Wabash.

2025-26
Wabash College Employment Guide
For Exempt and Non-Exempt Employees

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THE MISSION OF THE COLLEGE

Wabash College educates men to think critically,
act responsibly, lead effectively, and live humanely.

NON-DISCRIMINATION STATEMENT

Notice of Non-Discrimination

INTRODUCTION

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

2.2 TERM LIFE INSURANCE

2.3 WABASH COLLEGE GROUP HEALTH INSURANCE PLAN

ELIGIBILITY

1,000 hours per year

six (6) months

Eligible Dependent:

a. **Spouse or Domestic Partner:**

Dependent Child:

Trailing / Survivor Spouse or Domestic Partner Eligibility:

Totally Disabled Dependent:

Loss of Eligibility and Termination of Coverage:

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COBRA HEALTH INSURANCE COVERAGE CONTIUATION

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2.4 DISABILITY BENEFITS

2.5 DENTAL INSURANCE

2.6 VISION INSURANCE

2.7 FLEXIBLE SPENDING ACCOUNTS AND HEALTH SAVINGS ACCOUNTS

2.8 CHILDREN'S SCHOLARSHIP PROGRAM

2.9 PARENTAL LEAVE POLICY

2.10 STATUTORY PROGRAMS

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

2.17 LACTATION SUPPORT IN THE WORKPLACE

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

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

Audit Committee Contact Information

3.6 FAMILY AND MEDICAL LEAVE ACT (FMLA)

Type of Paid Leave	Substitution For Family Medical or Parenting Leave	Employee Medical Leave	Military Caregiver or Exigency Leave

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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3.10 DRIVING COLLEGE AND PERSONAL VEHICLES ON COLLEGE BUSINESS

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

The IRS has ruled that reimbursement to an employee for certain meal expenses incurred while NOT on overnight company (College) travel must be reported as 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

Emergency Procedures

Health, Safety, and Security Handbook
The Health, Safety, and Security Handbook

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

Completed Years of Service	Annual Vacation

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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Options for Supervisors to Consider for Qualifying Employees

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[Download Guidelines and Checklist for Supervisors (PDF)]

[Download Guidelines and Checklist for Supervisors (Word)]

Observations and Recommendations

Other Thoughts and Considerations

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