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## **Wabash College Employment Guide For Exempt and Non Exempt Employees**

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Office of Human Resources  
Wabash College

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## **THE MISSION OF THE COLLEGE**

*Wabash College educates men of high intellectual  
accountability, leadership and lifelong learning*

# **NON-DISCRIMINATION STATEMENT**

## **Notice of Non-Discrimination**

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# INTRODUCTION

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**Notice**

## **CHAPTER 1: DEFINITIONS AND GENERAL POLICIES**

### **Employment Requirements**

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### **Regular Employee**

### **Permanent Employee**

### **Exempt Employee**

### **Non-Exempt Employee**

### **Supplemental Pay**

## **Outside Employment**

**Work Year**

**Year of Service**

**Work Week**

**Office Hours**

**Pay Period**

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**Pay Rate Review**

**Personnel Reviews and Evaluations**

**Emergency Closing**

## CHAPTER 2: BENEFITS FOR REGULAR EMPLOYEES

### 2.1. RETIREMENT PROGRAMS

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### 2.2 TERM LIFE INSURANCE

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### 2.3 WABASH COLLEGE GROUP HEALTH INSURANCE PLAN

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**COBRA HEALTH INSURANCE COVERAGE CONTIUATION**

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**2.4 DISABILITY BENEFITS**

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**2.5 DENTAL INSURANCE**

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**2.6 VISION INSURANCE**

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**2.7 FLEXIBLE SPENDING ACCOUNTS AND HEALTH SAVINGS ACCOUNTS**

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**2.8 CHILDREN'S SCHOLARSHIP PROGRAM**

**2.9 PARENTAL LEAVE POLICY**

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## **2.10 STATUTORY PROGRAMS**

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## **2.11 BUSINESS TRAVEL POLICY**

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**2.12 FACILITIES USAGE, ATHLETIC EVENTS, CAMPUS EVENTS, ETC.**

**2.13 HOLIDAYS**

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**2.14 VACATION BENEFITS**

**2.15 MONTGOMERY COUNTY SERVICE DAYS FOR STAFF**

**2.16 BENEFITS RESTRICTED TO PROFESSIONAL STAFF AND SUPPORT STAFF**

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## **2.17 LACTATION SUPPORT IN THE WORKPLACE**

## **2.18 INDIANA MILITARY FAMILY LEAVE**

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## **CHAPTER 3: POLICIES AND PROCEDURES FOR COLLEGE EMPLOYEES**

### **3.1 PROFESSIONAL CONDUCT POLICY AND PROHIBITION AGAINST HARASSMENT**

## **3.2 ELECTRONIC MEDIA, SERVICES, AND COMMUNICATION POLICY**

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### **3.3 COPYRIGHT COMPLIANCE AT WABASH COLLEGE**

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When copying content for classroom use, less is best.

For additional information on copyright, various material formats, common usage questions and scenarios please refer to the [Copyright website](#).

#### 3.4 INSTITUTIONAL POLICIES AND PROCEDURES RELATING TO RESEARCH MISCONDUCT

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### **3.5 WHISTLEBLOWER POLICY**

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### **Audit Committee Contact Information**

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### **3.6 FAMILY AND MEDICAL LEAVE ACT (FMLA)**

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**Type of Paid Leave**

**Substitution For  
Family Medical or  
Parenting  
Leave**

**Employee  
Medical  
Leave**

**Military Caregiver  
or Exigency  
Leave**

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**3.7 NOTICE TO THE COLLEGE COMMUNITY PURSUANT TO THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT AND THE DRUG-FREE WORKPLACE ACT**

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**3.8 SMOKING POLICY**

**3.9 SIGNATURE AUTHORITY POLICY**

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### 3.10 DRIVING COLLEGE AND PERSONAL VEHICLES ON COLLEGE BUSINESS

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***Smoking, including vaping and e-cigarettes, and animals are strictly prohibited in College-owned vehicles.***

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**3.11 USE OF COLLEGE FUNDS**

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*The IRS has ruled that reimbursements to an employee for certain meal and entertainment expenses incurred while NOT on overnight company travel are not taxable income.*



### **3.12 POLICY REGARDING POLITICAL INTERVENTION ACTIVITIES**

**Pursuant to Code section 501(c)(3), the College may not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.**

- 2. College faculty and staff may engage in political activities in a personal capacity, subject to certain restrictions.**



**CAUTION:**

**4. The College may conduct voter registration and get-out-the-vote drives.**

**5. The College may take a position on public policy issues, including issues that divide candidates in an election for public office, as long as the message does not in any way indicate support or opposition to a candidate.**

**CAUTION:**

**6. The College may allow established student groups to use its facilities for partisan political purposes, subject to the following:**

**CAUTION:**

- 7. Participating in a political campaign is different from lobbying. Code section 501(c)(3) organizations are permitted to engage in a limited amount of lobbying, but the lobbying may not be a “substantial” part of the College’s activities.**

**College Contact Information**

### **3.13 RESEARCH INVOLVING HUMAN PARTICIPANTS**

### **3.14 EMPLOYMENT AND PROMOTION BACKGROUND SCREENING**



## CHAPTER 4: OTHER MATTERS

### Employment of Spouses, Partners, or Family Members

### Jury or Witness Duty

### Bereavement Leave

### Job Openings

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### Emergency Procedures

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**Harassment and Title IX Workshop**

**FERPA Training**

**Wabash Identification Cards**

**Concerns**

## **APPENDIX A: EXEMPT EMPLOYEES**

**Vacation Benefit**

**Moving Expenses**

**Attendance**

**Deductions from Exempt Employees' Salaries**





## APPENDIX B: NON-EXEMPT EMPLOYEES

### Work Year

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Annual Work Schedule    Benefit Hours/Day

### Time Sheet

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### Overtime Pay

*It is against the law not to report hours*

*worked during a workweek*

**Rest Breaks**

**Personal Time Off**

**Emergency Closing**

**Paid Vacation Benefit**

<b>Completed Years of Service</b>	<b>Annual Vacation</b>
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## **Paid Vacation for Terminating Employees**

## **Paid Holidays**

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## **Personal Illness**

## **Attendance**

## **Bereavement Leave**

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## APPENDIX C: SUMMARY OF PURCHASING CARD POLICIES AND PROCEDURES

### General Policies

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## APPENDIX D: RECOMMENDATIONS FOR ALTERNATIVE WORK ARRANGEMENTS

### Charge

### The Study Group's Guiding Principles

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### Assumptions

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### **Other Thoughts and Considerations**

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