

# Wabash.

## Employment Guide as it pertains to Student Employment at Wabash

### Notice

N LD L N L D L L N LN NL LD L N NL  
N N L N ND L N L N L N N L N N  
LN NL N N L L N D L L N N  
N D N N N L NL N NL N DL N  
N L L N L NL N N LN N D L  
N L NL

#### Payroll Information needed BEFORE you begin employment:

N L NL L N L N N N LD N L  
L  
N  
N  
N  
D NL N  
L LD L N NL N N  
L N

### I. Electronic Media, Services, and Communication Policy

#### Introduction

N D L N L LD L N L L LL L  
D N N NL N N L N N D L  
NL N N N D L LDLDL N NL  
N LLN N L N N N NL L N D N N L  
N D L L N N N NL L N D D N LD  
N L LN N N NL N L L  
NL N L L LD L NL

#### General Principles

N D N L NL L L NL L N N N D N L  
L L N L NLN L L N L N N N D  
NDL NL N L NL N L N N NL N  
L NL L N NL N L NL NL NL  
LN N L NL L N D N N NL  
L N N LN D N L N N N NL  
N DL L L L L L LD LD N L LD L  
N N L L L LD LD N L LD L

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N D L NL N L N N NL L L N N L  
N N LD N LN L N N N  
L N D N LN NL N NL L N N N LN D N N  
L L N NL N L L LN NL N D N N L N N ND N D  
N N N N L N  
L N D N D N N N L NL  
N L N N LN N N N L NL  
D N N N D LLN L NL L LLN  
D L N D NL N N N N N NL L LLN  
N N NL D L N L N N NL L D  
N N N N L L N N L N D  
L N N L L LN NL N N N L N  
N N LD  
LD D L L L N  
L D L N N N N N N N  
N L N L N N N L D NL N LN NL  
L N L N L N L N N N NL L N  
N L NL N N L N L N NL N D N L LD LN N  
N D L D L L N N LDN N N N NL L LN NL  
N L L N  
D L D N LN NL N N N NL NL L L N NNL N N  
L L NL L N N L N L L L N  
N D N L NL NL L NL D N LN  
N NLL NL N D L L D D N N D  
N L N L L N NL N L D L L L  
N D L N L L LD LD L  
N N L NL L NL L L N N  
N LN L LN N L D

## II. Ownership of Electronic Systems and Services

N D LN NL L L N N N D L  
L L D L N N L L L L  
N L N L L  
D L N LN NL NL N L D NL L  
N L N L N N L L D NL D L L L N D NL N  
N D N N N L LD L D LD N LD N D N  
L NL N N N D N L N N N L N L  
L N N D N N L N N N All ND L N  
N L NL N N N D L N N L N N  
N D NL N

## Appropriate Use of Electronic Media, Services, and Communication

NL L N L N  
NL L LDN LD N NL LNL L N L L L  
NL N N D N L NL N N NL L N



NL L LN D  
 N N L L N L NL D D  
 LN L LN D L N N N  
 LN NL LN N NL N N LN L L L N  
 NL N L L N DN  
 NL N L NL LN N N N L NL  
 N N N L L NL L N D LN L  
 N L N N LD N N LN ND  
 N N NL N L N N N N  
 L NL N LD N N LN N L N D  
 NL L NL L NL NL L N LD N N N L N  
 L N N L

**III. Confidentiality and Copyright Issues**

N N N L D N N D NL L LN NL  
 N L NL L LN NL N N  
 N D D N NL L L LD NL L LN NL  
 N N N L NL L N N L NL N N  
 N N LN NL NL L LN NL N L L N  
 N NL N N L LN N N LN NL  
 N D N LN D N DN N N L N L  
 L L N NLD N N  
 N N L N L D N NL N N N N L NL  
 D L L N N D L LD L L N L N N LD L  
 NL N N D ND N N LD N N LN N  
 L ND N N NL L N D N  
 N N L NL D L N LN LN NL  
 L N NL L L N N N N D D N N N  
 L NL NL L LD D N N L  
 D N L N D N L LDN D LD D N N LD L  
 N N D N N L L D D N N L N L N  
 NL LN N NL L D D N N L N L L N  
 NL N L N N L NL L N L L NL  
 N N L NL L D N L NL L N L L L  
 N  
 N N NL N L NL N L N L N N N L  
 L N N N L L N NL N NL N N

**IV. Professional Conduct Policy and Prohibition against Harassment**

N D N N N NL L NLD L N L NL L L L N L  
 N L NL L L L N N N N N N  
 NL NL L N NL N D LN N L N L N N N  
 N N L NL L NL L N L L N NL L NL N DL  
 N L NL D N DNL N L N D  
 L N L N L L N L L NL N N D N LN NL  
 L L NN L N NL L N N NL N LD ND N L  
 DN D N L NL N N L N N N LN N  
 L L L N L N N N L N N

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NL N L L

NL N NL N NL NL N L N L  
NL NN NL N NL N L N L NL LD  
N N

L N N N L NL L LD N N N  
N L N LD L L NL L L LD N N N L N N

N N N L DNN D L N N LD DLD L NL  
N L N N L L LN N

**Verbal:** LL L N N ND N N NN N N N NL

N DD N L LD N L

**Visual/Non-verbal** ND N N NNL N LD DD N N D

N L LD N N L D

**Physical:** L L NL L LD N LD L L L L LN N

N L N L

**Other:** LDN L LD N L D NL N L

L N N N NN NL NL N N  
N N L N N L L NLN N L L N NL N NL L LN  
N LD D N N LD NL N N L ND L NL N N L  
NL N N L N D N L D N NL L N L L NL  
L L L N N LD N L N L NL N N D LDNN LN  
N N LD L

L N N LDD LN NL NL N L N L L LD L NL

## V. Policy on Abuse of Controlled Substances and Alcohol

L N NL L NL N NL N L D L N L  
NL N L N NL N L L N N L L N L  
N D L L L N N L N N N L N

N D N N N N N L L N N N D NL N L N N  
L NL N N N NL L N N N N N N N  
L L L LD N N N NN L N D N N L L  
N N D N

L N N N L L N N N D LD DN N N N LN  
N L N N L LD N D N N NL ND N  
N LN N L N L L L NL D N N N

N N N L LN NL L L NL ND LN N N D NL  
N N N L N NL N NL NL NL N N L  
L NL

## VI. Notice to Wabash College Employees who are or will be working under Grants from Agencies of the United States Government

N D N N D L N D L N L  
DN L L D L L N D N D N D N

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L N DN L L N D N N D L L N L  
L N

L L NL L NL N NL N N NL N L N D  
N N NL N L N L L ND N NL N  
NL N L L L D NL NL N N L D NL  
N L N L

N NL N N NL L L N L L LD L NL N N N L L N  
L N N L D L N NL ND N  
N N D L

N D D L ND DL N L N N N  
LD N D L N  
N N NL N NL N L L N N  
L D N L LD NL N N L ND L  
L N NL N N D

N NL N N LD L L D L N NL N L N N LN  
N D N LN L NL NL N D L LN DN L L D L  
N N NL NL L LD LN

N NL N L D N NL N L N L LD  
LN N N D N NLL NL D L N N L L LD D N  
N N NL L D L N NL ND

L NL N N N L N D N N  
N N LN N D N

## VII. Alcohol Policy

N L N D N N N LD N D L N  
N N D N L N LN L N D D L LD  
D NL N D N L N D N LNL N N DN N N N N  
L

## VIII. Smoking Policy

N D N N L L LN N L NN N N N LL  
NN L N L LD N N NN NN L N N N D L LN  
N NN N LN N LD LD N

## IX. Statutory Programs

### *Worker's Compensation*

L N L N L N N D L N N L NL N L L

### *Unemployment Compensation*

L N N L N L N L NL N L L

## XI. Work Week

N D N L N LD N N LD

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## XII. Office Hours

N D N LN N L N L LNNL L N  
L NL ND

## XIII. Concerns

N NL L N N NL NL L N D N NL L  
N L L LD N N NL N N L NL L  
N N D N N L N N L L L N N D L  
N L NL L N

## XIV. Supplemental Retirement

N D N NL N L L ND N L NL N  
ND N N N L L N L N L N ND N N  
L N