagnosis and/or treatment. For injuries requiring emergency assistance, call 911 immediately. Treatment by unauthorized providers of medical care will NOT be paid.

Employees incurring an injury while on William Woods business in other cities or states should seek immediate care from a licensed physician.

INFORMATION AND ASSISTANCE

Information and assistance regarding coverage, claims or the administration of Workers' Compensation Insurance is available from the Office of Human Resources and Benefit Services.

4.9 COBRA

DATE ISSUED: DECEMBER 2010

SUMMARY

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents the opportunity to continue health insurance coverage under the University's health plan when a "qualifying event" would normally result in the loss of eligibility.

GUIDELINES

Some qualifying events are termination or reduction in the number of hours of employment or employee dependents who lose coverage because of death of the employee, divorce, legal separation or because of the 26-year age limitation for dependent children, to continue their coverage ranging from 18 to 36 months provided:

1. They exercise their option for continual coverage within 60 days after the date of loss of coverage,
2. They pay the applicable monthly premium plus a 2 percent administrative charge on a timely basis,
3. The employee or dependent does not qualify for coverage under another group health plan or Medicare, and
4. The University continues to offer the health plan in which the employee or dependent was enrolled.
5. Failure to make timely payments may result in loss of coverage. It is your responsibility to inform your spouse and children of their COBRA rights under the law and to inform the University in writing when a member of your family becomes eligible for COBRA benefits.

For additional information concerning COBRA benefits please contact the Office of Human Resource and Benefit Services.

4.10 TUITION REMISSION

DATE ISSUED: SEPTEMBER 2020, REVISED OCTOBER 2025

SUMMARY

The educational assistance program is intended to provide employees and their dependents with an opportunity to enroll in undergraduate, master's or doctoral coursework for credit at the University at a free or reduced cost. Tuition Remission eligibility for employees interested in undergraduate degrees upon completion of three months of service. Master's or doctoral (including EDS) level degrees may begin upon completion of six months of service.

EMPLOYEE ELIGIBILITY

Full-Time-All benefit-eligible employees.

Part-Time-Employees with one (1) year of service and the accrual of a minimum of 1040 work hours will be eligible.

Full-Time employees must have completed three (3) months of continuous full-time employment immediately prior to the beginning of any undergraduate class. Full-Time employees must have completed six (6) months of continuous full-time employment immediately prior to the beginning of any master's or doctoral level class. Dependents, spouses, or significant others are eligible following the same schedule as the start of employment for undergraduate or masters/doctoral classes.

All employees must file a current year FAFSA for financial aid processing prior to qualifying for a tuition remission for undergraduate programs only.

Employees who meet the normal admissions requirements of the University will be entitled to a 100% remission of tuition for bachelor's or master's degrees; and 90% of tuition for doctoral degrees. The tuition remission is calculated after any scholarships/grants are posted. The employee is not required to pay the admissions deposit fee. The employee is responsible for payment of all course fees and other fees related to enrollment. In programs where the cost of books and other fees are included in tuition, the employee will be charged a reasonable predetermined fee for such or access to electronic resources. For purposes of tuition reduction, advanced placement credits and credit for experiential learning are considered special course fees and are the responsibility of the employee. **In some cases, there may be courses offered that are contracted through other institutions and charges for those courses are incurred by William Woods University on a per credit hour basis. In such cases, those charges will be passed onto the employee/dependent/etc. It is the employees' responsibility to verify what qualifies for tuition remission and what does not.**

Employees are admitted into a course on a space available basis. Employees may be asked to withdraw if space is required to accommodate paying students.

Employees, dependents, spouses, or significant others may audit an on-ground undergraduate course as long as the course is eligible for audit. The employee must obtain prior approval from their supervisor and go through the admissions process.

This benefit applies only to regular courses offered through one of the academic divisions of the University and does not include special programs, institutes, or workshops.

Employees are not eligible for tuition remission for any classes that begin after the employee's final day of full-time regular employment status.

The tuition benefit is granted with the understanding that class and study hours do not conflict with regular work schedules. Approval to attend classes during working hours is the prerogative of the employee's supervisor, who has the final authority to grant time off to attend classes. If the supervisor approves time off to attend class, such time off must be either made up or counted as paid time off, or a minimal amount of leave without pay may be granted. Approval may be granted for a maximum of one course per academic term (16 – week semester or 8 – week term) during the summer, spring and fall

sessions during class, even though occurring during the employee's regular schedule of working hours, shall not be considered as time worked for the purpose of calculating overtime pay. Under no circumstances are employees to engage in schoolwork, writing of papers, research, etc. in their workspace setting during normal work hours.

Tuition Remission for employees is considered a fringe benefit. As such, taxability is determined by IRS laws in effect at the time the benefit is received. Taxable benefits will be included on form W-2. Please see the attached tuition remission tax chart.

DEPENDENT ELIGIBILITY

The employee must be employed and meet one of the criteria listed under the Employee Eligibility section above prior to the beginning of the semester to be eligible and receive tuition remission for that semester of study.

The spouse or dependent children of a full-time continuing employee are entitled to full tuition remission in the undergraduate (including dual enrollment courses), masters and 90% for doctoral degree programs at the university. Undergraduate on-campus students will need to fully participate in the LEAD program. Should the spouse or dependent lose their LEAD award, tuition remission will be reduced by the amount of the LEAD award unless pursuing an online degree. The determination of dependence or child status is determined via birth certificate, legal guardianship documentation, or marriage license.

Willam Woods University attendees are required to complete the FAFSA (Free Application for Federal Student Aid) through the Student Financial Services Office, if seeking an undergraduate degree. All students entitled to this tuition reduction are subject to the normal admissions requirements. The deposit and/or application fees will be waived. The tuition remission is calculated after any scholarships/grants are posted. The student is responsible for payment of all course fees and other fees related to enrollment. Employees, dependents, or children enrolled in one class per semester (or term) as a non-degree seeking student are not required to complete the FAFSA. The Freshman Advantage summer program for undergraduates is not eligible for tuition remission. Summer Jump and other promotional tuition offerings may be considered for coverage under tuition remission at discounted rates determined by the Vice President of Administration & Chief Financial Officer.

If an employee terminates employment (including retirement) with the University, dependents, or children in the traditional program will be allowed to complete the academic year at no tuition charge. Online students will be allowed to complete the current term in session.

Tuition remission for spouses, and dependent children or stepchildren, is considered a fringe benefit. As such, taxability is determined by IRS laws in effect at the time the benefit is received. Taxable benefits for such will be included on form W-2.

Spouses and dependent children of full-time benefit eligible employees who die during their active employment with the University shall be entitled to tuition benefits in accordance with University policy for dependent eligibility.

NON-DEPENDENT ELIGIBILITY

The employee must be employed and meet one of the criteria listed under the Employee Eligibility section above prior to the beginning of the semester to be eligible and receive tuition remission for that semester of study.

All continuing full-time employees are eligible for this benefit. Eligible employees who do not have dependents or who have not previously used the tuition remission benefit for a dependent can use the tuition remission benefit to sponsor an unmarried non-dependent student or students for a total of 8 semesters in the traditional undergraduate program. The sponsored student must live on campus and participate in a board program during the course of sponsorship. Room and board are not covered by this program.

Though eligibility is not limited to one student, only one student may use the benefit at a time. Attendance by a sponsored student for all or any part of a semester reduces the benefit by one semester. If an employee terminates employment (including retirement) with the University, the sponsored student will be allowed to complete the academic year at no tuition charge. *

After sponsoring a non-dependent student or students, an employee may not sponsor additional non- dependents.

Additionally, the following provisions apply to non-dependent eligibility:

1. Currently enrolled, or previously enrolled, students of the University are not eligible to be sponsored for the non-dependent tuition remission benefit.
2. An employee may sponsor one non-dependent at a time.
3. One non-dependent sponsored for one semester is defined as “one semester of sponsorship”: Under the provisions of this policy the employee benefit is set at a total of eight semesters of sponsorship.
4. Students must enroll for a full-time semester course of study to be eligible. If initially enrolled but enrollment changes are made which result in less than full time study for a semester:
 - a) The semester is counted as a semester of sponsorship (re: Provision 3) for the purpose of determining the total number of semesters used by an employee.
 - b) The student loses eligibility for subsequent participation as a non-dependent.
5. A student sponsored as a non-dependent who terminates study or who ceases to study on a full-time basis, either after or during a semester, loses eligibility for subsequent participation as a non-dependent.
6. Sponsored online students are not subject to the aforementioned provisions. However, they are subject to time to completion time limits. Bachelor’s degree 5-year max., master’s degree 4-year max, doctorate degree 7-year max.

DEGREE LIMITS

None. Unlimited for employees, children of employees, spouses, or significant others.

HOW TO ENROLL

Tuition remission forms are available on-line through William Woods University Quicklaunch Employee Forms Portal. Forms must be completed each term in order for tuition remission to be applied to the employee's account.

Tuition Remission Tax Chart

This chart provides a general overview of the taxability of various types of tuition remission. It does not constitute tax advice. Each employee or recipient of tuition remission is strongly encouraged to discuss all questions related to tax liability with his or her accountant or tax advisor.

Who is receiving the Tuition Remission?	Undergraduate or Graduate	<u>Taxable or Not Taxable</u>	Special Notes
		for federal income tax purposes	
Employee	Undergraduate	Not Taxable	
Employee's spouse	Undergraduate	Not Taxable	
Employee's child	Undergraduate	Not Taxable	Employee's child must be claimed as a tax dependent on the employee's federal tax return for the year in which tuition remission is granted in order for the tuition remission to be excluded from the employee's W-2 wages.
Employee's non-dependent child	Undergraduate	Taxable	Entire amount of tuition remission is included in the employee's W-2 wages.
Employee	Graduate	Taxable	First \$5,250 is excluded. Any amount over \$5,250 in tuition remission is taxable and added to the employee's W-2 wages.
Employee's spouse or child	Graduate	Taxable	Entire amount of tuition remission is included in the employee's W-2 wages.

4.11 TUITION REMISSION ADJUNCT FACULTY

DATE ISSUED: JULY 2008

SUMMARY

The educational assistance program is intended to provide employees and their dependents with an opportunity to enroll in traditional undergraduate course work for credit at the University at a reduced cost.

EMPLOYEE ELIGIBILITY

Adjunct Faculty (G&A Studies)

Beginning July 1, 2008, a G&AS adjunct faculty member must have completed teaching twenty-four (24) credit hours from July 1 through June 30, or an average of twenty-one (21) credit hours over the preceding two years, for a dependent to be eligible for tuition remission the following Fall and Spring Semesters in the traditional undergraduate program. Dependency status is determined through the adjunct professor's filed income tax return for the corresponding academic year. There are no sponsorships or graduate level benefits allowed under this policy.

Employees who meet the adjunct faculty admissions requirements of the University will be entitled to a 100% remission of tuition. The employee is responsible for payment of all course fees and other fees related to enrollment. In programs where the cost of books and other fees are included in tuition, the employee will be charged a reasonable predetermined fee for such. For purposes of tuition reduction, advanced placement credits and credits for experiential learning are considered special course fees and are the responsibility of the employee. **In some cases, there may be courses offered that are contracted through other institutions and charges for those courses are incurred by William Woods University on a per credit hour basis. In such cases, those charges will be passed onto the employee/dependent/etc. It is the employees' responsibility to verify what qualifies for tuition remission and what does not.**

Employees are admitted into a course on a space available basis. Employees may be asked to withdraw if space is required to accommodate paying students.

This benefit applies only to regular courses offered through one of the academic divisions of the University and does not include special programs, institutes, or workshops.

Tuition Remission for employees is considered a fringe benefit. As such, taxability is determined by IRS laws in effect at the time the benefit is received. Taxable benefits will be included on form W-2.

DEPENDENT ELIGIBILITY

The adjunct faculty member must be employed and meet the criteria listed under the eligibility section above prior to the beginning of the semester to be eligible and receive tuition remission for that semester of study.

The determination of dependence is interpreted in the same manner as established by the IRS. A dependent child of divorced parents is treated as the dependent of both parents.

William Woods University attendees are required to complete the FAFSA (Free Application for Federal Student Aid) through the Student Financial Services Office. All students entitled to this tuition reduction are subject to the normal admissions requirements as well as the payment of the application fee. The student is responsible for payment of all course fees and other fees related to enrollment.

Once an employee's dependent, who is enrolled at William Woods University, is no longer considered "dependent," he/she will be permitted to complete the academic year in the traditional program at no tuition charge. *

Tuition remission for spouses, and dependent children or stepchildren is considered a fringe benefit. As such, taxability is determined by IRS laws in effect at the time the benefit is received. Taxable benefits for such will be included on form W-2.

HOW TO ENROLL

Tuition remission forms are available on-line through William Woods University Quicklaunch Employee Forms Portal. Forms must be completed each term in order for tuition remission to be applied to the employee's account.

4.12 TUITION EXCHANGE PROGRAM

DATE ISSUED: JULY 2008

SUMMARY

The Tuition Exchange program is intended to provide employees and their dependents with an opportunity to enroll in traditional undergraduate course work for credit at a participating University at a waived or reduced cost. This is not guaranteed, as the employee or dependent(s) must be accepted to the participating University.

EMPLOYEE ELIGIBILITY FOR DEPENDENT PARTICIPATION

Full Time: All benefit eligible employees.

Part Time: Employees with five continuous years of service and the accrual of a minimum of 1,500 work hours for each of the last five years.

DEPENDENT ELIGIBILITY

The dependent children of a full-time continuing employee are entitled to tuition reduction at an eligible University in accordance with guidelines set forth between William Woods University and the eligible University. The determination of dependence is interpreted in the same manner as established by the IRS. A dependent child of divorced parents is treated as the dependent of both parents.

Attendees are required to complete the FAFSA (Free Application for Federal Student Aid) through the Student Financial Services Office. All students entitled to this tuition reduction are subject to the normal admissions requirements as well as the payment of any applicable fees.

Tuition remission may be granted to dependent children on a space available basis after the course has enrolled the required number of paying students.

If an employee terminates employment (including retirement) with the University, dependents in the traditional program will be allowed to complete the semester in which they are currently enrolled at no tuition charge.

Once an employee's dependent, who is enrolled, is no longer considered "dependent," he/she will be permitted to complete the semester in which they are enrolled at no tuition charge.

Tuition remission is considered a fringe benefit. As such, taxability is determined by IRS laws in effect at the time the benefit is received. Taxable benefits for such will be included on form W-2.

NON-DEPENDENT ELIGIBILITY

Non-dependent eligibility is NOT extended to the Exchange Programs.

ROOM BENEFIT FOR STUDENTS EXCHANGING FROM WILLIAM WOODS UNIVERSITY

Students entering another University under the auspices of any inter-institutional tuition remission/exchange program must follow the guidelines of that institution regarding room and board charges, if residing on campus.

ROOM BENEFIT FOR STUDENTS EXCHANGING INTO WILLIAM WOODS UNIVERSITY

Students entering the University under the auspices of any inter-institutional tuition remission/exchange program are required to pay all room and board charges if residing on campus.

PARTICIPATING INSTITUTIONS

Please access the following website to apply for the Tuition Exchange benefit and learn about the benefit. [The Tuition Exchange | Providing Tuition Scholarships since 1954](#)

4.13 RETIREE HEALTH INSURANCE CONTINUATION

DATE ISSUED: SEPTEMBER 2006, REVISED DECEMBER 2015

SUMMARY

Retirees may continue insurance coverage through the University at their own expense up to age 65 or until they become Medicare entitled, if they have been employed by William Woods University and their combined age and years of service is equal to a minimum of 80 (Rule of 80).

GUIDELINES

The retiree is responsible for the full amount of the premium with no defined contribution provided by the University. In addition, retirees will be assessed a nominal 2% administrative fee. All premiums are due by the specified date.

4.14 CAMPUS LOGO STORE DISCOUNT

DATE ISSUED: SEPTEMBER 2006

SUMMARY

Merchandise sold in the Campus Logo Store may be purchased by employees at a 15 percent discount.

GUIDELINES

The employee discount excludes sale items and educationally discounted products.

Clothing items purchased from the Logo Store may be worn on Fridays as a part of our business-casual dress code policy.

SECTION 5 - EMPLOYMENT LEAVES

5.1 PAID TIME OFF

DATE ISSUED: SEPTEMBER 2006, REVISED JANUARY 2015, JANUARY 2025

SUMMARY

William Woods University has adopted a Paid Time Off (PTO) leave program for Full-time Administrative personnel and Support staff which incorporates vacation and sick leave into one policy. Instead of dividing benefits into a specific number of days for each benefit, "Paid Time Off" combines these days together into a single benefit. Full-time administrative personnel and support staff who work less than twelve months shall have their PTO prorated according to the number of months worked in a year.

Employees on academic contracts are not eligible for Paid Time Off. Temporary and part-time employees are not eligible for Paid Time Off.

ACCRUING PAID TIME OFF

Employees will accrue "Paid Time Off" based on years of service or their position held. All days off, **including days off due to illness that are less than 6 consecutive days in duration**, utilize Paid Time Off.

New Employees are eligible for Paid Time Off after completion of the 90-day probationary period. Paid Time Off is granted retroactively to the date of employment and earned ratably for the year according to the hourly accrual schedule. No PTO may be taken until it is accrued.

Years of Service	Hours per Year	Days per Year
0-5 full years of service	144	18
6-10 full years of service	168	21
After 10 full years of service	208	26
Director level and above*	208	26

**Administrative Personnel with a Director Title/Appointment or above*

USING ACCUMULATED PAID TIME OFF

Paid Time Off will be taken in minimum increments of one hour. Paid Time Off will be granted on July 1, with a year of accumulated leave available for immediate use. In the event that a holiday observed by the University falls within a scheduled Paid Time Off period, an employee will be granted an alternate day of Paid Time Off at a later date. Paid Time Off will be accrued provided an employee has worked or been in pay status at least 15 working days that month.

It is expected that all planned absences will be mutually agreed upon by the employee and his/her supervisor prior to the date of absence. In the event of personal illness or family illness, which prohibits the employee from working, the employee must notify his/her supervisor within one hour of the regularly scheduled workday. Failure to provide the required notice will result in the employee not being paid for the time off.

UNUSED ACCUMULATED PAID TIME OFF

Employees may not carry over any Paid Time Off into the following fiscal year (July 1 through June 30). Paid Time Off days remaining will be converted to Long Term Sick Leave Days up to 5 days (40 hours), if an employee has not reached the maximum allowed accrual of Long-Term Sick Leave Days. Any excess accumulation of days not converted will be forfeited. No payment will be made in lieu of taking time off.

There will be no payout provision to employees who separate.

5.2 LONG TERM SICK

DATE ISSUED: SEPTEMBER 2006, REVISED JANUARY 2015

SUMMARY

William Woods University Long Term Sick (LTS) leave policy is intended to provide security for full-time Administrative personnel and Support staff who are unable to work due to an extended illness, or other disability. Long Term Sick days are available for use under the conditions listed in this policy and are not eligible for pay out at the time of separation/termination. Full-time administrative personnel and support staff who work less than twelve months shall have their LTS leave prorated according to the number of months worked in a year.

Employees on academic contracts should refer to the Faculty Handbook in regard to Long Term Sick benefits. Temporary and part-time employees are not eligible for Long Term Sick leave.

ACCRUING SICK LEAVE

Employees will accrue Long Term Sick at a rate of one-half day (4 hours) per month.

USING ACCUMULATED SICK LEAVE

Long Term Sick Leave days are available for use under the conditions listed below:

- Use of Long-Term Sick Days may begin on the sixth consecutive workday absence due to illness, injury, or other disability. Pregnancy is treated as any other illness or disability.
- A physician's report must accompany the request to use Long Term Sick days.
- It is not necessary to use up all Paid Time Off days before using Long Term Sick days.
- Periodic doctor's reports may be required.
- The maximum Long Term Sick leave accrual is 90 days (720 hours).
- Any employee utilizing Long Term Sick days is responsible for providing continuous notification during an extended leave.
- Long Term Sick may be used in cases of illness of the employee or a "family member" as defined by the Family Medical Leave Act.
- Long Term Sick Days used which qualify, as leave taken under the Family Medical Leave Act will be subject to all provisions of the Act.
- An exception to the sixth consecutive workday absence rule for accessing Long Term Sick leave may be granted when:

- an employee returns to work after using Long Term Sick Leave days but is disabled again within 10 working days of return and
- the disability is from the same cause as the original Long Term Sick leave usage.

A written request must be submitted for all leave time designated as FMLA.

If Long Term Sick and Paid Time Off are exhausted, employees may, with supervisory approval and appropriate notification, take leave without pay as allowed for under The Family Medical Leave Act.

UNUSED ACCUMULATED SICK LEAVE

Separating/terminating employees will not receive payment for any unused accumulated sick leave.

5.3 FAMILY MEDICAL LEAVE

DATE ISSUED: SEPTEMBER 2006

SUMMARY

Employees who have worked for the University for at least 12 months, and for at least 1,250 hours in the last 12 months, are eligible to take up to 12 weeks of unpaid, job-protected family/medical leave within any 12-month period. For purposes of this policy, a “rolling” 12-month period will be used, measured backward from the date an employee uses any family leave. Employees will be restored to the same or an equivalent position upon their return from leave.

REASON FOR LEAVE

You may take family/medical leave for any of the following reasons: (1) the birth of a child or placement of a child with the employee for adoption or foster care , (2) the care for a child, spouse, or parent who has a serious health condition, or (3) a serious health condition which renders the employee unable to perform the essential functions of their position, or (4) reasons related to a family member’s service in the military, including:

- a) Qualifying exigency leave – leave for certain reasons related to a family member’s foreign deployment, and
- b) Military caregiver leave – leave when a family member is a current servicemember or recent veteran with a serious injury or illness.

Leave because of reasons "1" must be within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the University who request leave because of reasons "1" or "2", may only take a combined total of 12 weeks leave during any 12-month period.

NOTICE OF LEAVE

If your need for family/medical leave is foreseeable, you must give the University at least 30 days prior written notice. If this is not possible, you must give notice as soon as practicable (within 1 to 2 business days of leave). Failure to provide such notice may be grounds for denial of leave.

Where the need for leave is not foreseeable, you are expected to notify the University within 1 to 2 business days of learning of your need for leave if possible. The University has Request for Family/Medical Leave Forms available from the Director of Human Resources and Benefit Services Office. You should use these forms when requesting leave.

MEDICAL CERTIFICATION

If you are requesting leave because of your own or a covered relation's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification Forms from the Director of Human Resource Services. When you request leave, the University will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before the leave begins. Failure to provide requested medical certification in a timely manner may result in denial of leave until such is provided. The University, at its expense, may require an examination by a second health care provider designated by the University. If the second health care provider's opinion conflicts with the original medical certification, the University, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final binding opinion. The University may require subsequent medical re-certification. Failure to provide requested certification within 15 days, if such is practicable, may result in delay of further leave until it is provided.

REPORTING WHILE ON LEAVE

If you take leave because of your own serious health condition or to take care of a covered relation, you must contact the University by the first and third Tuesday of each month regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of the leave change or are extended.

LEAVE IS UNPAID

Family medical leave is unpaid leave (although you may be eligible for short- or long-term disability payments and/or workers' compensation benefits under those insurance plans). Employees are required to substitute any accrued Paid Time Off or Long-Term Sick Leave for any part of leave taken under this policy. The period of paid leave will coordinate with the amount of unpaid leave available under this policy. In determining whether leave has been accrued, the University will apply the provisions of the respective policies, including any restrictions. The substitution of paid leave time for unpaid leave time does not extend the 12-week leave period. Further, in no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100 percent of your salary. Your family/medical leave runs concurrent with other types of leaves, i.e. paid holidays.

MEDICAL AND OTHER BENEFITS

During an approved family/medical leave, the University will maintain your health benefits as if you continued to be actively employed.

If paid leave is substituted for unpaid family/medical leave, the University will deduct your portion of your benefit premiums as a regular payroll deduction. If your leave is unpaid, you must pay your portion of your benefit premiums through an agreed upon pay plan with the Director of Human Resource and Benefit Services.

Your dependent's health care coverage will cease if your premium payment is more than 30 days late. If your payment is more than 15 days late, the University will send you a letter to this effect. If we do not receive your premium(s) payment within 15 days after the date of this letter, your coverage may cease. If you elect not to return to work for at least 30 days at the end of the leave period, you will be required to reimburse the University for the cost of the premiums paid by the University for maintaining coverage during your unpaid leave unless you cannot return to work because of a serious health condition.

INTERMITTENT AND REDUCED SCHEDULE LEAVE

Leave because of a serious health condition may be taken intermittently (in several blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. If leave is unpaid, the University will reduce your salary based on the amount of time actually worked. In addition, while you are on intermittent or reduced schedule leave, the University may temporarily transfer you to an available alternative position which better accommodates your recurring leave, and which has equivalent pay and benefits.

FITNESS FOR DUTY EXAMINATIONS

The University will require a fitness-for-duty certification prior to restoration for all employees taking leave for a serious health condition.

5.4 HOLIDAYS

DATE ISSUED: SEPTEMBER 2006, REVISED APRIL 2024, JANUARY 2026

SUMMARY

OFFICIAL UNIVERSITY HOLIDAYS

- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus/Indigenous People Day
- Veteran's Day
- Thanksgiving Day & the Friday after Thanksgiving Day
- Christmas Eve Day through New Year's Day

If an employee is required to work on a recognized University holiday, he/she will be granted one day off at a later date, subject to the approval of the supervisor. Effective July 1, 2027, President's Day, Columbus/Indigenous People Day, and Veteran's Day will not be recognized as official university holidays.

SPECIAL RELIGIOUS HOLIDAYS

Time off to observe special religious holidays may be permitted by an employee's supervisor but must be charged to accumulated Paid Time Off (PTO), taken as a personal day, or treated as an excused absence without pay.

All full-time Administrative personnel and Service and Support staff are entitled to receive pay for official University holidays.

HOLIDAYS OCCURING ON DAYS OFF

When a holiday falls on Saturday, the preceding Friday is observed. When a holiday falls on a Sunday, the following Monday is observed.

This policy does not apply to holidays between Christmas Eve and New Year's Day. Regardless of the weekdays involved, the recognized holidays are December 24, 25, 26, 27, 28, 29, 30, 31, and January 1 only.

Holidays occurring during a PTO leave are not counted against PTO accrual. The day will be charged as a holiday on the time sheet, thus allowing the PTO to be taken at some other time.

HOLIDAYS OCCURING DURING UNPAID LEAVE

If holiday time occurs during any unpaid leave time, the holiday time will be unpaid.

5.5 MILITARY LEAVE

DATE ISSUED: SEPTEMBER 2006

SUMMARY

Any William Woods University employee who is or becomes a member of the Armed Forces of the United States may be granted a leave of absence for military service.

The leave can be for voluntary or involuntary enlistment, during which time the employee is engaged under official order in the performance of emergency mobilization or annual training subject to limitations as stated below.

Armed Forces shall include the Air Force, Army, Marines, Navy, Coast Guard, Space Force, or any reserve component.

ELIGIBILITY

Any William Woods University employee who becomes a member of the armed forces is eligible for a military leave of absence. This includes all full-time, part-time, and Probationary Period employees.

Temporary employees are not entitled to military leave of absence.

REGULAR ACTIVE DUTY

A continuing or evaluation period employee entering the Armed Forces for regular active duty will be granted a military leave of absence without pay for the initial term of military service, provided documentation has been submitted to the employee's supervisor and Human Resources.

RETURN FROM LEAVE

An employee granted a military leave of absence without pay for regular active duty shall be restored to the employee's former position, or at the discretion of the University, to another position for which the employee is qualified if:

1. The discharge is under honorable conditions.
2. The employee may request reemployment within 90 days after being released or discharged from active duty, or from hospitalization, due to injuries sustained from such duty, continuing after military discharge for a period of not more than one (1) year.
3. The employee is qualified to perform the duties of the position.

In the event an employee becomes physically or mentally unqualified to perform the duties of the former position, by reason of disability sustained during such service, the employee shall be offered employment in a position for which the employee is qualified.

COMPENSATION AND BENEFITS

An employee returning from military leave of absence shall be compensated at a rate of pay he/she would have received had he/she continued working during the period of leave. All time spent on military leave of absence will be counted with previous University experience in calculating compensation (longevity).

Probationary Period Employees: An employee who has not completed his/her initial probationary period as of the date of military leave shall, upon completion of military service be returned to his/her former position, or at the discretion of the University to another position for which he/she qualifies as a probationary period employee. Once the employee has satisfactorily completed the probationary period, he/she is entitled to compensation and benefits for the period of military leave as specified above.

Nothing contained in the procedure shall be construed to require the employer to compensate an employee additionally for military leave, which falls on any holiday or regularly scheduled day off.

INITIAL ACTIVE DUTY FOR TRAINING RESERVISTS & GUARDS-PERSONS

A continuing or probationary period employee who enlists in the National Guard, a National Reserve or in the Army, Navy, Marine Corps, Air Force, Space Force, or Coast Guard will be granted a military leave of absence with pay if he/she is ordered to attend an initial period of active duty for training, provided documentation has been submitted to the employee's supervisor and Human Resources. Compensation for such leave shall not exceed a total of fifteen (15) scheduled working days.

An employee granted military leave of absence for initial training as a reservist or guard person shall be restored to his/her former position or, at the discretion of the University, to another position for which the employee is qualified if:

1. The employee has performed satisfactorily during the initial active duty for training.
2. The employee is qualified to perform the duties of the position.
3. The employee requests reemployment within 31 days after his/her release from initial training.

ANNUAL TRAINING SESSION OR EMERGENCY MOBILIZATION

A continuing or probationary employee will be granted leave of absence with pay for all periods of military service during which he/she is engaged in the performance of duty under competent orders, provided documentation has been submitted to the employee's supervisor and Human Resources. Compensation for any such leave shall not exceed a total of fifteen (15) scheduled working days in any fiscal year (July 1 to June 30).

For any absence during one mobilization period, the employee shall be eligible to receive regular salary or compensation for a fifteen (15) day period only.

Any compensation for such military leave shall not be deducted from or affect in any way an employee's Paid-Time-Off.

An employee granted military leave of absence for annual training or emergency mobilization shall be restored to the employee's former position if:

1. The discharge or leave is under honorable conditions.
2. The employee requests reemployment and returns to work as follows:
 - a. Annual training session and emergency mobilization of less than three months - Immediately upon release from duty.
 - b. Emergency mobilization for periods of three to six months – Within 31 days following release from duty.
 - c. Emergency mobilization for periods over six months – Within 90 days following release from duty.
3. The employee is qualified to perform the duties of the position.

In the event an employee becomes physically or mentally unqualified to perform the duties of the former position, the employee shall be offered employment in a position for which he/she is qualified.

PRE-INDUCTION PHYSICAL EXAMINATION

Any continuing or probationary period employee ordered to report for a pre-induction physical examination, whether as a volunteer or a draftee, shall be excused with pay of the time required to complete the physical examination, not to exceed one scheduled workday, provided proper evidence of notice to report is submitted to the employee's supervisor and the Office of Human Resource and Benefit Services.

PROCEDURE

A request for Military Leave must be in writing.

Absences in excess of fifteen (15) working days per fiscal year shall be without pay except that, at the option of the employee, such absences may be charged to accumulated Paid-Time-Off.

The employee shall submit a copy of an official order from the appropriate military authority for any period of service.

BENEFITS AFFECTED

The benefits of an employee granted military leave of absence without pay are affected as follows:

Employees do not receive pay for holidays falling during the leave of absence.

Employees do not accrue Paid-Time-Off during the leave of absence; however, the period of the leave is counted as length of service in computing future Paid-Time-Off.

Many of the insurance programs offered by the University have the standard military exclusion clause. Any employee granted a military leave of absence should contact the Human Resource and Benefit Services Office for specific information regarding the effect of the leave of absence on those plans in which employees are enrolled.

5.6 LEAVE OF ABSENCE

DATE ISSUED: SEPTEMBER 2006

SUMMARY

A non-medical leave of absence, without pay, may be granted at the discretion of the Administrative Officer of the division to which the employee reports, with approval of the President, in cases when compelling personal reasons would necessitate the employee being absent from work for an extended period of time. Leaves of absence are without pay and benefits. The employee may continue their insurance benefits by assuming responsibility for all premium payments. Non-payment of premiums will result in cancellation of the insurance after 30 days.

Leave of absence will be an established period of time, stated in writing, to the employee. The University cannot guarantee the reinstatement of an employee to the same position; however, the University will attempt to place the employee in a position that is comparable in wage and responsibilities when they return from approved leave. If the employee does not return at the end of the stated time, the University retains the right to not re-employ the individual.

Any holiday that occurs during the non-paid leave of absence will not be a paid holiday for the employee.

5.7 PERSONAL DAY

DATE ISSUED: SEPTEMBER 2006

SUMMARY

In addition to designated holidays, one personal (8 hours) day is granted to full-time Administrative personnel and Service and Support staff.

It is scheduled in the same way in which PTO is scheduled. The personal day cannot be carried over to the next fiscal year.

New staff members must complete the three-month probationary period before using a personal day.

5.8 FUNERAL LEAVE

DATE ISSUED: SEPTEMBER 2006; REVISED APRIL 2024

SUMMARY

In the event of death in an employee's immediate family, the employee will be granted a maximum of 3 days leave without loss of pay or Paid Time Off (PTO).

IMMEDIATE FAMILY DEFINED

For purposes of this policy Immediate Family includes:

- Husband/Wife
- Parent (Including Stepparent)
- Grandparent/Great Grandparent
- Grandchildren
- Son/Daughter (Including Stepchildren and Son/Daughter-in-Law)
- Brother/Sister (Including Brother/Sister-in-Law)
- Mother-in-Law/Father-in-Law

ADDITIONAL DAYS REQUIRED

Any additional days necessary must be charged to accrued PTO or taken as excused leave without pay.

NON-FAMILY MEMBER

Time off without loss of pay may be approved by the appropriate supervisor. Not to exceed one-half day for a local funeral and one day for an out-of-town funeral, to attend the funeral service of an associate, close friend, or relative not defined as immediate family. PTO/Personal Day may be utilized beyond the initial day.

PROCEDURE FOR REPORTING ABSENCES

A report of absence must be submitted on the employee time sheet for each absence due to funeral leave.

5.9 COURT ATTENDANCE AND JURY DUTY

DATE ISSUED: OCTOBER 2000

SUMMARY

Absences due to legal proceedings are handled in compliance with the laws of Missouri and the policies of William Woods University.

LEGAL PROCEEDINGS

Serving As A Witness Under Subpoena – An employee served a subpoena to appear as a witness in any legal proceeding must promptly inform their supervisor, advising them of the date and probable length of absence required.

- The employee shall thereupon be excused from duties for the reasonable time required to answer such subpoena.
- The employee shall be entitled to retain all compensation received as such witness and no deduction shall be made from regular compensation for a reasonable absence from duty due to responding to such subpoena.
- The above provision shall not apply to an employee appearing in any legal proceeding without being duly subpoenaed.

Serving As An Expert Witness with or without Subpoena – An employee may serve as an expert witness with or without subpoena, provided that if serving under subpoena the employee reports to the immediate supervisor (as above provided) and if serving without subpoena arrangements shall first be made with the employee's immediate supervisor for leave from duties during the necessary time required to serve as such witness.

- An employee serving as an expert witness shall be entitled to retain all compensation received as such and no deduction shall be made from regular compensation.

Absence for Jury Service – Any employee who shall be called for any jury service shall report the call to their supervisor (as above provided for a witness) and shall be relieved from duties for the reasonable time required for rendering such service. A copy of the notice to serve shall be given to their immediate supervisor. Employees are expected to return to work if the court excuses them before the end of their regular working day.

- The employee shall be entitled to retain all compensation received for such jury service, and no deduction shall be made in his/her regular compensation for the reasonable time he/she is absent from duty due to responding for such jury service.

Under normal circumstances, the University will not ask for deferment of jury duty. The University reserves the right to request deferment of duty if the release of an employee creates a hardship for the department.

Employees Who Are Party In Any Legal Proceeding – An employee who is a party in any legal proceeding and is required to be absent from his/her duties for the purpose of attending any trial or hearing therein shall report the same to their supervisor (as above provided for a witness) and thereupon, shall be relieved from duties for such reasonable time as may be necessary to attend such legal proceedings. PTO or leave without pay must be used in such instances.

PROCEDURE FOR REPORTING ABSENCES

Employees required to maintain Employee Time Sheets should enter Jury Duty for any absence not charged to PTO.

- The employee should work out an arrangement with the immediate supervisor that will ensure that all responsibilities are met during this absence.

Employees who are required to be absent from duty in order to attend Workers’ Compensation conferences or hearings are permitted time off without loss of University compensation or PTO.

5.10 VOTING

DATE ISSUED: SEPTEMBER 2006, REVISED OCTOBER 2016

SUMMARY

In compliance with the laws of the state of Missouri, the following policy has been established with respect to employees receiving time off with pay for the purpose of voting. Under this policy, the term election shall be interpreted as including all elections, which place local, state, and national candidates and/or issues before the general public.

To comply with Missouri statutes, employees may be absent from employment for a period of three hours between the time of opening and the time of closing the polls for the purpose of voting. The three-hour period may either be between 6:00-9:00 a.m. or 4:00- 7:00 p.m. To be absent during normal working hours for the purpose of voting, employees must request time off from their supervisor to vote prior to Election Day, as required by law. Time off for the purposes of voting between the designated hours is considered compensable and employees will not be required to use PTO leave.

Within these guidelines no deduction from one’s salary or wages shall occur.

5.11 VOLUNTEER SERVICE DAY

DATE ISSUED: SEPTEMBER 2006, REVISED OCTOBER 2016

SUMMARY

Full-time employees (both staff and faculty) are eligible to participate in a Volunteer Service Day each year. The duration is an 8-hour day or two 4-hour increments. Volunteer Service Day is coordinated with your direct supervisor to ensure coverage in the unit. The Volunteer Service Day is recorded on the timesheet using the code VOLUN – Volunteer Service Time. In addition, the employee will complete the Volunteer Service Day Form on OwlNet with the details of your service day so WWU can recognize our workforces contribution to the community.

RECOGNIZED VOLUNTEER OPPORTUNITIES

William Woods University recognizes the following volunteer opportunities in our Callaway County community:

SERVE	Fulton Public Schools
Court Appointed Special Advocate (CASA)	Fulton Housing Authority
Coalition Against Rape and Domestic Violence (CARDV)	Faith Maternity Care

Central Mo Community Action (CMCA)	Senior Center
Red Cross – Central Mo	Fulton Animal Shelter
United Way	Free Store of Fulton
Habitat for Humanity	Fulton State Hospital
Missouri School for the Deaf	Fulton Community Supervision Center

SECTION 6 - BUSINESS SERVICES AND PAYROLL PROCEDURES

6.1 EMPLOYMENT DOCUMENTATION

DATE ISSUED: SEPTEMBER 2006, REVISED DECEMBER 2023

SUMMARY

In order for individuals to be employed by the University, they must present certain documents that establish their identity, verify their eligibility to work in the United States, and make provisions for appropriate federal and state tax withholding.

REQUIRED FORMS

Individuals must complete the following forms in order to be employed:

- W-4-Employee's Withholding Allowance Certificate (Federal)
- MO W-4-Employee's Withholding Allowance Certificate (State)

In order to complete the federal & state W-4 forms, individuals must have a U.S. Social Security Number (SSN), or evidence that they have made application for an SSN. The Social Security Administration issues original and replacement Social Security cards.

Departments may not put individuals on payroll and may not allow individuals to perform work until the individual has properly completed both federal and state W-4 forms and submitted them to the Human Resources department.

SOCIAL SECURITY CARD

In order to validate the accuracy of Social Security Numbers, all employees must present their original card. A copy of the card will be made and placed in their personnel file for safekeeping. This is in an effort to provide proper reporting to the Social Security Administration of all FICA withholdings.

I-9 EMPLOYMENT ELIGIBILITY VERIFICATION FORM (FEDERAL)

U.S. Citizenship and Immigration Services (USCIS)

Individuals must establish both identity and work eligibility via the federal I-9 form, by presenting one or two acceptable documents. A list of acceptable documents is printed on the back of the I-9 form, and no forms other than those listed may be requested.

Departments may not place individuals on payroll, and may not allow individuals to perform work, until the individual has presented such documentation to the Human Resources department. Allowing an individual to work more than three (3) business days without having presented proper documentation may subject the hiring department to significant federal fines. William Woods University utilizes E-Verify by electronically comparing the information from an employee's Form I-9 with records available with the Department of Homeland Security to verify the identity and employment eligibility of each newly hired employee. For complete compliance information, please consult the Director of Human Resource and Benefit Services Office.

Change in an employee's address, telephone number, marital status, or number of dependents should be given to the Human Resource and Benefit Services Office immediately. This information is necessary to ensure correct deductions for taxes.

6.2 TIME SHEETS & PAY SCHEDULE

DATE ISSUED: SEPTEMBER 2006

SUMMARY

Hourly non-exempt employees (Service and Support staff) are paid on a bi-weekly schedule, normally every other Friday. If payday falls on a holiday, employees will be paid on the last scheduled workday before the holiday.

Each employee must maintain and complete their electronic time sheet on OwlNet. Work time is accounted for to the nearest quarter of an hour. Employees must verify the accuracy and completeness of the information. Supervisors must review and approve the time sheets each pay period.

Time worked, as well as time off, should be reported, as incurred and appropriate notations should be made on the time sheet.

Salaried exempt employees (Administrative personnel) are paid on the last working day of each month. Time off is reported as the appropriate time off code and is recorded on the electronic timesheet and approved by the appropriate administrative officer.

Temporary and part-time employees should report only hours worked on the time sheet for pay purposes.

6.3 PAYROLL DEDUCTIONS

DATE ISSUED: SEPTEMBER 2006

SUMMARY

Federal, state, Social Security, and Medicare taxes are automatically deducted from each payroll earnings check, as required by law. Prior to the payment of any payroll earnings, each employee must file a federal and state withholding allowance certificate with the Human Resources department.

OPTIONAL DEDUCTIONS

Optional deductions that an employee may authorize in writing to be withheld from payroll earnings include:

- Premiums and contributions to insurance and benefit plans approved by the University.
- United Way contributions
- William Woods University Campaign Contributions
- Rent for campus housing

6.4 DIRECT DEPOSIT

DATE ISSUED: SEPTEMBER 2010

SUMMARY

Direct deposit is the preferred method of pay distribution for the University. Employees may have their paycheck deposited directly into any financial institution (bank, credit union, or savings and loan).

Direct deposit provides a number of benefits such as less chance of a lost check, theft, or forgery, and funds are deposited in employees' accounts on payday. All employees are required to use direct deposit for payroll unless they are exempted. There are circumstances for which payment by check, rather than direct deposit, is necessary or suitable.

The following are exceptions to the direct deposit rule:

1. The first paycheck of an employee may be by check.
2. An employee's last paycheck may be by check.
3. An employee hired for less than ninety (90) days may be paid by check. If employment is extended, direct deposit is required unless a personal exemption is granted.
4. Employees not covered by Items 1 to 3 may request a hardship exemption on the "Application for Exemption from Payroll Direct Deposit" form. The possible exemptions for direct deposit include the employee's inability to have a bank account or that the employee is unable to withdraw funds because he or she does not live or work near a bank. The University may choose to issue pay cards in the absence of direct deposit.

Generally, it takes one pay period for new enrollments or changes to existing account information to take effect.

Each employee is responsible for verifying the deposit has been made prior to spending the funds. Any discrepancies should be reported immediately to the Office of Human Resources.

To cancel a direct deposit, the employee must complete a Direct Deposit of Employee Pay form. Employees should never close account(s) until they know the cancellation has taken effect. If an employee closes the

account prior to the cancellation of the direct deposit, the bank will eventually notify the payroll section of human resources. The payroll manager will then cancel the direct deposit information and issue a check.

Employees who have questions or need assistance with these guidelines may contact the Office of Human Resources.

If you choose Direct Payroll Deposit, on payday your earnings statement indicating gross pay, deductions, and net pay deposited will be available via OwlNet. Deposits are made to your checking or savings account as of the opening for bank business on payday. Direct Payroll Deposit authorization forms are available in the Human Resources Office.

6.5 GARNISHMENTS

DATE ISSUED: SEPTEMBER 2010

SUMMARY

Garnishment is a legal action taken by a creditor to obtain funds held by a third party for a debtor. This means that some party to whom an employee is in debt seeks to secure payment from the wages of the employee. No employee may be discharged by reason of the fact that his/her earnings have been subject to garnishment for indebtedness.

GUIDELINES

William Woods University is required by law to abide by all court-ordered garnishments or levies.

Employees will be notified of any garnishments or levies received by the Office of Human Resources.

6.6 BUSINESS RELATED TRAVEL EXPENSES

DATE ISSUED: NOVEMBER 2019, REVISED APRIL 2024

REIMBURSEMENT OF BUSINESS-RELATED TRAVEL

It is the policy of William Woods University to provide reimbursement of business-related travel expenses of its faculty, staff, and students in accordance with University travel regulations. These regulations shall apply to all departments of the University regardless of the source of funds.

SUBSTANTIATION OF EXPENSES

Each department head is responsible for ensuring that all travel expenses are as economical as feasible. Receipts are required to substantiate all travel expenses and must be reported on a University purchase order. The Business Officer is responsible for ensuring that all travel reimbursements conform to this regulation and shall return to the department any purchase order that is not completed accordingly.

Please review the Travel and Entertainment policy for more information:

https://owl.net.williamwoods.edu/ICS/icsfs/Travel_and_Entertainment_Policy_Revised_11-2019.pdf?target=bec35142-596d-4560-9105-955364844dec

Air Travel:

When the most efficient means of transportation is air travel, reimbursement will be limited to coach fare.

Transportation to and from Hotels and Terminals:

Whenever practical, the most economical mode of transportation should be used to and from hotels and terminals. Many hotels provide complimentary shuttle service to and from airports.

Automobile Rentals:

Automobile rentals should be limited to situations where other means of transportation are not practical, economical, or available, and emergency situations. The most economical car should be used as a general rule. Employees who rent vehicles for use in University related activities must purchase insurance for liability and physical damage (collision damage waiver) through the rental agency. If renting through Enterprise, the required insurance is already included in the negotiated price. Employees must use University approved vendors.

Personal Auto Travel:

Reimbursement for use of personal automobiles by employees traveling on University business will be at a rate set by William Woods University Administration at the beginning of a calendar year. A mileage reimbursement form may be obtained from Owl.net. Gas, oil, insurance premiums, repairs, or other costs are included in the mileage rate. A printout of MapQuest or similar program showing the mileage between locations is required for reimbursement. Fines for automobile violations, parking tickets, or other fines related to personal misconduct will not be reimbursed. Mileage reimbursement will be reimbursed with the total not to exceed the rate of lowest available commercial airfare plus necessary ground transportation. Traveling to and from the University is considered commuting. Mileage reimbursement is never made for travel to the University under any circumstance. Travel expenses for remote employees will be reimbursed for approved travel to campus.

In the event an employee mixes personal and business travel, reimbursement will be made to the employee only for the additional expense resulting from the business portion of the trip upon presentation of pertinent documentation.

LODGING

Employees are required to obtain reasonable lodging, and the amount of the reimbursement shall not exceed a single room rate. Documentation justifying lodging rates may be required in cases where the amounts appear excessive. An itemized statement furnished by the hotel or motel is required for all lodging expenses. Summary statements provided by credit card companies will not be accepted as justification for reimbursement. Movie, alcohol, and personal telephone charges are not reimbursable.

MEALS

Reimbursement is allowed for meal expenses, not to exceed \$35.00 per day for meals, including tips for a full day of travel. If only a half-day of travel is required, only half of the maximum reimbursement is allowed, not to exceed \$15.00 including tips. Receipts are required for reimbursement. Alcoholic beverages are not a reimbursable expense, unless incurred by the President's Office, Office of Development, Alumni Office (or other departments with cabinet level approval) and are determined to be legitimate entertainment expenses which promote the advancement of the University. Where an employee pays for the meal expense of another person (non-employee) the reimbursement under this category is the same.

PARKING COSTS AND TOLLS

Actual parking, bridge, and toll charges are reimbursable.

TELEPHONE CALLS

Telephone calls related to University business will be reimbursed.

TRAVEL WITH COMPANION

The University will not reimburse personal, spouse, or companion travel expenses. The employee is responsible for allocating only his or her portion of expenses on the travel voucher and for identifying them on hotel, restaurant, transportation, and other receipts.

STUDENT TRAVEL

Authority is delegated to the President or Provost to authorize travel and approve travel advances and expenses for students traveling on University business.

Reimbursement is made in accordance with University general travel policies.

TRAVEL BY NON-UNIVERSITY EMPLOYEES

Approval of the University President shall be obtained when appropriate before any commitment for reimbursement of travel expense is made to any prospective appointee. When travel is approved by the University President for an individual who is not an employee of the University, reimbursement will be provided in accordance with the University general travel policies.

TRAVEL BY PROSPECTIVE APPOINTEES

Prospective appointees of William Woods University may be reimbursed actual travel, lodging and meal expenses under the following conditions:

- The appointee is brought to campus but not offered the position, or
- The appointee is brought to campus, offered, and accepts the position with William Woods University.

The appointee will not be reimbursed actual travel, lodging and meal expenses if the position is offered, but declined.

It is highly recommended that campus housing and dining facilities are utilized, when available at Tucker Dining Hall to control expenses for the prospective appointee and the University.

UNIVERSITY OWNED VEHICLES

Individuals using a University-owned vehicle will be reimbursed for all necessary operational expenses such as gas, oil, parking, tolls, repairs, etc. that are not billed directly to the University.

TRAVEL ADVANCES

Personnel authorized to travel on University business may request a travel advance to cover allowable travel expenses. The appropriate supervisor must approve travel advances. The traveler is personally accountable for all travel advances. Travel advances are charged to an individual's accounts receivable. This accountability is discharged by submission of a purchase order with appropriate receipts. If the advance is not cleared within thirty (30) days, a notice will be sent to the traveler and appropriate Executive Cabinet Supervisor. Immediate action is necessary in order to prevent the initiation of other collection actions, including deduction from payroll.

6.7 UNIVERSITY CREDIT CARDS

DATE ISSUED: DECEMBER 2011, REVISED APRIL 2024

SUMMARY

University Credit Cards are the property of William Woods University. Personnel who hold positions of purchasing items on behalf of the University or whose positions require extended travel for University Business may apply for a University Credit Card utilizing the following policies and procedures.

GUIDELINES

The William Woods University credit card is provided to employees based on the need to purchase University-related goods and services. All purchases on a University credit card must be reasonable and necessary to the performance of official University business within the guidelines of all University policies. Credit card applications are available on OwlNet. Cards will not be issued without a completed application.

Cabinet level supervisors may request the issuance of a card for employees for whom they are responsible. Those supervisors are responsible for ensuring the credit cards are used for authorized University-related business. When possible, or when in doubt, an employee should consult with his/her immediate or cabinet-level supervisor as to whether credit card use is authorized and appropriate.

In the event a University credit card is used for any purpose other than authorized University related expenditures, either accidentally or intentionally, it is the responsibility of the employee to immediately report such activity to his/her immediate or cabinet-level supervisor. Further, the employee to whom the credit card is issued shall reimburse the University for any unauthorized charge. The reimbursement shall accompany the Credit Card Transaction Report for the card payment in the month in which the charges took place.

The cardholder must provide receipts for all expenditures made on a University credit card and shall provide those receipts with the appropriate Credit Card Transaction Report for payment to his/her supervisor. Failure to provide proper documentation (receipts) for expenditures will result in employee responsibility for the

undocumented charges. Cabinet level supervisors are responsible for providing Credit Card Transaction Reports and proper documentation to the Business Office by the 10th day of the month. If the 10th falls on a weekend or holiday, the Credit Card Transaction Report and proper documentation are due on the last University business day prior to the 10th.

A cardholder must surrender his/her card when changing departments/supervisors within William Woods University or upon termination of employment (i.e., retirement, voluntary/involuntary separation from the University).

The cardholder must immediately notify the Business Services Office if the card is lost or stolen.

6.8 ACCOUNTS RECEIVABLE

DATE ISSUED: AUGUST 2009

SUMMARY

William Woods University provides employees with a personal accounts receivable account with the University. Employees may charge the following items and services to this account: cap and gown rental, copy machine, travel advances, etc.

PAYMENT

All accounts must be paid in full by June 30 of the University's fiscal year in which the charges were made. Should said account charges not be paid, the appropriate sum will be withheld from the employee's wages in accordance with all University policies and procedures and applicable state laws.

TRAVEL ADVANCES

Employees who wish to receive travel advances must obtain approval for such advances from their division chair/immediate supervisor/executive cabinet member supervisor prior to receiving such funds. Employees have 20 days from the disbursement of the travel advance to submit proper documentation for reimbursement. Amounts for which the employee has not submitted proper documentation within 30 days will be placed on the employee's accounts receivable account and will be collected in accordance with University policies and procedures and applicable state laws.

6.9 CAMPUS DINING

DATE ISSUED: SEPTEMBER 2006, REVISED APRIL 2024

SUMMARY

Members of the campus community and their families are welcome to eat in Tucker Hall on a cash basis. Employees may load money onto their ID card at the Cashier's window to purchase meals in Tucker Dining Hall.

SPECIAL FUNCTIONS

Special functions may be contracted through the catering service for large groups or special occasions at a negotiated cost and must be scheduled through Fresh Ideas at Tucker Dining Hall.

6.10 MAIL SERVICES

DATE ISSUED: SEPTEMBER 2006

POLICY

University employees may utilize the Mail Center between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday. Payment for items shipped is to be made at the time of shipment. If personal items are received through the Mail Center, employees must make arrangements to pick up these items. Due to the large amount of official University mail being received, University employees cannot deliver personal packages to you.

SECTION 7 - INFORMATION TECHNOLOGIES

7.1 USE OF CELLULAR PHONES

DATE ISSUED: APRIL 2012, REVISED APRIL 2014

SUMMARY

University owned cellular phones are the property of William Woods University.

Cellular phone contracts can only be entered by authorized individuals, namely the Vice President of Business Services & Chief Financial Officer, of William Woods University and cannot be purchased individually by University employees. Personnel who are assigned to positions indicating a necessity of the position and/or upon discretionary option of the supervisor to obtain a University owned cellular phone are entrusted with responsibility for appropriate use and safekeeping. The following policies and guidelines shall be adhered to for individuals utilizing University owned cellular phones and personal cellular phones.

DEFINITIONS

Cellular phones are defined to include digital, analog, PCS, PDA, etc.

USE OF EQUIPMENT

The use of University owned cellular phones is a privilege that may be withdrawn at any time. The usage and cost of University owned cellular phones will be monitored on a monthly basis. Irregular use, overuse, or abuse of minutes are grounds for removal of this equipment. The employee is responsible for protecting the cell phone from damage, theft, etc. while in possession of phone and may be held accountable if damage occurs. The equipment is to be returned when/if the employee leaves the University.

Personal use or any use unrelated to William Woods University business, while not prohibited, is discouraged during normal, working hours-with the exception of a personal emergency when access to another telephone is

not possible, or when required for the safety/well-being of the employee or others. Employees should use good judgment when using University equipment for personal use.

Prior approval/authorization must be secured from the employee's immediate supervisor and/or cabinet member for the use of personal cellular phones to conduct business on behalf of William Woods University in order to obtain reimbursement for such business-related calls. The terms of the reimbursement for such business-related calls will also be outlined in writing, prior to granting approval, and filed with the Supervisor.

Prior approval/authorization must be secured from the employee's immediate supervisor and/or cabinet member for use of "call forwarding" from the Mitel telephone system to the employee's cell phone in order to avoid unexpected or unnecessary long-distance charges. It is expected that call forwarding to a cell phone is typically used after hours or on occasions when employees cannot be at their office for an extended period of time.

Employees who routinely use call forwarding of their office or desk phone to their cell phone should work with UIT to ensure all equipment is properly and completely configured.

Using a cellular phone is prohibited when operating a University owned or personal vehicle. If necessary, pull over to take the call or text. Further, it is inappropriate to use cellular phones in unsafe environments such as near heavy equipment, construction area, or when attention is needed. Texting while walking is an unsafe practice and is strongly discouraged.

ABSENCE OF PRIVACY

Conversations and voice mail messages are not considered private or confidential and can be monitored by third parties. University issues that are deemed confidential are not to be discussed on cellular phones. Any questions concerning whether particular information should be discussed should be directed to department management.

Also note that in certain situations, William Woods University may be compelled by court order or subpoena to access and disclose messages left on the cellular voice mail and/or text message systems. The existence of passwords and "message delete" functions do not restrict or eliminate William Woods University ability or right to access electronic communications. Employees shall not share passwords, provide access to an unauthorized user, or access another user's cellular equipment or voice mail without authorization. Employees shall not post, display, or make easily available any access information, including, but not limited to, passwords. Upon request from William Woods University management, a user shall furnish to William Woods University all passwords or codes necessary to access information the user has stored, or is using, on William Woods University equipment.

SEXUAL OR OTHER UNLAWFUL HARASSMENT

Proper business judgment and discretion should be used when leaving voice mails.

William Woods University prohibits offensive, demeaning, inappropriate, ~~treating,~~ or disruptive voice, e-mail or text messages. This includes, but is not limited to, messages that are inconsistent with William Woods University concerning equal employment opportunity, sexual and other unlawful harassment, and discrimination.

Employees are not to use still or video photography for any reason beyond documentation of University equipment, property, or documentation, except for the purposes of promoting and marketing the University by those formally assigned duties. Employees must be mindful of Missouri state privacy laws and should refrain from photographing any person without their express consent.

VIOLATION

Any employee who violates this policy shall be subject to discipline, up to and including discharge.

7.2 USE OF COMPUTER, ELECTRONIC COMMUNICATION AND THE INTERNET

DATE ISSUED: APRIL 2012

SUMMARY

William Woods University is committed to providing an environment that encourages the use of computer and electronic information as essential tools for support of the business of the University. It is the responsibility of each employee to ensure this technology is used for the proper business purposes and in a manner that does not compromise the confidentiality of proprietary or other sensitive information.

GUIDELINES

Use of Equipment: The use of William Woods University computer equipment, electronic communications equipment (including telephone, voice mail, and e-mail), and internet is a privilege that may be withdrawn at any time. The employee is responsible for the proper use of the equipment and must notify their supervisor or UIT when there is a hardware or software issue (including viruses).

William Woods University recognizes the occasional use of electronic communications equipment (including telephone, voice mail, and e-mail), and the internet for personal matters, provided usage does not interfere with the employee's or coworkers' job performance and is not used to send, forward, or obtain unprofessional, threatening, discriminatory, or offensive material.

Loading software or programs not supplied by William Woods University onto University systems without prior written approval of management is prohibited. Any computer software provided to an employee of William Woods University shall be used solely for business-related purposes, and employees' personal use of computer software provided by William Woods University without the prior written approval of management is prohibited.

Removal of Equipment: Removal of any William Woods University computer equipment, computer software, or electronic communications equipment from the premises without the prior written approval of management is prohibited.

ABSENCE OF PRIVACY

All voice mail and e-mail communications are the property of William Woods University. Employee voice mail and e-mail communications are not considered private despite any such designation by the sender or recipient.

Messages sent to recipients outside of William Woods University, if sent over the internet, should not be regarded as secure. Certain types of sensitive or confidential information should not be sent via external e-mail, unless adequate security provisions are in place. Any questions concerning whether a particular document or type of document should be sent via e-mail should be directed to department management.

William Woods University has the right to access, audit, review, delete, or disclose usage of or information contained on or within the William Woods University computer equipment, electronic communications equipment (including telephone, voice mail, and e-mail), and the internet at William Woods University sole discretion at any time and without prior notice. Use of William Woods University computer equipment, electronic communications equipment (including telephone, voice mail, and e-mail), and the internet constitutes each user's consent to such access, audit, review, and management. Please also note that in certain situations, William Woods University may be compelled by court order or subpoena to access and disclose messages sent over its e-mail system.

The existence of passwords and "message delete" functions do not restrict or eliminate William Woods University ability or right to access electronic communications. Employees shall not share passwords, provide access to an unauthorized user, or access another user's computer equipment, electronic communications equipment, voice mail, or e-mail without authorization. Employees shall not post, display, or make easily available any access information, including, but not limited to, passwords. Upon request from William Woods University management, a user shall furnish to William Woods University all passwords or codes necessary to access information the user has stored, or is using, on William Woods University computer equipment, electronic communications equipment, and the internet.

SEXUAL OR OTHER UNLAWFUL HARASSMENT

Proper business judgment and discretion should be used when leaving voice mails or e-mails and when accessing the internet. William Woods University prohibits offensive, demeaning, inappropriate, treatment, or disruptive voice e-mail or e-mail message as well as accessing pornographic and other inappropriate internet websites. This includes but is not limited to, messages and internet websites that are inconsistent with William Woods University concerning equal employment opportunity, sexual and other unlawful harassment, and discrimination. Inappropriate comments and cyber bullying will not be tolerated in any forum or format.

VIOLATION

Any employee who violates this policy shall be subject to discipline, up to and including discharge.

A written acknowledgment regarding this policy is required to be signed by the employee.

7.3 GRAMM LEACH BLILEY (GLB)

DATE ISSUED: SEPTEMBER 2009

SUMMARY

In order to protect critical information and data, and to comply with Federal Law, specifically the Gramm, Leach, Bliley Act, William Woods University proposes certain practices in its information environment and institutional information security procedures. The goal of this document is to define the William Woods University's Information Security Program, and to provide an outline to assure ongoing compliance with federal regulations.

GUIDELINES

II. Gramm Leach Bliley (GLB) Requirements

GLB mandates that William Woods University appoint an Information Security Plan Coordinator, conduct a risk assessment of likely security and privacy risks, institute a training program for all employees who have access to covered data and information, oversee service providers and contracts, and evaluate and adjust the Information Security Program periodically.

The Vice President of Business Services & Chief Financial Officer has been appointed the Information Security Plan Coordinator. He has appointed the Director of Human Resources and Benefit Services and the Network Administrator to implement the GLB requirements.

III. Information Security Plan Coordinator

The Information Security Plan Coordinator and his designees will assist William Woods University's relevant offices in identifying reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of customer information; in evaluating the effectiveness of the current safeguards for controlling these risks; design and implement a safeguards program, and regularly monitor and test the program.

IV. Risk Assessment and Safeguards

The Information Security Plan Coordinator and his/her designees must work with all relevant areas of the University to regularly assess and identify potential and actual risks to the security and privacy of information. Each Division or Department head, or his/her designee, will conduct an annual data security review, with guidance from the Information Security Plan Coordinator. Vice Presidents will be asked to identify any employees in their respective areas who work with covered data and information. University Information Technologies will conduct an annual security audit and develop electronic information security best practices and an incident response policy.

While the University has discontinued usage of social security numbers as student identifiers, one of the largest security risks may be the possible non-standard practices concerning social security numbers, e.g. continued reliance by some University employees on the use of social security numbers. Social security numbers are considered protected information under both GLB and the Family Educational Rights and Privacy Act (FERPA). By necessity, student social security numbers still remain in the University student information system.

The University will conduct an assessment to determine who has access to social security numbers, in what systems the numbers are still used, and in what instances students are inappropriately being asked to provide a

social security number. This assessment will cover University employees as well as subcontractors such as security and food services, and consortiums such as MOBIUS.

University Information Technologies will develop written plans and procedures to detect any actual or attempted attacks on covered systems and will develop incident response procedures for actual or attempted unauthorized access to covered data or information.

V. Employee Training and Education

While directors and supervisors are ultimately responsible for ensuring compliance with information security practices, the Director of Human Resources and Benefit Services and the Director of Information Technology have developed training and education programs for all employees who have access to covered data.

VI. Oversight of Service Providers and Contracts

GLB requires the University to take reasonable steps to select and retain service providers who maintain appropriate safeguards for covered data and information. Business Services, in cooperation with the University legal counsel, will develop and send form letters to all covered contractors requesting assurances of GLB compliance. The Vice President of Finance Business Services & Chief Financial Officer will take steps to ensure that all relevant future contracts include a privacy clause and that all existing contracts are in compliance with GLB.

VII. Evaluation and Revision of the Information Security Plan

GLB mandates that this Information Security Plan be subject to periodic review and adjustment. The most frequent of these reviews will occur within University Information Technologies where constantly changing technology and constantly evolving risks indicate the wisdom of quarterly reviews. The plan itself should be reevaluated annually in order to assure ongoing compliance with existing and future laws and regulations.

VIII. Definitions

Covered data and information for the purpose of this policy includes student financial information required to be protected under the Gramm Leach Bliley Act (GLB). William Woods University chooses, as a matter of policy, to also define covered data and information to include any credit card information received in the course of business by the University, whether or not such credit card information is covered by GLB. Covered data and information includes both paper and electronic records.

Student financial information is information the University has obtained from a student in the process of offering a financial product or service, or such information provided to the University by another financial institution. Offering a financial product or service includes offering student loans to students, receiving income tax information from a student's parent when offering a financial aid package, and other miscellaneous financial services. Examples of student financial information include addresses, phone numbers, bank and credit card account numbers, income and credit histories and social security numbers, in both paper and electronic format.

7.4 FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

DATE ISSUED: SEPTEMBER 2006

SUMMARY

The Family Educational Rights and Privacy Act of 1974 as Amended, also known as the Buckley Amendment, helps protect the privacy of student records. It is a federal law which requires that a written institutional policy must be adopted and that a statement of procedures covering the privacy rights of students must be made available. The Act provides for the right to inspect and review educational records, the right to seek to amend those records and to limit disclosure of information from the records. The act applies to all institutions that are the recipients of federal funding.

In this regard, William Woods University is committed to protecting, to the maximum extent possible, the right of privacy of all individuals about whom it holds information, records, and files. Access to, and release of, such records is restricted to the student concerned, to others with the student's written consent, to officials within the University, and to a court of competent jurisdiction and otherwise pursuant to law.

GUIDELINES

William Woods University complies with the Family Educational Rights and Privacy Act of 1974.

Students have the right to inspect and review their educational records, which are open under that law. The University's intent is not to disclose the information in these records to anyone except: (a) when authorized in writing by the student; (b) as Directory Information; and (c) under circumstances described in the Act and in the University Student Records Policy. Directory information is biographical data, including name, address, telephone number, academic classification, residential status, and major field of study. Such information will be made available for release without specific individual authorization unless the student notifies the Registrar in writing to the contrary by September 15 of each school year during which the release of information is prohibited.

7.5 NETWORK USE POLICY

DATE ISSUED: SEPTEMBER 2006

SUMMARY

To establish guidelines governing the use and connection of networking devices on the University's Data Communications Network. This policy applies to all University networked devices, ranging from multi-user systems to single user personal computers, tablets, smartphones, etc. This includes networked printers, mini-hubs, routers, switches, and any other network communication devices, which are connected to the University's network. The individual with primary responsibility is the Network Administrator and the back-up designee.

The University provides network access and capabilities through the Network Services Division of the University Information Technologies Department. The guidelines listed below are required in order to provide the University with a reliable and stable networking platform.

GUIDELINES

All networking equipment connected to the University network must first be registered and approved by Network Services Division of the University Information Technologies Department. The responsible parties with problem network devices and/or services will be notified and expected to correct the problem in a timely manner. Any networked devices or services that degrade the quality of service on the network, will result in termination of network service to that device until the correction occurs. Activities which interfere with the operation of the network are prohibited. These include, but are not limited to, the propagation of computer worms, network sweeps, network probing, viruses, or Trojan horses.

Violations of this policy will be handled in accordance with William Woods University policies and procedures.

7.6 PASSWORD POLICY

DATE ISSUED: SEPTEMBER 2006

SUMMARY

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change. The individual with primary responsibility is the Director Information Technology and the back-up designee.

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of William Woods University's entire network. Thus, all William Woods University employees (including contractors and vendors with access to William Woods University systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

The scope of this policy includes faculty, staff and students who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any William Woods University facility, has access to the William Woods University network, or stores any non-public William Woods University information.

All system-level passwords should be changed on at least a quarterly basis. All user-level passwords (e.g., email, web, desktop computer, etc.) must be changed at least every six months. The recommended change interval is every four months. Passwords should never be inserted into email messages or other forms of electronic communication. It is recommended that all user-level and system-level passwords must conform to the guidelines described below.

GUIDELINES

A. General Password Construction Guidelines

Passwords are used for various purposes at William Woods University. Some of the more common uses include user level accounts, web accounts, email accounts, screen saver protection, voicemail password, and local

switch logins. Since very few systems have support for one-time tokens (i.e., dynamic passwords which are only used once), everyone should be aware of how to select strong passwords.

Poor, weak passwords have the following characteristics:

- The password contains less than eight characters.
- The password is a word found in a dictionary (English or foreign)
- The password is a common usage word such as: dog, desk, apple, etc.
- Names of family, pets, friends, co-workers, fantasy characters, etc.
- Computer terms and names, commands, sites, companies, hardware, software.
- The words "William Woods University", "fulton", "owls" or any derivation.
- Birthdays and other personal information such as addresses and phone numbers.
- Word or number patterns like aaabbb, qwerty, zyxwvuts, 123321, etc.
- Any of the above spelled backwards.
- Any of the above preceded or followed by a digit (e.g., secret1, 1secret)

Strong passwords have the following characteristics:

- Contain both upper- and lower-case characters (e.g., a-z, A-Z)
- Have digits and punctuation characters as well as letters e.g., 0-9, !@#\$%^&*()_+|~-=\`{}[]:~';'<>?,./
- Are at least eight alphanumeric characters long.
- Are not words in any language, slang, dialect, jargon, etc.
- Are not based on personal information, names of family, etc.
- Passwords should never be written down or stored on-line. Try to create passwords that can be easily remembered. One way to do this is to create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way to Remember" and the password could be: "TmB1w2R!" or "Tmb1W>r~" or some other variation.

NOTE: Do not use either of these examples as passwords!

B. Password Protection Standards

Do not use the same password for William Woods University accounts as for other non-William Woods University access (e.g., personal ISP account, option trading, benefits, etc.). Where possible, don't use the same password for various William Woods University access needs. For example, select one password for the Jenzabar and a separate password for email and network. These should be different from your home ISP or electronic banking password.

William Woods University passwords should not be shared with anyone, including faculty, staff, or students. All passwords are to be treated as sensitive, confidential William Woods University information.

Here is a list of "don'ts":

- Don't reveal a password over the phone to ANYONE, EVER.
- Don't reveal a password in an email message.

- Don't talk about a password in front of others.
- Don't hint at the format of a password (e.g., "my family name")
- Don't reveal a password on questionnaires or security forms.
- Don't share a password with family members.
- Don't reveal a password to co-workers while on vacation.
- Don't reveal a password in chat.

If someone demands a password, refer them to this document or have him/her call the Network Administrator.

The "Remember Password" feature of applications (e.g., Eudora, Outlook, Entourage, and Outlook Web Access) should not be used.

Passwords should not be written down and stored anywhere in your office. Passwords in a file on ANY computer system (including Palm Pilots or similar devices) should not be stored without encryption.

Change passwords at least once every six months. The recommended change interval is every four months.

If an account or password is suspected to have been compromised, report the incident to the Helpdesk and change all passwords.

University Information Technologies or its delegates may perform password cracking or guessing on a periodic or random basis. If a password is guessed or cracked during one of these scans, the user will be required to change it.

C. Use of Passwords and Passphrases for Remote Access Users

Access to the William Woods University Networks via remote access is to be controlled using either a one-time password authentication or a public/private key system with a strong passphrase.

D. Pass phrases

Pass phrases are generally used for public/private key authentication. A public/private key system defines a mathematical relationship between the public key that is known by all, and the private key, that is known only to the user. Without the pass phrase to "unlock" the private key, the user cannot gain access.

Pass phrases are not the same as passwords. A pass phrase is a longer version of a password and is, therefore, more secure. A pass phrase is typically composed of multiple words. Because of this, a pass phrase is more secure against "dictionary attacks."

A good pass phrase is relatively long and contains a combination of upper and lowercase letters and numeric and punctuation characters. An example of a good pass phrase:

"The*?#>*@TrafficOnThe101Was*&!#ThisMorning"

All the rules above that apply to passwords apply to pass phrases.

Enforcement

Violation of this policy will be handled in accordance with William Woods University policies and procedures.

7.7 MAILBOX MANAGEMENT POLICY

DATE ISSUED: SEPTEMBER 2006

SUMMARY

To establish guidelines for automatic removal of older mail items in the Inbox, Sent Items, Calendar, and Deleted Items folders. Automatic purging will maintain the client databases, limit disk space usage, and reduce possible corruption. Reasonable mailbox sizes are necessary to efficiently manage the universities email system. Users exceeding limitations for more than 14 days will be notified by University Information Technologies. The individual with primary responsibility is the Network Administrator and the back-up designee.

GUIDELINES

The email system is set up so that the following purges are automatically implemented as follows:

- Inbox - 180 days: The Inbox is the primary folder for all incoming mail items. Items that are older than 180 days will automatically be deleted. These items will be placed in the Deleted Items folder for up to seven days.
- Calendar - 365 days: Appointments, Tasks, and Notes that are older than 365 days will automatically be deleted. These items will be placed in the Deleted Items folder for up to seven days as indicated below. Reoccurring appointments will only be removed from the calendar if they meet the 365-day criteria.
- Deleted Items - 7 days: The items that are marked for deletion are placed in the Deleted Items folder for seven days. Afterward, the items will be automatically removed. These items cannot be restored easily; therefore, it is critical to mark only the items that need deleting.

In order to maintain mail past the date limitations, users may establish automatic archiving to a specific directory on your work computer or within another folder in your mailbox before the dates indicated above. Please reference HELP in the email client for assistance.

7.8 EMAIL POLICY

DATE ISSUED: SEPTEMBER 2006

SUMMARY

This policy covers appropriate use of any email sent from William Woods University email addresses and applies to all employees, vendors, and agents operating on behalf of William Woods University.

GUIDELINES

The William Woods University email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, disabilities, age, sexual orientation,

religion, or national origin. Employees who receive any emails with this content from any William Woods University employee should report the matter to their supervisor immediately.

All email sent or received from a William Woods University server must comply with the Acceptable Use Policy.

While it is our intent to maintain a creative and educational environment, please be aware that all equipment and functions related to the operations of the computer systems at William Woods are owned by the University. Please also be aware that no expectation of privacy should exist for any material stored on the computer network or computer equipment. Because University personnel are responsible for the maintenance and support of the computer systems, the University reserves the right to access equipment and material stored on any computer equipment or software programs at any time.

Violations of this policy will be handled in accordance with William Woods University policies and procedures.

7.9 ACCEPTABLE USE POLICY

DATE ISSUED: SEPTEMBER 2006

SUMMARY

The purpose of this policy is to outline the acceptable use of computer equipment at William Woods University.

These rules are in place to protect the employees and William Woods University. Inappropriate use exposes William Woods University to risks including virus attacks, compromise of network systems and services, and possible legal liability. The individual with primary responsibility for this policy is the Director of Information Technology and the back-up designee.

GUIDELINES

William Woods University information technology resources, including electronic communications on and off the campus and other devices attached to the network, are for the use of persons currently affiliated with William Woods University, including faculty, staff, and students. Information technology resources are provided by the University to further the University's mission.

Central to appropriate and responsible use is the stipulation that computing resources shall be used in a manner consistent with the instructional, public service, research, and administrative objectives of the University. Use should also be consistent with the specific objectives of the project or task for which such use was authorized. All uses inconsistent with these objectives are considered to be inappropriate uses and may jeopardize further access to services.

Unacceptable uses include, but are not limited to, the following:

- Using the resources for any purpose that violates federal or state laws.
- Using the resources for commercial purposes, sales and/or advertising.

- Using excessive data storage or network bandwidth, although variable, extreme caution should be exercised in participation of such activities (i.e., propagating of "chain letters" or "broadcasting" inappropriate messages to lists or individuals or generally transferring unusually large or numerous files or messages).
- Sending or storing for retrieval patently harassing, intimidating, or abusive material.
- Misrepresenting your identity or affiliation in the use of information technology resources.
- Using someone else's identity and password for access to information technology resources or using the network to make unauthorized entry to other computational, information or communications devices or resources.
- Attempting to evade, disable or "crack" password or other security provisions of systems on the network.
- Reproducing and/or distributing copyrighted materials without appropriate authorization.
- Copying or modifying files belonging to others or to the University without authorization including altering data, introducing, or propagating viruses or worms, or simply damaging files.
- Interfering with or disrupting another information technology user's work as well as the proper function of information processing and network services or equipment.
- Intercepting or altering network packets.

Access to William Woods University's information technology system is a privilege. The University owns and operates that system for the support and enhancement of its academic mission. The use of the system should be in accordance with that principle. The University reserves the right to remove or disable access to its information technology system for any violation of this or related policies. Personnel or disciplinary action may also be taken, in accordance with William Woods University policies and procedures, for violations of this policy.

Copyright infringement (e.g., the downloading of music, movies, or other protected material) or excessive bandwidth use will result in the removal of access and imposition of other disciplinary sanctions by the University. Infringers may be subject to suit by the copyright owner also.

7.10 FILE SHARING POLICY

DATE ISSUED: SEPTEMBER 2006

SUMMARY

The purpose of this policy is to define William Woods University's position on the sharing, distributing, or using illegal or unauthorized copies of software, music, video, and all other forms of piracy; digital or non-digital. The individual with primary responsibility is the Director of Information Technology and the back-up designee.

GUIDELINES

Providing or obtaining unauthorized copies of audio and visual works in either digital or non-digital format is not appropriate and may be illegal.

Any number of file-sharing applications enables you to locate and download music, movies, and video in digital format. Use of this type of software raises important issues regarding copyright law, network traffic and security.

Copyright Law

Copyright laws were enacted to protect the original expression of an idea, whether it is expressed in the form of music, art, or written material. A number of rights are given to copyright owners by Federal law. These rights include the right to control the reproduction, distribution, and adaptation of their work, as well as the public performance or display of their work. Many states have laws that support the federal laws and often go further to address piracy.

William Woods University takes a strong stand against unlawful distribution of copyrighted music, movies, and software. If a user* is found to be distributing copyrighted material using any University computing resources, that person's network connection will be terminated, and the student will be referred to the Office of ~~Community Life~~ Student Affairs. If the user* provides or obtains copyrighted files (music, videos, text, etc.) without permission from the copyright owner or their representative, the user* is in violation of federal and state copyright laws and the William Woods University Acceptable Use Policy.

By using programs such as Kazaa or Morpheus, file serving networks, or direct-connects that allow you to copy music or film to his/her computer, he/she may also be permitting the computer to become a "server" from which others can download the same file. Running a server from a University building is a violation of the William Woods University Network Use Policy.

Network Service

Transferring large movie or music files may overload the network and degrade services. Transferring large files can slow the network making it less responsive or even unavailable to users*. Excessive network traffic can be generated, adversely affecting performance for other users*. William Woods University routinely monitors network usage patterns. Interfering with the ability of others to use the network services violates University policy and may result in termination of access to the University network services, and other disciplinary action.

*Users are defined as all faculty, staff, and students.

7.11 SOCIAL MEDIA POLICY

DATE ISSUED: MARCH 2014

SUMMARY

Social networking sites like Facebook, X, YouTube, Flickr, and the like are increasingly popular among users of all ages. These sites provide yet another opportunity for William Woods University and its peers to reach out to various audiences and constituent groups—yet these sites are not designed for broadcasting one-way messages. These sites are for one-to-many communication, with all the benefits (and hazards!) that brings.

The marketing staff on campus is responsible for William Woods University's official social media presence. The following guidelines are designed to help individual units in their planning and deployment of a social media presence.

GENERAL GUIDELINES

Only the Marketing staff at William Woods University is authorized to establish new social media presences on behalf of the University or any part of the University. Being an employee, student, or alumnus of William Woods University does not automatically grant unlimited use of William Woods University identity marks. Once established, the social media presences (blogs, YouTube channel, Facebook page, LinkedIn group, X account, etc.) may be managed and monitored jointly with the department or other entity.

Social media is media for social interaction, using highly accessible and scalable publishing techniques. Social media uses web-based technologies to transform and broadcast media monologues into social media dialogues. Some experts define social media as "a group of Internet- based applications that build on the ideological and technological foundations of Web 2.0, and that allow the creation and exchange of user-generated content." Social Media channels such as Facebook, X, YouTube, and LinkedIn have become primary tools for communication with and among the University's constituent groups (students, faculty, staff, alumni, prospective students, and parents).

Because the social media environment changes rapidly, email SocialMedia@WilliamWoods.edu for current guidelines and best practices.

A complete listing of William Woods University social media and websites is maintained by the marketing staff. Each of these sites is designed to provide broad-based information about the University to its primary audiences of current students, prospective students, and alumni/donors.

The department also shares administrative responsibility for social media sites with Athletics and other departments. Departments must designate one individual to help monitor the site, in addition to the marketing staff, answering questions, responding to posts, and checking for unreasonable comments (and alerting us via SocialMedia@WilliamWoods.edu when there is a question/comment that may need to be deleted).

It is University policy that any employee who is designated by his or her supervisor as responsible for any website, blog, or social media page/account will be held accountable for keeping the site/blog/page updated and current during performance evaluations.

Marketing strategy at William Woods University is managed by the Marketing team. Faculty/staff should NOT create any content that could be perceived as an advertisement of William Woods University or any department, program, major, etc. If content of this sort is needed, employees should contact the Marketing department for assistance.

Facebook, X, and other sites allow the ability to create/run ads, promote posts, etc. These functions should not be used on William Woods University's behalf without the involvement of the Marketing department.

Planned Absence: Based on a variety of considerations such as current audience demographics and limited staff resources, William Woods University has chosen not to establish a presence on some sites, such as MySpace.com, at this time. These decisions are reviewed periodically based on social media metrics.

Other Sites: If you are a user of another site that William Woods University is not active on and believe it might be of interest, do not hesitate to contact SocialMedia@WilliamWoods.edu with a suggestion. The social media

landscape changes very rapidly, and we welcome your help in protecting and promoting the William Woods University brand.

Department/Office/Unit/Program Presence: If your department, office, unit, area, or program would like to establish a presence on social media sites, we will be happy to help discuss that with you. Contact SocialMedia@WilliamWoods.edu and a strategy planning session will be held to discuss possible implementation upon approval by cabinet-level administration. In addition, guidelines exist for certain channels, such as Facebook, that are available to those who serve as administrators/managers/content creators on that site.

GUIDELINES FOR DEVELOPING A SOCIAL MEDIA PRESENCE

Learn about social media. Which social media platform is best for your office, department, program, etc.? If you are targeting prospective students, you may need to be on a different site than if you are targeting alumni—or even alumni who are younger vs. older or into music vs. not into music.

In any case, the first step is to log on yourself and listen/participate as an individual. Then, once you understand the culture of that particular social medium, you will be able to plan how to use it to promote your department/office, etc. and more importantly, to interact with your constituents.

For example, updating your Facebook status (personal or brand/fan page) in rapid succession or more than perhaps 1-3 times a day would be considered excessive. Tweeting that often on X, even in rapid succession, is welcomed.

Have a plan. Before you get started in developing a William Woods University online presence, think about it from a marketing standpoint. Ask yourself:

Who is my audience? Current students? Prospective students? Other faculty or staff? Alumni? Donors? Choose ONE to target primarily and put yourself in that audience's place. Different audiences call for different messages/approaches and respond differently.

What do I want to accomplish with this audience? How will social media help me accomplish my goals? Remember: this is a two-way street—how will you respond to your audience in a timely and appropriate way? Who will respond?

What information will they want? How will you invite interaction? Sending out news is only a first step. What can you share that is useful to the audience or that will draw them in? Audience interaction differs significantly on Facebook vs. X vs. LinkedIn, for example.

How do I want my audience to respond? What is my ultimate goal of using social media? How will I measure it? Social media is just that—a type of media, and not a stand-alone solution for all communications. Don't assume your audience trusts the information they get on social networking sites the same way they might a campus visit.

STRATEGY PLANNING TEMPLATE

William Woods University uses a social media strategy planning template to ensure that all of the items in the planning section are adequately addressed. Contact SocialMedia@WilliamWoods.edu to schedule a strategy planning meeting.

Experiment: once you’ve created a personal account, used a social media tool, and have a plan developed, bring it to the Marketing Office before you implement your plan.

Not getting the response you hoped for? Tweak your message. Be creative. Ask Marketing to help.

Are you using the Right Tool? When in doubt, for right now, Facebook is the recommended best social media site for general audiences. That could change rapidly—in 2003, MySpace was created and by 2007 or 2008, it was becoming only a niche for music-lovers (still is). X is common, and some high school students are now on sites rather than Facebook.

Content: Follow William Woods University graphic identity and editorial standards/guidelines. Use WWU’s current logo (contact Marketing) and match William Woods University colors, where that is an option. Also, be sure to use the correct names for buildings, etc. according to the University Style Guide, which is online here: http://www.williamwoods.edu/media_relations/index.html

“Feed your creation.” Social media sites need ongoing care and maintenance (like your kids, pets, or plants). If you do not update and use the sites yourself, do not expect others to come back. On Facebook, you make friends by friending others. On X you get followers by following others. They are called social/interactive sites for a reason.

Cross-promote: Your Facebook fan/brand page should include links to the William Woods University web site, and you can “Like” other William Woods University entities when using Facebook “as your page.”

More questions? We are here to help. Contact us at SocialMedia@WilliamWoods.edu.

Note: These guidelines were originally adapted in part from a model provided by Missouri S&T.

7.12 VIDEO BEST PRACTICES

DATE ISSUED: MARCH 2019

SUMMARY

The purpose of this policy is to ensure William Woods University’s compliance for all types of videos distributed for instructional purposes. To align with the Individuals with Disabilities Education Act (IDEA), the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and Copyright and Fair Use laws. To assist in disseminating copyright policies and to provide a comprehensive guide that ensures faculty are able to use compliant materials for teaching.

GUIDELINES

William Woods University will ensure video resources available to faculty, staff, students and general public via external website and social media are in compliance with Individuals with Disabilities Education Act (IDEA), the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and Copyright and Fair Use laws. This policy defines the procedure for all videos created and distributed through our technology resources.

Captions: All videos should have captions

1. Video you created: Contact the UIT Help Desk at helpdesk@williamwoods.edu to have the video sent to a captioning service. Allow up to 48 hours per video. Longer videos may take up to 72 hours.
2. Third party video: Check the video for captions that are 95% accurate. If the video does not have captions, or has captions of unacceptable quality, check if the copyright owner allows modification, such as through Creative Commons or directly requested permission. If so, send the video to UIT for captioning. If permission is not granted, search for an alternative resource.

Descriptive Audio Track: All videos should have an audio description track. This is an additional audio track that describes and gives context for essential visual information.

1. Video you created: Add a second video which includes a descriptive audio track. It should have "audio description" in the title so users will know which video to choose. Contact the UIT Help Desk for assistance.
2. Third party video: Check the video for audio descriptions. If the video does not have audio descriptions, or has audio descriptions of unacceptable quality, check if the copyright owner allows modification, such as through Creative Commons or directly requested permission. If so, contact the UIT Help Desk for assistance. If permission is not granted, search for an alternative resource.

Linking to Videos: If possible, link to the video at its original source so students can view it there. This will alleviate most (if not all) copyright infringement concerns.

Alternative options: If you cannot link to the original source and need to upload a copy of the video to the LMS, explore the following options (in this order):

1. Check the License: If the video is an open educational resource (OER) or has a Creative Commons (CC) license, follow the terms of the license regarding how you may use the video.
2. Fair Use: If the video is not an OER, use only portions of the video in compliance with Fair Use.
3. The TEACH Act: If you cannot comply with fair use, check whether your use is covered by the TEACH Act. See checklist [here](#).
4. Permission: If you want to use the entire video but do not qualify for the TEACH Act, contact the owner of the video for permission to upload the video to the LMS.
5. Alternate Resource: If none of the above options work, find an alternate resource.

Modifications: If you would like to modify a video's content in any way, try the following options (in this order):

1. Fair Use: In general, the less of the video you use and/or the more transformative your use of the video is (i.e., the more you add your own "spin" to the video), the more likely you are to qualify for fair use.

2. Permission: If you do not have a strong case for fair use (i.e., if you're using the entire video and/or if you're not changing much about the video, such as adding captions), request permission from the owner of the video to ensure complete legal protection.
3. Under no circumstances add the school's branding to a video that does not belong to the school.

Location of Videos: Videos should be posted on the course page of the LMS (Moodle or OwlNet) where only students and faculty can access the material during the course.

Course Pack Material: Copies of course pack material required for purchase for individual use should not be redistributed via email, copied prints, downloads, screenshots, or links without proper purchase or authorization from the owner.

Copies of Interlibrary Loan Material: ILL materials should not be redistributed via email, copied prints, downloads, or screen shots without proper authorization from the lending library.

DVD Ripping: Permission from the copyright holder should be obtained before ripping a DVD.

1. If you obtain permission, UIT can help you rip your DVD and add captions. If you cannot obtain permission to stream the content to your class, the University Library can help you find other resources.
2. Fair Use could apply if a clip of no more than 10% or 3 minutes (whichever is less) of the video is ripped.

Definitions:

1. Ripping – Copying DVD content to a digital file on your computer.
2. LMS – Learning Management System. Software application used in teaching and learning environments for instructional use. OwlNet, Moodle, and Via would be considered learning management systems used at William Woods University.
3. Audio Descriptions – The verbal depiction of key visual elements in media and live productions. Audio description is meant to provide information on visual content that is considered essential to the comprehension of the program.
4. Course Pack material – Materials used in classes for instructional purposes such as videos, handouts, and tests typically obtained from a publisher for a fee.
5. Interlibrary Loan Material – As defined by the Interlibrary Loan Code for the United States, "Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. The purpose of interlibrary loan as defined by this code is to obtain, upon request of a library user, material not available in the user's local library."
6. Creative Commons: A set of various licenses that allow people to share their copyrighted work to be copied, edited, built upon, etc., while retaining the copyright to the original work (often used attributively).
7. [TEACH Act](#) – The TEACH Act facilitates and enables the performance and display of copyrighted materials for distance education by accredited, non-profit educational institutions (and some government entities) that meet the TEACH Act's qualifying requirements. Its primary purpose is to balance the needs of distance learners and educators with the rights of copyright holders. Under the TEACH Act,
 - a. Instructors may use a wider range of work in distance learning environments.
 - b. Students may participate in distance learning sessions from virtually any location.

- c. Participants enjoy greater latitude when it comes to storing, copying and digitizing materials. In order for the use of copyrighted materials in distance education to qualify for the TEACH Act exemptions, the following criteria must be met:
 - i. The institution must be an accredited, non-profit educational institution.
 - ii. Use must be part of mediated instructional activities.
 - iii. The use must be limited to a specific number of students enrolled in a specific class.
 - iv. The use must either be for 'live' or asynchronous class sessions.
 - v. The use must not include the transmission of textbook materials, materials "typically purchased or acquired by students," or works developed specifically for online uses.
 - vi. The institution must have developed and publicized its copyright policies, specifically informing students that course content may be covered by copyright and include a notice of copyright on the online materials.
 - vii. The institution must implement some technological measures to ensure compliance with these policies, beyond merely assigning a password. Ensuring compliance through technological means may include user and location authentication through Internet Protocol (IP) checking, content timeouts, print-disabling, cut, and paste disabling, etc.
- 8. Fair Use – Fair use is a legal doctrine that promotes freedom of expression by permitting the unlicensed use of copyright-protected works in certain circumstances. Section 107 of the Copyright Act provides the statutory framework for determining whether something is a fair use and identifies certain types of uses—such as criticism, comment, news reporting, teaching, scholarship, and research—as examples of activities that may qualify as fair use. Section 107 calls for consideration of the following four factors in evaluating a question of fair use:
 - a. Purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes: Courts look at how the party claiming fair use is using the copyrighted work, and are more likely to find that nonprofit educational and noncommercial uses are fair. This does not mean, however, that all nonprofit education and noncommercial uses are fair, and all commercial uses are not fair; instead, courts will balance the purpose and character of the use against the other factors below. Additionally, "transformative" uses are more likely to be considered fair. Transformative uses are those that add something new, with a further purpose or different character, and do not substitute for the original use of the work.
 - b. Nature of the copyrighted work: This factor analyzes the degree to which the work that was used relates to copyright's purpose of encouraging creative expression. Thus, using a more creative or imaginative work (such as a novel, movie, or song) is less likely to support a claim of a fair use than using a factual work (such as a technical article or news item). In addition, use of an unpublished work is less likely to be considered fair.
 - c. Amount and substantiality of the portion used in relation to the copyrighted work as a whole: Under this factor, courts look at both the quantity and quality of the copyrighted material that was used. If the use includes a large portion of the copyrighted work, fair use is less likely to be found; if the use employs only a small amount of copyrighted material, fair use is more likely. That said, some courts have found use of an entire work to be fair under certain circumstances. And in other contexts, using even a small

amount of a copyrighted work was determined not to be fair because the selection was an important part—or the “heart”—of the work.

- d. Effect of the use upon the potential market for or value of the copyrighted work: Here, courts review whether, and to what extent, the unlicensed use harms the existing or future market for the copyright owner’s original work. In assessing this factor, courts consider whether the use is hurting the current market for the original work (for example, by displacing sales of the original) and/or whether the use could cause substantial harm if it were to become widespread.

Resources

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*Nothing in this document is to be construed as legal advice. This document is intended to provide information on compliance with accessibility and copyright law and to expand on the University's policies.

7.13 DATA STORAGE POLICY

DATE ISSUED: MARCH 2019

SUMMARY

The purpose of this policy is to define William Woods University's position on data storage including appropriate data to be stored on University systems, individual data storage, departmental shares, and copyright laws. The individual with primary responsibility is the Chief Information Officer and the back-up designee.

GUIDELINES

All data stored on William Woods University systems should be directly related to University research, academic, and business functions. Personal data such as photos, music, and personal documents unrelated to business functions should not be stored on University systems. If there is any doubt about what is or is not permitted, please contact UIT. UIT may purge any data or files that it deems non-compliant with established policies and/or poses a risk to the University.

Individual data storage

Upon joining the University, all full-time faculty and staff will be allotted 25 gigabytes of storage for managing files directly related to their academic, research and administrative functions which is mapped as their H drive. Once a faculty or staff member reaches 25 gigabytes of storage, a soft limit warning notification will be sent to that employee's email. Additionally, if a faculty or staff member goes past the soft limit and reaches 40 gigabytes, they will be met with a hard limit that will not allow them to store any more data on their H drive. In some instances, exclusions above the 40-gigabyte hard limit may be granted. Requests for exclusion should be sent to UIT to schedule a meeting with UIT management to discuss justification of why additional storage space is needed.

Departmental shares

Each department will be allocated an equitable storage quota based on the number of staff in the respective department as well as business functions performed. Departmental storage is to be used for managing data and files that need to be shared and accessible to everyone in their respective department. All members in each designated "departmental share" are responsible for managing their own data according to each department's

established procedures. Files and folders should be named appropriately and uniquely for ease of management and discovery should a restoration of data be required.

Copyright Law

Materials that are subject to copyright where the University or user does not have a license for such materials should not be stored on University resources, including hosted services/systems. The University has a strict compliance policy that all users must adhere to since improper or unauthorized usage of copyright material is aggressively monitored by external sources and offending institutions and individuals can be held liable and subject to significant penalties.

7.14 UNIVERSITY AI USAGE

DATE ISSUED: NOVEMBER 2025

SUMMARY

William Woods University is committed to the ethical use of technology, embracing innovation with curiosity and wisdom. Exploration of AI tools is vital to keeping up with the rapidly evolving generative AI landscape. It is important to explore and respect university policy, protect your own privacy and the privacy of others, and keep in mind important intellectual property considerations. Navigating all of this can be challenging. The purpose of this policy is to foster confident, responsible generative AI exploration.

This policy establishes guidelines for the responsible use of artificial intelligence (AI) tools by students, faculty, and staff within our university community. This policy addresses the opportunities and challenges presented by generative artificial intelligence while maintaining academic integrity, protecting sensitive information, and supporting educational excellence.

This policy applies to all members of the university community in their academic, research, and administrative activities.

GUIDELINES

The following uses are generally permitted with proper disclosure:

- **Administrative Tasks:** Using AI for routine administrative work, scheduling, summarizing meeting notes/minutes, and general business purposes
- **Brainstorming/Initial Research:** Developing topics and likely approaches to a topic
- **Composing** interdepartmental emails
- **Creating** and enabling accessibility features
- **Creative Exploration:** Using AI as a collaborative tool for creative projects with proper attribution
- **Evaluating** data allowed for release by FERPA
- **Language Support:** Using spell and grammar checking tools
- **Learning Enhancement:** Using AI as a study aid for understanding concepts and generating practice questions

- **Research Assistance:** Using AI for brainstorming, exploring topics, and preliminary research (with fact-checking required)
- **Summarizing, consolidating, or rewording** pre-written documents and materials
- **Technical Assistance:** Using AI for qualitative coding, data analysis, or problem-solving support with transparency

Unacceptable Use:

The following uses are strictly prohibited:

- **Academic Dishonesty:** Using AI to complete assignments, exams, or projects when explicitly prohibited by course policy
- **Data Security Violations:** Inputting confidential, sensitive, or personally identifiable information (PII) into non-university-approved AI tools
- **Grading:** Using AI to assign grades on student work
- **Harmful Content Generation:** Using AI to create discriminatory, harassing, or otherwise harmful content
- **Intellectual Property Infringement:** Using AI in ways that violate copyright, patent, or other intellectual property rights
- **Misrepresentation:** Submitting AI-generated content as original work without proper attribution or disclosure

DEFINITIONS

Agentic AI: Agentic AI is an artificial intelligence system that can accomplish a specific goal with limited supervision. It consists of AI agents—machine learning models that mimic human decision-making to solve problems in real time. In a multiagent system, each agent performs a specific subtask required to reach the goal and their efforts are coordinated through AI orchestration. (<https://www.ibm.com/think/topics/agentic-ai>)

AI Detection Tools: Software designed to identify AI-generated content. Current AI detection tools lack reliability and should not be used as sole evidence of policy violations.

AI Hallucinations

Artificial Intelligence (AI) tools can be prone to error and produce inaccurate statements or information in response to prompts. This phenomenon is commonly referred to as an "AI Hallucination."

Generative Artificial Intelligence (AI): A type of artificial intelligence that can create new content—including text, images, videos, music, code, and other materials—based on user prompts or inputs. Common examples include ChatGPT, Claude, Bard, DALL-E, Gemini.AI, Perplexity AI, and similar tools.

Institutional AI Platforms: University-approved AI tools that provide enhanced security, data protection, and educational features, such as licensed versions of commercial AI platforms.

ETHICAL ISSUES

AI Bias

AI models may have inherent biases due to the nature of human developers, existing patterns in the training data and lacking the self-reflection and self-correction of human made content. As a result, AI drivers must be responsible drivers able to acknowledge the structural network of stereotypes embedded within society that will inevitably be reflected AI driven interactions lacking awareness of these pitfalls. AI usage runs the risk of strengthening inequalities and limiting cultural and social diversity.

AI and Copyright

Several large AI companies have noted that their LLMs are built on existing texts to understand how people use the English language. However, in a recent legal filing, AI firm Anthropic stated that if they had to pay for the use of this human-written text, their business model would not be sustainable.

(<https://www.yahoo.com/news/articles/ai-industry-warns-lawsuit-could-221033688.html>)

GoDigital Media Group Chairman and CEO Jason Peterson outlined his vision for a new understanding of copyright in an AI era: <https://www.forbes.com/video/f0963e19-3bea-4b47-afe4-23c0213ddfe0/this-ceo-is-proposing-a-new-copyright-framework-for-the-ai-era/>

AI Inaccuracies

Artificial Intelligence (AI) tools can be prone to error and produce inaccurate statements or information in response to prompts. This phenomenon is commonly referred to as an “AI Hallucination.” Individuals utilizing AI tools are responsible for verifying the accuracy of information output by the tools they choose to use.

Impact on Environment

AI data centers consume massive amounts of electricity, driving renewed reliance on fossil fuels like coal and raising energy costs in nearby communities. They also require extensive raw materials, generate hazardous e-waste, and use significant amounts of water—at a time when clean water remains scarce for a quarter of the planet (unep.org).

SECTION 8 - FACILITIES, EQUIPMENT, AND SAFETY

8.1 USE OF UNIVERSITY PROPERTY & EQUIPMENT

DATE ISSUED: SEPTEMBER 2006

SUMMARY

University property & equipment may be used only for those purposes related to the general activities and purposes of the University.

GUIDELINES

Each employee is directly responsible for the proper care of University property, equipment and vehicles placed in his/her charge either temporarily or permanently. Such property shall be used in a safe and proper manner.

The University is required by their liability insurance carrier to obtain a Motor Vehicle Report (MVR) on every person who drives University vehicles. Cabinet members must send all individuals within their respective areas to the Director of Human Resources and Benefit Services Office to sign an authorization form to obtain the required MVR. If the authorization form is not signed or the MVR has adverse information, the individual will not be permitted to drive University vehicles. MVR's will be obtained prior to the beginning of each fiscal year on all individuals permitted to drive University vehicles.

Adverse information includes, but not limited to, three moving violations in the past three years and no major moving violations such as DWI (Driving While Intoxicate), C & I (Careless & Imprudent), DUI (Driving Under the Influence), etc. in the past three years.

A more detailed explanation of this policy may be found in the Use of University Vehicle policy.

8.2 USE OF UNIVERSITY FACILITIES

DATE ISSUED: SEPTEMBER 2006

SUMMARY

University employees have the following facilities available to them within the following guidelines.

GUIDELINES

Employees have free access to the use of the weight room, tennis courts, basketball court, and other recreational facilities under the guidelines established by the supervisory department. Family memberships can be purchased on a space available basis. The Coordinator of Fitness & Recreation coordinates admittance to these facilities to assure there is not a conflict with any functions including classes. A parent must accompany children under the age of 14.

Full-time benefit eligible employees who have completed the required three-month probationary period of employment are eligible to use the Thurmond Chapel for personal use. Facilities must be reserved through the Event Management Coordinator located in the Academic Building, Room 107. Charges for facilities include a security deposit, preparation fee and a utility fee. The security deposit will be refunded, as long as no damage has occurred, and after proper inspection by Campus Services personnel are complete. The preparation fee will be waived if preparation of the facility and special equipment is not needed.

If food or catering is provided at an event, Fresh Ideas, the university's food service provider, must be used for all food and beverage services.

Terms and Conditions of Lease of Facilities

Reservations: An agreement must be completed and submitted to reserve a date and location on the William Woods University Master Calendar. Any request for a reservation other than through the completion of the Agreement will be considered temporary, and such a request will be held only 24 hours to allow the completion and submission of the Agreement.

Insurance: The lessee agrees to obtain Liability Insurance in a form and amounts acceptable to the University. The University reserves the right to request proof of insurance (Certificate of Insurance) prior to permitting the usage of any University facilities. Failure to provide proof of insurance shall be grounds for the cancellation of the Agreement by the University, in its discretion.

Indemnity: The lessee agrees to be financially responsible, and to reimburse the University for any and all damages to or destruction of University property arising out of or in any way related to the event. The LESSEE AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE UNIVERSITY AND ITS EMPLOYEES AGAINST ANY AND ALL LOSSES, CLAIMS, DAMAGES AND EXPENSES (Including attorneys' fees) ARISING OUT OF OR IN ANY WAY RELATED TO THE EVENT, INCLUDING ANY LOSSES, CLAIMS, DAMAGES AND EXPENSES CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR FAULT OF THE UNIVERSITY.

Rules and Regulations: The lessee agrees to comply with all policies, rules, and regulations of the University, including any directives given to the lessee, whether orally or in writing, with respect to the use of the University facilities or any other matters related to the Event.

Charges: The lessee agrees to pay all charges incurred in conjunction with the Event. A schedule of charges will be attached to the Agreement or may be obtained from the University upon request. The University reserves the right to change the Schedule of Charges and to adjust charges for the particular circumstances of the Event. In the event that the lessee fails to pay any charges, including any charges for damages to or destruction of University property, agrees to reimburse the University for any costs of collecting amounts due, including its' reasonable attorneys' fees. University employees not paying assessed charges will be subject to payroll deduction of such charges.

The information provided within the terms and conditions above is also provided within the Agreement between the lessee and the University.

8.3 SURPLUS PROPERTY

DATE ISSUED: SEPTEMBER 2006

SUMMARY

Institutional property that has been determined to be either surplus or obsolete is to be disposed of through the Business Services Office.

A department having surplus or obsolete material should provide a written statement that includes the following information:

1. Description of the item.
2. Room in which item is located.
3. Suggested value of property (if any).

All such items are available for use by other University departments. If no other department is interested in the property, the items may be sold to employees through a sealed bid process, administered by the Vice President of Business Services, or disposed of in any method that best serves the interests of the University.

Under no circumstances are employees allowed to remove William Woods University property from the premises without a receipt of purchase from the William Woods University cashier. Supervisors are not allowed to give away University property, regardless of its condition, to their employees.

From time to time, only as appropriately promoted, the University will dispose of bulk property. In these instances, the University will notify personnel of the items for disposal.

8.4 LONG DISTANCE TELEPHONE CHARGES

DATE ISSUED: SEPTEMBER 2006

SUMMARY

Each department or activity receives a monthly statement listing long distance telephone calls charged to it. Departments are responsible for questioning erroneous long-distance charges.

Long distance service is for official institutional business only. Federal and local tax laws prohibit the use of non-profit exemption from personal use. For this reason, personal long-distance calls from an institutional telephone should not be made on University lines. Employees are expected to use their personal cell phones for such calls.

8.5 EMPLOYEE PARKING ON CAMPUS/DRIVING ON PROHIBITED AREAS

DATE ISSUED: SEPTEMBER 2006, REVISED APRIL 2024

SUMMARY

Employees and all other persons on University property must abide by the University parking regulations. Employees are required to park within spaces designated with the yellow or white lines.

PARKING PERMITS

All persons electing to use the William Woods parking lots during hours restricted for use by holders of parking permits are required to obtain and display the appropriate permit. Permits are provided at no cost.

The permit is valid only for use by the individual to whom it was issued.

A hangtag must be clearly visible and hanging from the interior rear-view mirror of the vehicle with the appropriate assigned numbers facing the front of the vehicle.

Whenever an employee is issued a new state license plate number, or changes the vehicle they are driving, the employee must notify the Human Resources Office.

DISABLED PARKING

Applicants for disabled parking must present a state-issued disabled tag or proof of a disabled vehicle license. The University Human Resources Office will notify the appropriate University authorities.

The Human Resources Office will issue a temporary parking permit for a maximum of two weeks to allow the applicant to get a hang tag from the state.

Vehicles displaying the proper disabled parking identification are authorized to use any disabled parking space on campus.

RESTRICTED PARKING

Certain parking spaces on campus are designated and reserved for University visitors. Members of the University community who park in these areas are subject to tickets and fines.

THEFT OR LOSS OF PERMIT

Report the theft or loss of a permit immediately to the Office of Human Resources.

EMPLOYMENT SEPARATION

Upon separation of employment or leave of absence, parking permits must be returned to the Human Resources Office.

DISCLAIMER

The University is not responsible for loss due to theft or damage to vehicles while on University owned property.

DRIVING ON PROHIBITED AREAS

NO Vehicles are permitted on the following areas:

- Nettleship Artwork (orange color concrete area), sidewalk, and brick sidewalk area in front of Dulany Auditorium and the Kemper Center. This is a pedestrian walkway ONLY.
- Any grass area on campus; vehicles being used to carry out necessary maintenance and food service functions of the University may use sidewalk area only.

Tickets and fines will be issued for violation of this policy. The fine schedule will be as follows:

- Driving on any grass area on campus - \$250.
- Driving on Nettleship Artwork or pedestrian walkway in front of Dulany - \$500

8.6 SMOKING

DATE ISSUED: SEPTEMBER 2006, REVISED JULY 2014

SUMMARY

Smoking is prohibited in all buildings and entrances to buildings that are owned, operated, or leased by William Woods University.

This policy is consistent with the City of Fulton ordinance which prohibits smoking in workplaces. This ordinance also requires that smoking be prohibited in outdoor areas within 15 feet of entrances, operable windows, and ventilation systems to ensure that tobacco smoke does not enter those areas.

Smokers are asked to move away from buildings and to please dispose of cigarettes appropriately in the provided containers. Please do not place lighted cigarettes in trash containers.

All members of the University community share the responsibility of adhering to and enforcing this policy and have the responsibility of bringing it to the attention of visitors to our campus.

All complaints should be brought to the attention of the appropriate individuals. If conflicts or problems should arise, environmental, safety, and health considerations will prevail.

Because research has not shown that electronic cigarettes/vapes are safe for bystanders, this policy has been updated to also prohibit the use of electronic cigarettes/vapes (e- cigarettes) where smoking is not allowed.

GUIDELINES

Smoking is prohibited in the following areas:

- All buildings owned, operated, or leased by William Woods University.
- Any location within fifteen feet of a building is owned, operated, or leased by William Woods University.
- General access areas including elevators, stairways, and restrooms.
- All classrooms, conference rooms, auditoriums, libraries, gymnasiums, and teaching laboratories.
- All work areas/offices that serve the public or are regularly frequented by non-smokers.
- All work areas that are private including University owned and operated vehicles.
- In areas where combustible fumes can collect, such as laboratories, storage areas using housing chemicals or solvents, and all other areas where an occupational safety, fire or health hazard may exist.
- All locations not specifically discussed above.

Residents of University owned and operated residence halls and apartments should follow specific smoking policies for residence hall rooms and apartments, as established by the Office of Student Life.

8.7 PETS

DATE ISSUED: SEPTEMBER 2006

SUMMARY

Pets are restricted from administrative and classroom buildings unless they are needed to provide assistance to their owner. Pets are also restricted from all residence halls and senior housing. To minimize the possibility of liability, all animals, large and small, must be properly restrained. Visiting animals must be kept outside and leashed. Under no circumstances should animals be allowed to run loose or be tied to buildings, trees, bicycle racks, or other objects. Any infractions or complaints should be brought to the attention of Campus Safety.

Tenants of University housing/apartments should refer to their leasing agreements for the guidelines related to pet ownership and housing.

8.8 FISHING

DATE ISSUED: SEPTEMBER 2006

SUMMARY

In order that Junior Lake may be enjoyed by the University community for recreational purposes, employees are allowed to fish each Monday and Wednesday evening from 6:00 p.m. to 9:00 p.m. From time to time during the summer months employees will be notified of specific days designated for employees and their families to fish in Junior Lake. At no time are individuals other than University personnel allowed to fish in the University-owned lakes. Swimming and launching boats in Senior Lake and Junior Lake are prohibited at all times, except for the boats that are owned by the University and maintained for use in Junior Lake.

Employees who wish to fish in the University lakes must check in with Campus Safety before proceeding to the lakes for fishing.

University Pedal boats may be checked out by employees through the Recreation department. Life vests must be worn at all times when boating.

8.9 SAFETY

DATE ISSUED: SEPTEMBER 2006

SUMMARY

Employees are the foundation of the University's health and safety policy. It is a condition of employment that each employee shall conduct his/her work in a safe and healthy manner. In turn, the University will provide a safe and healthy working environment for all employees.

Complete cooperation is expected of everyone.

GUIDELINES

All employees are expected to abide by the following rules of safety:

1. Follow instructions, do not take chances. If an employee does not know what to do, the employee should ask.
2. Report immediately any condition or practice that might cause injury to employees or damage to equipment.
3. Put everything back in its proper place. Disorder causes injury and wastes time, energy and material. Keep work areas clean and orderly.
4. Use the right tools and equipment for the job and use them safely.

5. Whenever an employee or the equipment being operated is involved in an accident, regardless of how minor, report the accident immediately. Get first aid promptly.
6. Use, adjust, alter, and repair equipment only when authorized.
7. Wear approved personal protective equipment as directed. Keep it in good condition.
8. When lifting, bend the knees, grasp the load firmly, and then raise the load keeping the back as straight as possible. Get help for heavy loads.
9. Obey all rules, signs, and instructions.

8.10 ACCIDENTS/EMERGENCIES

DATE ISSUED: SEPTEMBER 2006, REVISED APRIL 2024

ACCIDENTS AND EMERGENCIES

Campus emergencies requiring assistance from the fire department, police department, or ambulance services should be reported by calling 911. A second call should be made to campus security (dial 573-592-HELP) that will notify the appropriate parties.

REPORTING ACCIDENTS

ACCIDENTS INVOLVING EMPLOYEES:

The following procedures are to be observed in the reporting of accidents involving employees during working hours:

1. All accidents and injuries should be promptly reported to the supervisor and the Human Resources and Benefit Services Office, and an accident report must be completed.
2. In an emergency, the employee should immediately advise the appropriate supervisor and go to a physician or hospital for treatment.
3. Detailed information regarding the accident should be turned into the Human Resources and Benefit Services Office within 24 hours so the Workers' Compensation forms may be processed.

ACCIDENTS INVOLVING NON-EMPLOYEES:

The University Human Resources and Benefit Services Office or the Business Services Office, or another University Administrative Officer, must be informed promptly of accidents, which occur on University premises involving persons other than employees, and in such instances the following actions should be taken:

1. A written accident report must be completed and forwarded to the Human Resources and Benefit Services Office.
2. Injured persons should be directed to a physician or hospital.
3. Notice of injuries to students should be reported by employees to their supervisors and the Vice President of Student Affairs or their designee. Injuries concerning the general public should be reported to the supervisor and the Human Resources and Benefit Services Office.

ACCIDENTS INVOLVING MOTOR VEHICLES:

Should any University vehicle be involved in an accident the employee should take the following action:

1. Stop at the scene of the accident.
2. Do not admit liability, sign papers, or engage in arguments.
3. Notify appropriate police authorities (local or state) and summon medical aid if needed.
4. Notify the Administrative Officer or the Human Resources and Benefit Services Office.
5. Write down the name, address, phone number and driver's license number of all persons involved and name, address, and phone number of all witnesses.
6. Obtain insurance information from other drivers to include the name of the insurance company, policy number, agent's name, and telephone number.
7. Describe the accident details in writing and complete the accident form in the Business Services Office upon returning to campus. Request that a police report be forwarded to the Human Resources and Benefit Services Office.
8. If the University vehicle is not drivable, have it towed to a repair facility, or a parking lot recommended by the police.

8.11 USE OF UNIVERSITY VEHICLES

DATE ISSUED: APRIL 2015, EFFECTIVE JULY 2015, REVISED APRIL 2024

SUMMARY

This policy establishes the basic requirements and procedures for driving a University vehicle that is owned or leased in connection with University related business or sponsored activities; for using personally owned vehicles in connection with University related business or sponsored activities; for safely operating a University vehicle; for using a University vehicle for personal use; and for reporting accidents and damage. The term "University vehicle" includes automobiles, passenger vans, golf carts, and maintenance vehicles. Equestrian department equipment will be addressed in the Special Restrictions section. Vehicles that require a CDL (Commercial Driver's License), and therefore fall under Federal Motor Carrier Safety Administration regulations, will follow said regulations including participating in the FMSCA clearinghouse..

The University expects that any employee driving a University vehicle, in connection with University related activities, will operate the vehicle in a safe and responsible manner with respect for other drivers and due consideration for acting as a representative of William Woods University.

AUTHORIZED DRIVER STANDARDS

A driver must meet the following minimum standards in order to become an "authorized driver" and operate a University vehicle that is owned or leased. Approval as a driver is a privilege rather than a right, and authorization to drive University vehicles may be revoked for reasons deemed appropriate by the University, as explained below:

Authorized Drivers:

1. Must have a valid U.S. driver's license for at least three (3) years issued by the Department of Motor Vehicles (or equivalent) from the state of residence or the State of Missouri.
2. Must have the correct license for the vehicle type that they will be driving, including any endorsements.
3. Must be a minimum of 21 years of age (with the exception of golf carts).
4. Must complete a William Woods University Driver Authorization Application before driving. The application must be submitted to, and approved by, the Office of Human Resources prior to driving.
5. Must complete the online driver training course.
6. Must agree to have a Motor Vehicle Record check prior to using University vehicles and annually thereafter. This report must show a driving record that meets the standards of the University's insurance carrier set forth below:
 - A. Minimum criteria acceptable for operation of a University vehicle (car):
 - a) No more than 3 moving violations in the most recent three (3) years,
 - b) Drivers should have no "major convictions" within the last three (3) years, and
 - c) Drivers must possess a class E endorsement on their driver's license (or like endorsement for drivers such as Graduate Assistants who have licenses from other states).
 - B. Major convictions include, but are not limited to the following:
 - a) Driving while intoxicated or "under the influence" (DWI or DUI).
 - b) Leaving the scene of an accident.
 - c) Careless or reckless driving violations.
 - d) Homicide or assault through use of motor vehicle.
 - e) Attempting to elude a police officer.
 - f) Racing
 - g) Permitting a minor to operate a vehicle.
7. Any driver whose driving record does not meet these standards will not be permitted to operate a University vehicle until such time as the driving record conforms to these standards.
8. Must meet the federal regulations applicable for drivers when driving a vehicle, or combination of vehicles, that weighs between 10,001 pounds and 26,000 pounds (e.g., bus, truck, or horse trailer).
9. Must report any incident to the supervisor or Human Resources that would render an employee ineligible to drive under this policy.

10. Authorized drivers for turtle tops must complete an on-ground driver training course and be approved through the Office of Human Resources.

LOSS OF DRIVING PRIVILEGES

In addition to the situations listed in the Authorized Driver Standards section as resulting in revocation of driving privileges, the following actions may result in suspension or termination of driving privileges for those operating University vehicles or other vehicles while on University business:

1. Operating a vehicle outside of the scope of the destination and school-related activity.
2. Operating a vehicle in a reckless or unsafe manner.
3. Failing to report an accident involving a University owned or leased vehicle to the appropriate law enforcement agency, the employee's supervisor (where applicable), Campus Safety (if on- campus), and Human Resources.
4. Operating a vehicle while under the influence of and/or possessing alcohol or drugs.

These actions may also result in appropriate disciplinary action, up to, and including termination, consistent with the University's applicable policies and procedures.

RESERVATIONS AND REPAIRS

University vehicles are under the direction of the Office of Physical Plant and the Athletic department. The Vice President of Athletics, or designee, is responsible for the proper check-out and return of vehicles. University vehicles are reserved through OwlNet by clicking on the Employees tab, then clicking on Vehicle Request and filling out the vehicle request form. The Vice President of Athletics, or designee, is responsible for reservation requests by authorized employee drivers, assigning vehicles, and scheduling external paid drivers if applicable. Employees are responsible for picking up the keys for reserved vehicles from Campus Security.

All service and repairs will be coordinated through the Office of Physical Plant. Employees are not authorized to schedule or perform maintenance to University vehicles. The Office of Physical Plant maintains service and repair records on University vehicles.

VEHICLE OPERATION

All drivers are expected to safeguard and ensure proper operation of University vehicles. In addition to restrictions and requirements placed upon University vehicle drivers by individual departments, drivers must also adhere to the following:

Always:

1. Record beginning and ending mileage in the logbook provided in University (non- maintenance) vehicles.
2. Use University vehicles for authorized University related activities only unless your individual employment agreement specifies otherwise.
3. Prevent any unauthorized person from driving the vehicle.

4. Be aware of and prepared for special weather and emergency situations. Do not drive in hazardous conditions unless necessary.
5. Use seat belts or other available occupant restraints and require all occupants to do likewise in accordance with state laws.
6. William Woods University prohibits smoking in all University vehicles, whether on campus or off. Violators will be restricted from using University vehicles.
7. William Woods University prohibits the use and/or possession of alcohol and drugs in University vehicles. Violators will receive appropriate disciplinary action, up to, and including termination, consistent with the University's applicable policies and procedures.
8. Ensure that under ALL circumstances the number of passengers does not exceed the number of seat belts.
9. William Woods University prohibits the usage of cellular phones, University owned or personal, while operating a vehicle. If calls or texts need to be answered or made, the employee must stop the vehicle and complete the conversation at that time.
10. Follow the safety guidelines as discussed in the driver training course, where applicable, and operate vehicles in accordance with applicable local and federal laws and University regulations.

Before Driving:

1. Be aware of the load and handling characteristics associated with the vehicle(s) you are driving.
2. Before leaving the parking area or garage, inspect the vehicle for safety issues; complete the applicable Daily Vehicle Inspection Checklist.

After Arrival:

1. Turn off the vehicle, remove the keys, secure all windows, lock the vehicle, and arm the security system (if applicable) whenever the vehicle is left unattended, even if only for a moment. Do not leave valuables in the vehicle. Lock them in the trunk or take them with you.
2. Return all vehicles in good, clean condition by removing all garbage, food items, and personal items. Refuel all vehicles prior to return.

SPECIAL RESTRICTIONS

Golf Carts:

Golf carts and similar non-licensed vehicles must be treated with the same respect and care as any larger motor vehicle. Drivers must take care in the operation of these vehicles and follow all applicable rules for operation of the cart and personal safety. Students may be approved if they have received supervisor approval and basic safety instructions regarding operation of golf carts. See Appendix A for information on how to operate a golf cart.

Passenger Vans:

Due to safety issues identified by the National Transportation Safety Board, passenger vans must be operated by authorized drivers, who are qualified and assigned by the Office of Human Resources. Experienced van drivers

are required. For shorter day trips, qualified employees and graduate assistants may drive if they meet the requirements of this policy and have completed an online and on-ground driver training course.

Equestrian Department Vehicles and Equipment:

Students may be required to operate tractors, trucks, gators, and other motorized vehicles while conducting work study or “keeper” requirements. Students may be approved if they have completed the Driver Authorization Application, MVR check with Human Resources, and have successfully completed the Facilities Management course through the Equestrian department. Students in the Facilities Management course through the Equestrian department who do not have a driver’s license may operate tractors on William Woods University property.

Towing Items:

1. Only employees authorized to drive University vehicles may use a University vehicle for towing items.
2. No personal vehicles will be used to tow items on University business. Only specifically designated University vehicles may be used in towing, and only approved items may be towed.

PERSONAL USE OF UNIVERSITY VEHICLES

Special IRS regulations apply to the personal use of University automobiles that are garaged at home. Therefore, for all University vehicles that are authorized for personal use by University employees, the following rules will be observed:

1. Personal use of University vehicles is a taxable fringe benefit, and an appropriate amount will be included in the gross income of each employee receiving this benefit.
2. Only the employee may use a University vehicle as a primary vehicle. No other individuals including spouse, children, or other family members may drive a University owned vehicle for personal use. These individuals should not be passengers in University vehicles.
3. Modifications or alterations to the vehicle will not be permitted unless they are authorized as necessary for safety reasons and the work is completed under the direction of the Director of Physical Plant.

INSURANCE

Faculty, staff, and students using their private vehicles on University business or sponsored activities are required to carry auto liability insurance with minimum limits as required by the state where the vehicle is registered. In an accident involving a privately owned vehicle, the owner must use his/her individual automobile insurance coverage as the primary insurance.

The University's excess liability coverage will apply when the driver was an authorized driver on University business at the time of the loss, and the vehicle owner's policy has been exhausted.

The University will not reimburse an employee, other private owner, or his/her insurer for any deductible or liability claim paid by their personal auto insurance policy or for any damage to the vehicle.

If any personal property is damaged or stolen as a result of being transported or stored in a privately owned vehicle, the property is not covered by the University's insurance. Employees should consult with their personal lines insurance provider to determine if coverage for property in vehicles is included in their homeowner's insurance policy.

Authorized drivers conducting University business in a privately owned vehicle shall be reimbursed for mileage at the annual Standard Rate found on the employee tab of OwlNet under Useful Links and Forms, as well as parking and toll expenses.

VEHICLE ACQUISITION

The University's Business Office will govern the acquisition and lease of vehicles.

SHORT-TERM RENTAL OF VEHICLES

The following applies to employees who use rental vehicles for University business:

1. Employees who rent vehicles for use in University related or sponsored activities must become authorized drivers.
2. Employees who rent vehicles for use in University related activities must purchase insurance for liability and physical damage (collision damage waiver) through the rental agency. If renting through Enterprise, the required insurance is already included in the negotiated price. Employees must use University approved vendors.
3. Depending upon the rules of the individual rental agency, persons under the age of 25 may not be able to rent vehicles at a commercial agency.

ACCIDENTS, DAMAGE, CLAIMS, AND INSURANCE

For any accident involving a University owned, leased, or rented vehicle, drivers must follow the procedures outlined below:

1. Check for personal injury and seek medical attention, if necessary, by calling (911).
2. Activate hazard lights to prevent further damage or injury.
3. Contact the appropriate law enforcement agency for assistance and request that an accident report be completed.
4. Check for the University's insurance ID card in the vehicle folder or glove compartment of University owned vehicles. The ID card is required by law and provides evidence of the University's fleet insurance coverage. The current fleet card is located on the employee tab in OwlNet under Useful Links and Forms.
5. Report the accident to your supervisor (when applicable) as soon as possible.
6. Report all accidents to Human Resources. If the accident occurs on campus, contact Campus Safety. An accident report is in the vehicle folder and an electronic form is available on the employee tab of OwlNet under Useful Links and Forms.
7. Do not discuss what happened with anyone except with the police, your supervisor, Campus Safety, and Human Resources.
8. Do not admit responsibility for the accident or sign a statement.

9. The reserving department will be responsible for paying applicable insurance deductibles for each claim submitted (current deductible is \$1,000.00).

PARKING AND MOVING VIOLATIONS

Parking tickets or similar fines and related penalties and interest are the personal responsibility of the authorized driver and should be paid promptly to the appropriate jurisdiction to avoid further penalties.

APPENDIX A: OPERATING A GOLF CART OR SIMILAR VEHICLE

1. There are three main steps to start a golf cart or similar vehicle:
 - a) Check the position of the steering wheel before mounting. This allows you to be prepared to counteract any turns of the vehicle before it is in motion. Turn it to "center" if possible.
 - b) Turn the ignition switch to the "ON" position.
 - c) Press the accelerator to release the parking brake. (Note: This applies to most carts. However, you should check the Operator's Manual to confirm this procedure works with your cart. If it does not, the cart may jump forward.)
2. Although golf carts have similar controls as other vehicles, they handle a little differently. You're also driving in a different environment than a public roadway, such as sidewalks and driveways.
3. Turning is particularly different in a golf cart. Make your turns gradually - smoothly and slowly. Fast or sharp turns can cause the vehicle to flip over.
4. Be especially careful when driving a golf cart or similar vehicle on ramps and inclines. Always drive completely straight on a ramp or incline. Do not weave from side to side - always travel straight up or down.
5. When going down a ramp or incline, remove your foot from the accelerator and place it on the brake pedal. Use the brake to control your speed as you proceed.
6. You should always take additional care when parking a golf cart or similar vehicle. Never park on an incline - always park on flat ground unless absolutely necessary.
7. Golf carts without head lamps should not be operated at night.
8. In addition, when operating a University golf cart, it is important that you abide by the following:
 - a) Inspect the cart before driving, be sure all tires are inflated, nothing is hanging out of the vehicle, or nothing looks amiss.
 - b) Obey all rules of the road. This includes, but is not limited to, such things as stopping for stop signs, yielding to pedestrians, and driving on the correct side of the road.
 - c) Avoid pedestrian sidewalks where possible. Pedestrians have the right-of-way.
 - d) Only use carts for University business; carts should not be used to pick up friends or items from residence halls or other parts of campus.
 - e) Only transport the correct number of people for the allowed occupancy of the cart and only if they have legitimate reason for transport.
 - f) Keep body parts inside of the driving compartment. Because golf carts are usually open there is often a temptation to allow body parts such as arms and legs to stretch outside the driver compartment. Never drive with your feet, arms, legs, or any other part of your body outside of the vehicle. You should also keep both hands on the steering wheel at all times.

- g) When leaving the vehicle be sure to take the keys with you. When finished with the cart, return both it and the keys to the proper locations.
- h) Report any accidents and/or damage to your supervisor immediately.
- i) Always use caution when driving a University golf cart. If you feel the vehicle is unsafe in any way, report it to your supervisor immediately.

APPENDIX I

GUIDE ON CIVILITY, RESPECT, AND VIOLENCE ON CAMPUS

It is the policy of William Woods University that all members of the University community, including faculty, staff, and students, are expected to deal with each other with respect and consideration. When a community member's conduct varies from this standard, it is the responsibility of the manager, chair or dean who supervises the person engaging in the conduct to address it.

This policy covers a broad range of behavior, from rude or obnoxious behavior on one end of the spectrum, to threats of violence and violence on the other. The level of danger in the behavior determines the action that the supervisor should take.

GUIDANCE ON HANDLING ISSUES OF CIVILITY THAT DON'T INVOLVE IMMINENT THREATS OF VIOLENCE

Disagreement is common in professional relationships, particularly in an academic environment that encourages discussion and debate of ideas. In many instances, disagreement is voiced in a respectful manner, and in such instances, no action by the supervisor is necessary. In other instances, disagreement that begins as a respectful exchange of ideas can escalate into behavior that is disrespectful. Name-calling, raised voices, and petty meanness are examples of this.

Any individual who believes he or she has been treated in a manner that is inconsistent with this policy should contact his or her supervisor. It is then the responsibility of the supervisor, whether a manager, chair, or dean, to work with the individuals involved in addressing the situation, so that all members of the community can work together in a professional way.

The manager, chair or dean is obligated to contact someone with administrative authority if the conduct escalates to the point where a member of the community reasonably believes that physical harm might occur. Examples could include behavior lacking rational control, such as angry outbursts, intimidating comments, or verbal abuse.

Sometimes, a threat to safety may not be apparent in the first encounter but may be noticeable after repetition or increased severity. Repeated behavior that initially appears merely obnoxious may show a pattern in which danger to safety is perceived if the behavior continues.

When administrative authority is needed, an individual may contact:

- Office of Human Resources, for staff members
- Vice President for Student Affairs for students
- Office of the Provost, for faculty.

- The administrative authority will:
 - Provide guidance on University policies and procedures, intervention strategies, counseling, and prevention.
 - Brief the administration and University Relations as needed for informing the public and coordinating broad emergency response as appropriate.
 - Initiate steps for disciplinary action, as appropriate.

GUIDANCE ON ISSUES INVOLVING IMMINENT THREATS OF VIOLENCE

When faced with a threat of violence or violence, the individuals involved should immediately call for police assistance.

After police assistance has been sought, the individuals should notify the appropriate supervising or administrative authority. The administrative authority will:

- Call for additional emergency assistance if needed (Campus Safety).
- Notify the Office of Human Resources, or appropriate cabinet level member.
- Coordinate crisis counseling through Counseling Services or the Faculty and Staff Assistance Program (EAP).

A note on weapons

William Woods University policy prohibits weapons on campus. Toys or other items that look like weapons can provoke fear or reactions as if they were real, and such items should be avoided. Stage props are permitted but should be used in those settings where their use will not be misunderstood.

Advice in the presence of a threat

A person who encounters a threatening situation may find the following suggestions helpful in coping with it:

- Ask the person to come back when he or she feels calmer.
- Acknowledge the person's feelings but do not argue. Avoid defensive statements.
- Move and speak slowly, quietly, and confidently to reduce the tension of the situation.
- Focus your attention on the other person to demonstrate your interest in what he or she has to say.
- Calmly excuse yourself from a situation which appears threatening, if possible
- Move away from any object, such as scissors or heavy objects, that could be used as a weapon.
- Calmly ask the person to place any weapons in a neutral location while you talk with him or her.
- Maintain a relaxed yet attentive posture and position yourself at an angle rather than directly in front of the other person.

Advice for preventing violence:

If you feel at risk or threatened by someone:

- Don't assume that you caused the situation; the other person's reaction may indeed be unreasonable.
- Tell someone, if only to check your own perception of the behavior.
- Get help as described above.

- Don't hesitate to take action.

Are you violating this policy?

Some of us are surprised to learn how others view our behavior. Here are some suggestions.

- Review your attitudes and actions toward others. Could your words or actions be interpreted as intimidating, threatening or violent?
- Consider the impact you have on others' attitudes toward their work, education, and self-esteem.
- Examine how others respond to what you say and do.
- Do not assume that colleagues, peers, employees, or students enjoy roughhousing or violence-oriented comments.
- Do not assume that others will tell you if they are uncomfortable or afraid of what you say.

If you think you may have offended or harassed someone:

- Apologize as soon as possible.
- Change your behavior toward this person.
- Get advice from Counseling Services, or the Faculty and Staff Assistance Program (EAP).

INTERNAL GUIDE FOR RECORD RETENTION AND DESTRUCTION OF DOCUMENTS

	<i>SUGGESTED RETENTION PERIOD</i>
ACCOUNTING SYSTEMS	
Accounts Payable Ledger	7
Accounts Receivable Aging Reports	7
Accounts Receivable Ledger	7
Accounts Receivable Invoices	7
Accounts Written-off	7
Authorization - Accounting	5
Balance Sheets	permanent
Bank Reconciliations	7
Bank Statements	7
Bank Deposit Slips	3
Budgets	3
Canceled Checks	10
Cancelled Dividend Checks	permanent
Cash Book	permanent
Cash Disbursement & Receipt Record	permanent
Cash Sales Slips	7
Charge Slips	7
Charts of Accounts	permanent
Check Register	permanent
Expense Reports	7
Financial Statements	permanent
General Ledger	permanent
Investment - Sales/Purchases	permanent

Journal Entries	permanent
Petty Cash Records	7
Profit/Loss Statements	permanent
Purchase Order	7
Subsidiary Ledger	permanent
Trial Balance	permanent
Vendor Invoices	7
Voucher Check Copies	7
CORPORATE RECORDS	
Amendments	permanent
Annual Reports	permanent
Articles of Incorporation	permanent
Audit Reports - Public	permanent
Audit - Internal	6
Board of Directors - Committee	permanent
Board of Directors - Minute Book	permanent
Bylaws	permanent
Capital Stock Certificates	permanent
Capital Stock Ledger	permanent
Capital Stock Transactions	permanent
Charter	permanent
Contracts - After Termination	permanent
Contributions	7
Correspondence - Accounting	5
Correspondence - General	permanent
Dividend Register & Cancelled Dividend Checks	permanent
Election Records	permanent
Financial Statements	permanent
Organizational Charts	permanent
Partnership Agreement	permanent
Stock Transfer Records	permanent
Stockholders - Minute Book	permanent
FIXED ASSETS	
Depreciation Schedule	permanent
Inventory Records	permanent
Plans and Blueprints	permanent
Plant Cost Ledger	permanent
Property Appraisals	permanent
Property Register	permanent
Records for Property Subject to Depletion	permanent
ACCOUNTING FIRMS	
Tax Return Preparers	4
Tax Returns Prepared	4
HUMAN RESOURCES	
Accident/Illness Reports	7*
Attendance Records	7
Dental Benefits	5
Disability Benefits	7*
Employee Medical History	permanent
Employment Application - Not Hired	FY + 1

Garnishments	5
Hazardous Exp. Records	permanent
Life Insurance Benefits	5
Medical Benefits	7
Pension Plan Agreement & Contribution Records	permanent
Performance Record	7*
Personnel File	7*
Personnel Files - Current Employees	permanent [†]
Profit Sharing Agreement	permanent
Safety Reports	5
Vacation Files	4
Workers' Compensation Benefits	10
Sick Pay	4
Family & Medical Leave	3
INSURANCE	
Automobile Insurance Claims	10
Disability Insurance Claims - After Termination	7
Expired Insurance Policies	10
Fire Inspection Reports	6
Insurance Appraisals	6
Safety Records	6
Foreign Insurance Policies	3
LEGAL	
Actions & Discriminations	3*
Bill of Sale	permanent
Business Permits	permanent
Claims and Litigation Concerning Torts and Breach of Contract	permanent
Contracts - Employees	permanent
Contracts - Government	permanent
Contracts - Labor Union	permanent
Contracts - Special	permanent
Copyrights	permanent
Correspondence - Legal	permanent
Deeds/Titles	permanent
Leases/Canceled	10
Licenses	permanent
Mortgages	permanent
Notes Receivable - Canceled	10
Patents	permanent
Stock and Bond Record	permanent
Trademarks - Registered	permanent
PAYROLL	
Contractors	3*
Wage, annuity, & pension payments	7
Commission Reports - Salesperson	6
Employee Withholding Exemption Certificates	10
Payroll Register	6
Payroll Records - After Termination	10

Salary History	8
Time Reports	7
W-2 Forms	permanent
W-2s Returned Undeliverable	4
Vacation/Sick Pay	6
Large Food or Beverage Establishment Reporting Tips	3
Employee Tip Substantiation/other fringe benefit	4**
Record of Fair Market Value of In-Kind Wages	4
SECURITY	
Classified Material Violations	permanent
Visitor Clearance	2
TAXATION	
Tax Free Reorganization	permanent
338 Election	7
Canceled Checks - Tax Payments	permanent
Dates and amounts of tax deposits	permanent
Correspondence - Tax	permanent
Depreciation Schedules	permanent
Income Tax Returns	permanent
Inventory Reports	permanent
FUTA/FICA/Income Tax Withholding	6
Payroll Tax Returns	permanent
Revenue Agent Reports	permanent
Sales Tax Returns	permanent
NOL Company	permanent
AMT NOL Company	permanent
Transfer Pricing	4
MISCELLANEOUS	
Receiving Documents	10
Title Papers	permanent
Vehicle Operating and Maintenance	2
Telecommunication Copies	1
Prepaid Dues Income	4
Financial Institution Loan Loss Reserves	permanent
Mutual Savings Bank bad Debt Reserve	permanent

*following disposition, termination, last action, or payoff

**may need to be kept longer to satisfy IRS requirements

‡includes names, addresses, social security numbers, dates of employment, and occupations of employees