

EMPLOYMENT HANDBOOK

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INTRODUCTION

This is an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever.

William Jewell may, at any time, in its sole discretion, modify or vary from anything stated in this Handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and President of William Jewell.

The Office of Human Resources will notify faculty and staff of any changes to the Employment Handbook via email. It is the responsibility of the employee to review and keep the current Employment Handbook for reference purposes. If you have questions as you read through this Handbook, please discuss them with your manager or contact the Office of Human Resources.

While William Jewell intends for this Handbook to address our employment policies and practices, no Handbook can anticipate every question or situation. If the Handbook does not answer a question you have, you should contact your manager or the Office of Human Resources for assistance. Additional policies, guidelines, or procedures, such as Safety & Wellness, Public Affairs & Communication, Business Operations & Finance, and other policies, can be found on Jewell's Policy Library.

This Employment Handbook supersedes all prior versions of Employment Handbooks.

EMPLOYMENT WITH WILLIAM JEWELL

At-Will Employment

In terms of Missouri employment law, staff employment/employees are "at will". That means that both you and the College have the right to discontinue the employment relationship at any time, without advance notice, and with or without cause.

Employment Classifications

William Jewell College seeks to attract and retain highly qualified faculty and staff who share the College's values and support its mission.

Staff employees are those non-faculty, full-time, part-time, or temporary/seasonal employees who work in the academic, athletic, and administrative support areas of the College.

Faculty members are those holding the rank of special lecturer, visiting instructor, assistant professor, associate professor, and professor. Lecturers, Adjuncts, and Fellows or other titles as assigned are also considered faculty.

For purposes of this Handbook, all William Jewell staff members fall within one of the classifications below:

Regular Full-Time employees (not seasonal or temporary) are defined as those who are scheduled and expected to have or average 30 or more hours of service per week over a designated period of time.

Regular Part-Time employees (not seasonal or temporary) are defined as those who are scheduled and expected to have 20 to 29 hours of service per week.

Temporary or Seasonal employees are those who are hired as interim replacements to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment beyond any initially stated period does not constitute a change in employment status to regular full-time or regular part-time employment unless expressly approved in writing by the Office of Human Resources.

In addition to the above classifications, staff employees are categorized, based on job duties, as either "exempt" or "non-exempt" for purposes of federal and state wage and hour laws. Employees categorized as exempt do not receive overtime pay; they generally receive the same weekly salary, which is intended to compensate them for all hours worked. Staff will be informed of these classifications upon hire and informed of any

subsequent changes to the classification during employment should job responsibilities change, due to a promotion or transfer, or if the position is reclassified

BENEFITS

General Information

This section contains a brief outline of the benefits programs William Jewell provides for employees and their families. Each benefit plan has specific plan eligibility requirements and enrollment periods. Upon hire, benefit enrollments must be completed within the first 30 days of employment, and the earliest coverage can begin is the first (1st) of the month following the employee's hire date. After the initial enrollment period, future changes to benefit elections may only be made during the annual open enrollment period or if the employee experiences a qualifying life event (i.e., marriage, birth of child, etc.). Failure to enroll during the designated time periods may reduce or eliminate eligibility for benefits the employee may otherwise have been eligible for. At termination of employment, enrolled benefits cease on the last day of the month that the employee ceases to be benefit eligible and/or paid.

William Jewell reserves the right to unilaterally modify, terminate, change, or otherwise alter any benefits as it, in its sole discretion, deems necessary. Likewise, the amount the College contributes toward any plan may change from time to time.

Health Insurance Programs

Eligible employees may participate in Jewell's health insurance programs. Under these plans, which include group health, dental, and vision, eligible employees can receive comprehensive health and other insurance coverage for themselves and their family members, as well as other benefits. Please refer to the benefits guide for detailed information.

Other Insurance Programs

William Jewell offers additional benefit plans including life insurance, flexible spending accounts, long-term disability, employee assistance programs, and retirement plans, as well as voluntary plans such as short-term disability, accident, and cancer coverage. Please refer to the benefits guide for detailed information.

Tuition Remission

As part of our commitment to lifelong learning and personal development, William Jewell provides assistance through a tuition remission program for eligible employees and their dependents.

Eligibility for William Jewell College Tuition Remission Benefits

	Classification	Employee Benefit	Spouse Benefit	Dependent Benefit
Faculty/ Staff	Full-time Faculty/Staff	Tuition for up to 130 credit hours, including online, certificate, and graduate program classes. *AT Program excluded	Tuition for up to 130 credit hours (Up to 50% of Online, certificate, and graduate program classes) *AT Program excluded	Tuition for up to 130 credit hours, including online, certificate, and graduate program classes. *AT Program excluded
	Part-time Faculty/Staff (Benefit Eligible) Adjuncts are ineligible	Same as above	Same as above	Ineligible
Trustee	Jewell Trustee (before 1/1/2010)	Tuition for up to 130 credit hours (1099 taxable benefit) *AT program excluded	Tuition for up to 130 credit hours (1099 taxable benefit) *AT program excluded	Tuition for up to 130 credit hours (1099 taxable benefit) *AT Program excluded
Ineligible	Adjunct faculty Temporary employees Less than Part-time	Ineligible	Ineligible	Ineligible

** *Affiliates are subject to change as determined by active vendor contracts*.

- Benefit applicable to the cost of tuition only, less other institutional scholarship/grant assistance, and does not include fees, room, or meals.
- All fees for private or independent study, course and/or class fees, laboratory work, field experience, parking and other student life fees, library and technology fees, private or group musical instruction, and all other fees assessed during the term are the responsibility of the student.
- Waiting period of 90 days for all new employees. If an employee meets the requirements of the waiting period, i.e., the 91st day of employment during the current term, tuition remission benefits will be applicable.
- Tuition remission benefits for spouses may be taxable. Taxability of tuition benefits for spouses is determined by and periodically updated by the IRS.
- Recipients must apply through the established admission procedures and are subject to all admission criteria and student life policies, including residency requirements.
- Recipients taking two or more classes per term should complete a FAFSA and apply for assistance through available federal and state aid programs.

- Federal and state grants will not reduce the tuition remission benefit but may be applied toward room and board if applicable and permitted according to Federal and State regulations.
- Benefit is treated as a scholarship and applicable to all financial aid policies and procedures.
- Satisfactory academic progress standards must be maintained in order to renew the benefit, including GPA and credit hour completion requirements.
- Dependent children must be the employee's biological child, adopted child, stepchild, or ward and must be your legally dependent child – documentation may be required. Tuition remission is not available to any children who are legally independent. A dependent child must meet the IRS definition of a "qualifying child."
- Dependent children may retain benefits through the term of their 24th birthday, not to 130 credit hours. A term is considered "used" for any term in which tuition remission is received either on a part-time or full-time basis, including summer sessions.

*Tuition remission benefits **do not apply** to accelerated track nursing programs (BSN-AT).

If an employee should resign or cease to be employed at the college for any reason during an academic term, tuition remission is discontinued, and benefits will be prorated for the period of time the employee was actively employed.

William Jewell College reserves the right to terminate, suspend, withdraw, amend, or modify all benefit plans including tuition remission, in whole or in part at any time and without notice.

Contact the Office of Financial Aid and Scholarship Services for tuition remission applications and Human Resources for other guidelines which apply.

The College has also negotiated tuition exchange agreements on behalf of dependent, single children of full-time Faculty and Staff members. The programs are administered through a nationwide network of colleges and universities participating in Tuition Exchange and the Council of Independent Colleges. Details are available from the Office of Admission.

Workplace Injuries

All employees of the College are covered by Workers' Compensation. Missouri law guarantees certain benefits to employees who are injured or become ill arising out of or in the course of their work. Workers' compensation insurance will compensate employees for lost work time as well as cover all medical expenses and loss of life or dismemberment from an injury received in the course of work.

To be covered, an employee must be working for the College either on campus or on an official duty away from campus.

Employees must immediately report any accident or injury to their supervisor and to the Office of Human Resources. Any delay in reporting an accident may result in the loss of benefits.

The College has contracted with an area workers' compensation clinic to provide services under our workers' compensation plan. If the injury or illness requires medical treatment, the College will make arrangements for the employee to see a physician. If an employee seeks medical attention without employer authorization, the employee could be solely responsible for the costs. In the event of an accident requiring emergency treatment, the employee should seek immediate treatment at Liberty Hospital, or a hospital nearest to their work location, and report the injury as soon as possible after treatment.

The College will not retaliate against any employee who has filed a claim(s) for Workers' Compensation benefits.

PAY PROCEDURES, MEAL & REST BREAKS, AND HOURS

Time Management for Non-Exempt Staff

In accordance with the U.S. federal Fair Labor Standards Act (FLSA), non-exempt staff are eligible to receive overtime pay for time worked in excess of 40 hours per work week. William Jewell has defined its work week as beginning at 12:00 a.m. Sunday through 11:59 p.m. Saturday. Non-exempt staff are paid bi-weekly, every other Friday, and there are 26 pay periods per year. The payroll schedule can be found on Jewell Central under the Human Resources tab.

Overtime will be paid at a rate of one-and-one-half times the regular hourly rate for all time worked over 40 hours in a work week. Any time off used by the employee will not be counted toward the 40-hour work week when calculating overtime. Other overtime guidelines include:

- Staff members who anticipate the need for overtime to complete the week's work must notify their supervisor in advance and obtain approval prior to working hours that extend beyond their normal schedule. Working unapproved overtime may be subject to corrective action.
- Supervisors may offset anticipated overtime in a work week by adjusting a staff member's work hours within the same work week, including requiring a staff member to leave work early and/or not come into work on a particular day when the

staff member has already worked 40 hours in the work week or is expected to work additional hours later in the week.

- Overtime compensation for a non-exempt staff member cannot be in the form of time off at a later date. For example, a non-exempt staff member may be required to work his/her regular schedule and then another 4 hours on Saturday. The 4 hours will be paid at a rate of one-and-one-half the employee's regular rate of pay, and the supervisor does not have the option to reduce the employee's schedule by 4 hours in the future week to account for these overtime hours.
- Staff members can be required by their supervisors to work overtime based on the needs of the department. Supervisors will provide as much advance notice as possible under the circumstances and will assign overtime work as fairly and consistently as possible given the nature of the work to be performed. Refusal to work scheduled overtime may result in corrective action, up to and including termination of employment.
- Staff members cannot waive their right to overtime compensation for hours worked over 40 in a work week.
- Non-exempt staff will record their time through the online site Paycor. If a staff member believes that a timecard needs edits, the supervisor should be contacted before the end of the work week. Time records cannot be adjusted without prior approval. Any time off requests must also be submitted through Paycor. Falsification of a time record is grounds for corrective action, up to and including termination of employment.

Non-exempt staff must accurately record the time they begin and end their workday, as well as the beginning and ending time of each meal break. Non-exempt staff who are scheduled a minimum of six (6) hours during the day will be allowed a meal break. Meal breaks (typically lasting at least 30 minutes) are unpaid. Meal break times are scheduled based upon the needs of the department. In addition to a meal break, non-exempt staff scheduled eight (8) hours per day may take two (2) paid breaks, 15 minutes each, to be scheduled by the supervisor. These paid breaks are not recorded in Paycor. Should the workday need to be changed to attend to a personal matter, the lunch period may be shortened or omitted, or the employee may arrive late or leave early with the advance approval of their supervisor. Non-exempt staff who are scheduled to work on an observed holiday will receive one and one-half times pay for all hours worked that day, plus regular holiday pay at their regular hourly rate of pay.

Non-exempt employees who are called back to work beyond their regularly scheduled shift will receive a minimum of two (2) hours of pay at time and one-half of their regular hourly pay rate even when the time spent back on the job is less than two (2) hours. The exception to this policy would be for employees who live in student housing since this is built into their weekly schedule. If the time spent back on the job exceeds two (2) hours, the employee will be compensated for actual hours worked at time and one-half their regular hourly pay rate.

Time Away from Work

Paid Time Off (PTO)

Although work makes up a large portion of an employee's life, William Jewell believes that a balance between work and nonwork activities is essential to maintain quality performance and a positive work atmosphere. To support this philosophy, we have designed a paid time off (PTO) plan that incorporates vacation, personal, and sick leave into one program.

All regular full-time and part-time employees are eligible to accrue PTO starting on their first day of employment. An eligible employee's accrual rate is based on their service time and will be accrued based on hours worked according to the following schedule.

Years of Service	**Accrual rate (per hour Worked)**	**Total Annual Days**
Less than 5	0.0769	20
5 – 15	0.0962	25
15+	0.1154	30

In general, foreseeable time away from work must be preapproved and prescheduled and submitted through Jewell's timekeeping system.

Eligible employees are encouraged to use their earned time; however, circumstances may arise which prevent this. In such cases, employees may roll over a maximum of up to 80 hours of unused PTO to the following fiscal year. Hours accrued in excess of this maximum as of June 30 of each year will be forfeited.

Upon separation of service, eligible employees who provide at least two weeks' notice may receive payment for unused PTO up to a maximum of 80 hours.

Birthday Holiday

Benefit-eligible staff and faculty (employee) receive a day off with pay for their birthday. Eligibility for this benefit is effective January 1st of the following year after the hire date. The birthday holiday must be taken during the month of the employee's birthday. An exception can be made if it is not in the best interest of the College for the employee to take the birthday holiday during the month of their birthday.

If the employee resigns and has not taken the birthday holiday prior to resignation, the birthday holiday will not be paid out in final pay.

Holidays

William Jewell observes the following paid holidays:

New Year's Day
Martin Luther King, Jr Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving
Christmas

Annually, the College leadership will determine dates for campus closure in accordance with the academic calendar. With preapproval, an employee scheduled to work on an observed holiday may elect to take an alternate day off in lieu of their holiday pay if it is within the same pay period as the observed holiday.

Paid Parental Leave

Purpose/Objective

William Jewell College will provide up to six weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions, or placements of foster children occurring upon approval of this policy.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the College for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.

- Be a full- or part-time regular employee (temporary employees, adjuncts, less than part-time employees, and interns are not eligible for this benefit).

In addition, employees must meet **one** of the following criteria:

- Have given birth to a child.
- Be a spouse (or domestic partner) of one who has given birth to a child/domestic partner/surrogate situations or be serving "in loco parentis" (in the place of a parent and having responsibilities of a parent)
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame, and Duration of Paid Parental Leave

Eligible employees will receive a maximum of 6 weeks of paid parental leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 6-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 6 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or foster care placement event occurs within that 12-month time frame.

Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid according to the employee's normal pay period. All benefits will continue, e.g., 403(b) match, health insurance, etc.

Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption, or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month time frame. Employees may take paid parental leave in one continuous period of leave or intermittently within the 12-month time frame.

Upon termination of the individual's employment at the College, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances

qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period.

After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through the employee's accrued Paid Time Off (PTO). Upon exhaustion of PTO, any remaining leave will be unpaid leave.

The College will maintain all benefits for employees during the paid parental leave period as though taking leave under other types of leave, e.g., PTO.

If a College holiday occurs while the employee is on paid parental leave, that day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

If the employee is on paid parental leave when the College may offer administrative leave, that time will be recorded as paid parental leave. Administrative leave will not extend the paid parental leave entitlement.

An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

While Paid Parental Leave is available to faculty, please refer to the Faculty Handbook for specifics.

Requests for Paid Parental Leave

The employee will provide his or her supervisor and the Office of Human Resources with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required to substantiate the request.

As is the case with other College policies, the College has the exclusive right to change or interpret this policy.

Bereavement Leave

Absence from work because of death in the immediate family may be excused without loss of pay to a maximum of three (3) days per death. The immediate family includes the employee's spouse (or domestic partner), parents, grandparents, children, brothers, sisters, stepchildren, son-in-law, daughter-in-law, father-in-law, mother-in-law, and grandchildren.

Bereavement time while the employee is on PTO shall be considered as bereavement and not charged against accrued PTO.

The employee must notify their supervisor about the need for bereavement leave as soon as possible. Staff members will report their bereavement leave through Paycor.

The Office of Human Resources will assist the employee with any applicable life insurance claim forms.

Jury Duty

Employees who receive notification from the state or federal courts of an obligation to serve on a jury or other required legal obligation will receive paid time off for the time spent serving this obligation. Immediately upon receiving the court notification, the employee should notify his or her supervisor as well as the Office of Human Resources. The employee is required to provide copies of the subpoena or jury summons to the Office of Human Resources. Time used for jury duty should be submitted through Paycor.

Employees appearing in their own case as a plaintiff or defendant or for a non-subpoenaed court appearance will not receive paid time off. PTO or unpaid time should be used.

Family and Medical Leave Act

The following information is to provide a general description of potential FMLA rights. In the event of any conflict between this information and the applicable law, employees will be given all rights required by law.

Eligibility

Only eligible employees are entitled to take FMLA leave. An eligible employee is one who:

- Works for a covered employer;
- Has worked for the employer for at least 12 months;
- Has at least 1,250 hours of service for the employer during the 12 months

immediately preceding the leave; and
- The 12 months of employment do not have to be consecutive. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care and to care for the child within one year (up to twelve (12) weeks);
- To care for a spouse, child, or parent who has a serious health condition (up to twelve (12) weeks);
- A serious health condition that makes the employee unable to perform the essential functions of their job (up to twelve (12) weeks);
- Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on "covered active duty" (or has been notified of an impending call or order to such covered Active Duty) in the Armed Forces (up to twelve (12) weeks; or
- To care for a covered service member with a serious injury or illness (up to twenty-six (26) weeks).

The maximum amount of leave that may be taken in the twelve (12) months prior for all reasons combined is twelve (12) weeks with one (1) exception. For leave to care for a covered service member, the maximum combined leave entitlement is twenty-six (26) weeks, with leave for all other reasons constituting no more than twelve (12) of those twenty-six (26) weeks. Eligible spouses who both work for the College may only take a combined total of 12 weeks of leave for the birth of a child, adoption, or placement of a child in foster care, or to care for a parent (but not a parent-in-law) with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child, or next of kin of the service member).

Use of Leave – Intermittent or Reduced Work Schedules

An eligible employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary for the serious health condition of the employee, immediate family member, or, in the case of a covered service member, their injury or illness. Eligible employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the

College's operations. Intermittent leave is not permitted for the birth of a child, to care for a newly born child, or for placement of a child for adoption or foster care.

Under certain conditions, eligible employees may choose, or the College may require eligible employees, to "substitute" (run concurrently) accrued paid leave, such as paid time off (PTO), to cover some or all of the FMLA leave period. An eligible employee's ability to substitute accrued paid leave is determined by the terms and conditions of the normal leave policy.

Employee Responsibilities

Eligible employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Eligible employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include whether the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Certification and Recertification

When an eligible employee requests FMLA leave due to his or her own serious health condition or a covered family member's serious health condition, the employer may require certification in support of the leave from a health care provider. Medical certification supporting the need for leave should be provided within fifteen (15) days of the request being made. If the employee fails to do so, their commencement of leave may be delayed or

denied. An employer may also require second or third medical opinions (at the employer's expense) and periodic recertification of a serious health condition.

The College may request recertification for an eligible employee or family member's Serious Health Condition no more frequently than every 30 days and only when circumstances have changed significantly, or if the eligible employee receives information casting doubt on the reason given for the absence, or if the eligible employee seeks an extension of leave.

Recertification must be returned to the College within fifteen (15) days. Failure to provide recertification in the requested time period may result in the delay or discontinuation of leave.

Medical certification of fitness for duty before returning to work, if the leave was due to the employee's serious health condition, will be required. The College will require this certification to address whether the employee can perform the essential functions of the job or needs accommodation in accordance with the Reasonable Accommodation Policy.

GINA Information

To comply with the Genetic Information Nondiscrimination Act of 2008 (GINA), College will ask an employee's health care providers to not provide any genetic information as defined by GINA when responding to a request for an employee or employee's family member's medical information, except as allowed by specific GINA exceptions.

No Employment While on Leave

An employee may not engage in gainful employment while on authorized leave under this policy unless permission to engage in such employment is granted in writing by Human Resources.

Job Restoration and Health Benefits

Upon return from FMLA leave, an employee must be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An eligible employee's use of FMLA leave cannot be counted against the employee under a "no-fault" attendance policy. Employers are also required to continue group health insurance coverage for an employee on FMLA leave under the same terms and conditions as if the employee had not taken leave. The College may recover the premium costs incurred for paying an employee's share, whether or not you return to work.

Exhaustion of Leave

An eligible employee's employment will be terminated when the employee has exhausted FMLA leave unless the employee has additional leave as a reasonable accommodation

under the Americans with Disabilities Act or pursuant to other policies of William Jewell College.

The protections afforded by USERRA (Uniformed Services Employment and Reemployment Rights Act) extend to all Military Members (active duty and reserve), and all periods of absence from work due to or necessitated by USERRA-covered services are counted in determining an employee's eligibility for FMLA leave.

Please contact the Office of Human Resources to request any additional information about the Family and Medical Leave Act or its applicability.

Definitions

To help you better understand if you have an FMLA qualifying reason for leave, the following definitions are provided:

- Son or Daughter: Any child under 18 who is your biological, adopted, stepchild, legal ward, or foster child; or a child whom you supervise on a day-to-day basis (in loco parentis) and for whom you are financially responsible. A son or daughter is also any child over 18 who is incapable of self-care because of a mental or physical disability. For purposes of qualifying for exigency leave or military caregiver leave, the age of the son or daughter is not limited.

- Parent: Your biological parent, or one who stood in the place of (in loco parentis) your biological parent when you were a child. This term does not include parents "in law".

- Spouse: The other person with whom you entered into marriage as defined or recognized under state law for purposes of marriage in the State in which the marriage was entered into, or in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This includes an individual in a same sex or common-law marriage that either: (1) was entered into in a State that recognizes such marriages; or (2) if entered into outside on any State, is valid in the place where entered into and could have been entered into in at least one State.

- Serious Health Condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that requires in-patient care in a hospital, hospice, or residential medical care facility or that requires Continuing Treatment by a health care provider. It does not mean short-term conditions in which treatment and recovery are brief; routine physical exams; or voluntary or cosmetic treatments that are not medically necessary, unless in-patient hospital care is required.

- Qualifying Exigency: The most common types of events considered a qualifying exigency are attending military-sponsored functions, making appropriate financial

and legal arrangements, arranging for alternative childcare, and attending counseling. The child need not be the child of the eligible employee requesting leave (ex, grandchild). This includes certain post-deployment exigencies, including reintegration activities for a period of 90 days following the termination of a military member's active-duty status.

Qualifying exigency also means eligible employees may take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.

Qualifying exigency also means rest and recuperation time an eligible Employee can spend with a military member. This is available for a maximum of 15 calendar days.

- Covered Active-Duty Status: Covered Active-Duty Status for purposes of Qualifying Exigency Leave means when a Military Member is under a call or order to active duty (or has been notified of an upcoming call or order) in support of a contingency operation and will be deployed to a foreign country. Family members of Servicemembers in the Regular Armed Forces are not entitled to Qualified Exigency Leave.
- Covered Servicemember: For purposes of Military Caregiver Leave, a Covered Servicemember is an eligible employee's spouse, Son, Daughter, Parent, or next of kin (your nearest blood relative) who has a Serious Injury or Illness. This leave applies to those Servicemembers, including Covered Veterans, of the Regular Armed Forces and the National Guard or Reserves, who are undergoing medical treatment, recuperation, or therapy, including outpatient status or being on the temporary disability retired list for a Serious Injury or Illness incurred in the line of duty on active duty.
- Serious Injury or Illnesses: For purposes of Military Caregiver Leave, Serious Injury or Illness means an injury or illness that was incurred by the Servicemember in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank, or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

Military Leave

William Jewell will provide eligible employees with two weeks per calendar year paid leave for required attendance at military training exercises. Absences beyond two weeks will not be paid unless designated as Paid Time Off (PTO).

Employees must provide their supervisor with a copy of their orders as soon as possible to be eligible for the leave time. This policy applies to members of Army, Air Force, Marine,

and Navy Reserve and National Guard units. Members of local fire departments and emergency response organizations, or similar civic groups, are not eligible for this paid leave.

The College will comply with all federal and state military leave/military service laws regarding reemployment, reinstatement, and accrual of benefits.

EMPLOYMENT POLICIES

Non-Discrimination and Equal Employment Opportunity

William Jewell pursues a non-discrimination policy with regard to its educational programs and employment. As such, William Jewell does not discriminate on the basis of age, disability, gender, genetic information, national origin, race/color, religion, sex, sexual orientation, veteran status, or any other status protected by law (collectively "protected statuses"), in matters of admissions, housing, or services, or in the educational programs and activities it operates. William Jewell's prohibition on discrimination based on protected statuses also extends to all aspects of the employment relationship, including hiring, promotion, termination, compensation, benefits, and other terms and conditions of employment. Harassment, whether verbal, physical, or visual, that is based on any protected status is a form of discrimination and prohibited by William Jewell's Anti-Harassment Policy. This notice is issued in compliance with federal and state laws prohibiting discrimination, including Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act, Title IV of the Civil Rights Act, and the Age Discrimination in Employment Act.

William Jewell has designated its Office of Human Resources (the "Non-Discrimination Coordinator") to handle all inquiries regarding its efforts to carry out this policy, to comply with federal and state laws prohibiting discrimination, and to receive complaints of discrimination. The Non-Discrimination Coordinator may be contacted as follows:

Human Resources
109 Curry Hall
TitleIX@william.jewell.edu

A person wishing to raise a complaint of discrimination or with respect to William Jewell's compliance with this policy may also contact the U.S. Department of Education's Office of Civil Rights or by calling 1-800-421-3481.

Reasonable Accommodations

William Jewell College pursues a non-discrimination policy with regard to all education programs and employment. William Jewell is committed to the full inclusion of students, faculty, and staff in the life of the Jewell Community in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (including the ADA Amendments Act of 2008) and the Fair Housing Act.

Under Section 504 and the ADA/ADAAA, a person has a disability if he/she:

- Has a physical or mental impairment that substantially limits one or more of the major life activities (major life activities include, but are not limited to, walking, standing, seeing, eating, speaking, hearing, sitting, breathing, reading, learning, performing manual tasks, caring for oneself);
- Has a record or history of such impairment; or
- Is regarded as having such impairment.

In accordance with disability discrimination laws, the College will provide reasonable and appropriate accommodation, academic adjustments, and/or auxiliary aids and services to individuals with disabilities. These are determined on a case-by-case basis for otherwise qualified individuals who have demonstrated need for these services and can provide appropriate documentation. Information concerning eligibility for accommodation, required documentation, and the application process for students, faculty, and staff is set forth in William Jewell's Policies and Guidelines for Individuals with Disabilities at www.jewell.edu/accessibility-services.

Any additional requests or questions regarding programs, services, and activities accessible to and usable by persons with disabilities should be forwarded to Accessibility Services: accessibilityservices@william.jewell.edu.

Pregnancy Accommodations

The Pregnant Workers Fairness Act (PWFA) is a federal law that aims to ensure fair treatment and accommodation for pregnant employees. This policy reflects our commitment to maintaining a diverse and inclusive workplace, promoting the well-being of our employees, and complying with all applicable laws by providing reasonable accommodation for pregnant employees and employees with related medical conditions as required by the PWFA.

This policy applies to all employees, faculty, and staff, and covers all stages of employment including hiring, training, promotions, and other employment-related decisions.

William Jewell College is committed to prohibiting discrimination against pregnant employees, employees with related medical conditions, and those affected by childbirth or related medical conditions. Discrimination in any form, including but not limited to hiring, promotion, compensation, and terms and conditions, is strictly prohibited.

Under the PWFA, the College will provide reasonable accommodation to pregnant employees and those with related medical conditions. Reasonable accommodation may include, but is not limited to:

- Modified work schedules or duties.
- Temporary transfers to less physically demanding positions.
- Access to private areas for lactation or expressing breast milk.
- Frequent breaks for rest and hydration.
- Adjustments to workplace policies and practices as needed.

Employees requesting reasonable accommodation should contact the Office of Human Resources to initiate the interactive process to determine appropriate accommodation on a case-by-case basis.

Familial and Consensual Relationships between Employees and Students

William Jewell is committed to maintaining learning and work environments free from conflicts of interest and favoritism. Accordingly, the College prohibits supervisory relationships between employees who are related to each other. For purposes of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Additionally, William Jewell prohibits supervisory relationships between employees involved in a consensual dating or romantic relationship. If a consensual dating or romantic relationship arises between a supervisor and an employee, the supervisor must immediately disclose the relationship to the Office of Human Resources. In such cases, Human Resources and the President retain the sole discretion to make decisions and arrangements that will end the supervisory relationship or, in limited cases, allow the supervisory relationship to continue.

Employees are strictly prohibited from engaging in romantic, sexual, or intimate relationships with any student. The responsibility for protecting the integrity of the professional relationships between employees and students shall be upon the employee.

Failure to adhere to the strict prohibition shall result in corrective action, up to and including termination of employment. In other cases where a conflict or the potential for

conflict arises, even if there is no supervisory relationship involved, the College may reassign the employee(s) at its sole discretion.

Title IX

William Jewell complies with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex (including sexual harassment, sexual misconduct, and sexual violence) in the College's educational programs and activities, including employment. Title IX also prohibits retaliation for asserting such claims of discrimination. The College has designated a Title IX coordinator, as outlined in the full policy in William Jewell's policy library, who is responsible for the College's compliance with and responding to inquiries concerning Title IX. The College's Title IX policy and procedure, including complaint procedures, are included in the policy library.

Harassment and Retaliation Prohibited

It is William Jewell's policy to prohibit harassment of any individual by another person on the basis of any protected status including, but not limited to, age, disability, gender, genetic information, national origin, race/color, religion, sex, sexual orientation, veteran status or any other status protected by law.

Further, the College expressly prohibits retaliation against any employee because of the employee's opposition to a practice the employee reasonably believes to constitute employment discrimination/harassment, or because of the employee's participation in an employment discrimination/harassment investigation, proceeding, or hearing. Any retaliatory adverse action because of such opposition or participation will not be tolerated.

Any employee who experiences or observes harassment, discrimination, or retaliation should report it immediately. If you have questions about what constitutes harassing, discriminatory, or retaliatory behavior, what conduct is prohibited, or how to report such conduct, please review the complete Anti-Harassment policy on Jewell's policy library.

Drugs and Alcohol in the Workplace

To ensure a safe, healthy, and productive work environment for our employees and others, William Jewell prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on College property or during the staff member's working hours or when the staff member may be affected by such use during working hours.

Controlled substances consist of any drug which is controlled and/or regulated by federal agencies and include prescription drugs as well as illegal or street drugs. The use of drugs which have been prescribed by a licensed physician, and which are taken according to the prescription instructions, is not considered illegal.

Staff members are required to notify the College within five (5) days of any criminal drug statute conviction if the activity for which the staff member was convicted occurred in the workplace. William Jewell College will report such convictions to appropriate federal funding agencies within 10 days after receiving such notice, if required to do so by regulations under the Drug-Free Workplace Act.

Alcohol

William Jewell College employees must adhere to all laws related to the possession, consumption, and/or distribution of alcohol, as enacted by the State of Missouri, Clay County, Missouri, and the City of Liberty, Missouri. The unlawful use, possession, purchase, and/or distribution of alcoholic beverages is prohibited on the William Jewell College campus. Employees are also expected, if they engage in the lawful provision or use of alcohol, to do so responsibly.

Possession and use of alcohol is allowed by legal-age persons at approved employee or community events held on campus, provided that the event is held in an approved designated semi-public or public area. The Employee Alcohol Policy Authorization – Advance Approval Form must be completed and fully approved prior to having or committing to have any campus event in which alcohol will be served or provided. No use of alcohol by employees will be permitted during the performance of their duties, except by specific exception as approved by the President.

This form, along with the complete policy, can be found on Jewell's policy library.

Employees who violate these guidelines are subject to corrective action, up to and including termination of employment.

Smoke-Free and Tobacco-Free Campus

William Jewell College is committed to providing a healthy, comfortable, and productive learning and work environment for all students, faculty, and staff. In light of the associated health risks and in support of a safe and healthy campus environment, William Jewell prohibits all use of smoking and tobacco products, including smoking and smokeless tobacco and e-cigarettes, within all college buildings and on college property.

This policy applies to all, including students, faculty, staff, contractors, suppliers, visitors, and any other person while in William Jewell College facilities or on its property.

Understanding the addictive nature of tobacco products, William Jewell will make every effort to assist those who may wish to stop using tobacco products. Faculty and staff are encouraged to contact Human Resources for information about smoking cessation resources.

Employment Record Data Changes

In order to obtain their position, employees have provided personal information, such as address and phone number. This information is contained in their personnel record. Each employee is required to notify the Office of Human Resources of any material changes in personal data. This includes, but is not limited to, name, mailing address, phone number, emergency contact information, beneficiaries, eligible dependents, marital status, and military status. Employees should also inform the Office of Human Resources of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes can affect withholding tax and benefit coverage.

Employees can change personal information directly in Paycor for payroll purposes. Upon email request, employees may examine, but not remove or alter, information contained in their electronic personnel file.

Employees are required to disclose any arrest or criminal conviction so that the College can conduct an independent review of continued suitability for employment. Employees should notify the Office of Human Resources of an arrest or a conviction (including pleas of guilt and nolo contendere) no later than three calendar days after the arrest or conviction. Depending on all of the factors involved, including the nature and severity of the circumstances, the employee's truthfulness and completeness in disclosing the information in a timely manner, the impact on the employee's work schedule, and any attendant circumstances that could adversely impact the College, William Jewell reserves the right to consider employment consequences, up to and including termination of employment.

Grievance Procedure

William Jewell is committed to an open-door policy, which encourages employees to openly communicate with supervisors at all levels. Any problems or complaints should be first discussed with the employee's immediate supervisor. If a problem or complaint cannot be resolved with the supervisor, or if you are not comfortable addressing it with the supervisor, this policy provides employees with a process to address and resolve differences on matters pertaining to the specific application of College policies and procedures to the employee. This policy does not apply to issues that arise out of the application of a policy or procedure for discrimination and harassment issues, which should be addressed to the Anti-Harassment Coordinator. Faculty may also reference the Grievance Procedure listed in the William Jewell College Faculty Handbook.

Procedures

Two basic resolution processes are available to employees in expressing a concern: an informal process and a formal process.

The College wants to address grievances in a positive manner and work toward effective and expedient resolutions. When initiating an informal concern, an employee who has a concern or issue is encouraged to pursue resolution first by following the informal processes discussed below. Employees may seek guidance from the Office of Human Resources at any level in this process.

Level 1 – Informal Procedure
An employee should first seek to informally resolve an issue with the immediate supervisor. Often, the majority of disputes, complaints, or misunderstandings can be resolved at this level. This is consistent with our open-door communication philosophy. These discussions should be conducted in private. There may be situations that employees feel cannot be discussed with their immediate supervisor. In these instances, an employee has the option to discuss the issue with the next level of management to seek resolution. The Office of Human Resources is also available to assist or advise employees and managers regarding grievances.

If the circumstances of the issue prevent an employee from effectively using the Level 1 process, the employee can access the Level 2 process.

Level 2 – Formal Procedure
If the issue is not resolved informally (Level 1), the employee must formalize the grievance by submitting it in writing to the Office of Human Resources within seven business days. It must include the following information:

1. Information concerning the nature and extent of the problem and related facts,
2. Policy, procedure, or practice that is alleged to have been violated,
3. Any and all supporting documentation,
4. The desired resolution.

Upon receipt of a written concern, the Office of Human Resources will review the grievance and contact the appropriate President's Cabinet member (based on the organizational chart) to review the grievance. The Cabinet member will consider the facts and circumstances of the grievance and will discuss the grievance with the appropriate staff. The Cabinet member will make every effort to resolve the grievance in a timely manner but will put the resolution in writing to the employee no later than 30 days of the receipt of the written grievance.

If the grievance is with a Cabinet member, the Office of Human Resources will forward the grievance directly to the President, who will select a Cabinet member to review the grievance. If the grievance is with the President, the Board of Trustees will designate an appropriate person to review the grievance.

Appeal: The employee may appeal the decision for the following reasons:

1. The decision was contrary to the information provided

2. There was newly discovered information not available at the time of initial notice of written concern.

The employee must notify the Office of Human Resources of the intent to appeal the decision. The employee will have one week (7 calendar days) to submit a written appeal to the Office of Human Resources. The content of the appeal should include a statement of the resolution of the complaint as well as a detailed statement of the basis of the appeal, including the specific facts, circumstances, and argument in support of the appeal. The Office of Human Resources will forward the appeal to the President to consider the facts and circumstances of the appeal. The President will investigate the concern, attempt to resolve the problem, and will provide a written response to the employee within ten (10) working days of receipt of the appeal from the employee. The President's decision shall be final.

The grievance procedure shall be conducted with the highest level of sensitivity to the privacy of all concerned except as necessary for the preparation of a grievance or grievance response, or as otherwise may be required by law. The decisions received during the grievance procedure will be considered final unless the employee asks for further review as previously described. If the employee does not ask for further review of the grievance within the specified time limit, the grievance will not be considered further. The time limits are firm unless the parties involved mutually agree in writing to extend the time limit. Extensions may be justified by the complexity of the issue and availability of individuals involved.

These procedures should not be construed as preventing, limiting, or delaying the College from taking corrective action against any individual, up to and including termination, in circumstances where the College deems corrective action appropriate, e.g., problems involving conduct, attitude, demeanor, or performance.

The College will not tolerate any form of retaliation against employees who avail themselves of the grievance procedures. It is a violation of this policy to retaliate against any William Jewell College employee who reports a grievance or who participates in the investigation of a grievance. Employees who believe they have been retaliated against in violation of this policy should make a complaint immediately to the Office of Human Resources.

Performance Evaluations

Depending on the employee's position and classification, employees and their supervisor may participate in a formal performance evaluation annually. The purpose of performance evaluations is for a supervisor and employee to have a candid discussion about performance expectations and actual performance. Employees are encouraged to provide input during the review process. In addition to these formal performance evaluations, the College encourages employees and supervisors to discuss job performance on a frequent and ongoing basis. If an employee needs to adjust behavior and/or performance, a

corrective action plan or a performance improvement plan may be put in place at any time during employment.

Compliance Training Requirements

William Jewell College requires all employees to attend certain annual compliance training, including, but not limited to, FERPA, Title IX, Sexual Harassment, Clery, and Cybersecurity. These training programs set forth standards to ensure employees operate with integrity and in accordance with local, state, and federal laws.

Promotion and Transfer Policy

The College desires to fill vacancies with the most qualified persons while encouraging promotion or transfer of its present employees when they are the most qualified applicant for the position.

Employees may apply for open positions if they have met the following criteria:

- Completed one (1) year of service in their present position. This time limitation may be waived only with the written approval of both supervisors involved.
- Meet the minimum qualifications specified for the vacant position.

If the employee has met the above criteria, they must inform their current supervisor of their intent to apply for another position. Successful transfer applicants are required to give two (2) weeks' notice to their supervisor if they leave the department in which they are working.

Notice of available positions will be advertised by the Office of Human Resources via the College website for externally posted positions. Employees desiring a transfer are encouraged to apply for positions for which they qualify. Present employees in the department will be given first consideration when filling vacancies, with second consideration going to other College employees. Promotions and transfers will be made whenever practicable on the basis of demonstrated abilities through present job performance, past record of demonstrated abilities and performance, length of service, and review of required job qualifications.

Job transfers within the same department are not subject to this policy.

Record Retention and Legal Notices

Employees are expected to retain all business-related documents, both physical and electronic, in accordance with applicable laws and regulations. In the event of impending or ongoing litigation, employees must promptly notify the Chief Financial Officer to ensure the preservation of relevant documents. Unauthorized destruction, alteration, or disposal of documents related to potential or actual legal proceedings is strictly prohibited. Additionally, all employees are required to cooperate fully with any legal holds or requests

issued by the College's Legal Department to facilitate efficient and lawful document retrieval. Failure to adhere to this policy may result in corrective action, up to and including termination.

Employees have an obligation to contact the Chief Financial Officer immediately if the employee is aware of any potential or actual litigation, external audit, investigation, or similar proceedings. Employees should direct any individual attempting to deliver any legal notice to William Jewell's Chief Financial Officer.

Privacy Policy

The College respects and values its employees and recognizes the confidential and sensitive nature of information maintained by the College. The College's Office of Human Resources maintains a record of each employee's employment with the College in a secure location. Employee records include, but are not limited to, job applications, offer and/or acceptance letters, references, credentials, compensation data, performance reviews, as well as other personal data and employment information.

The College may receive requests from third parties for employee information. In the event the College receives a request from a third party, the Office of Human Resources will respond and will provide only non-confidential information, such as dates of employment and job title. Confidential information will not be provided pursuant to a third-party request without prior written consent of the employee or by valid court order or subpoena.

The release of information about students is governed by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). The act applies to both currently enrolled students and alumni. Confidential information is maintained by many offices on campus. Following appropriate safeguards and full compliance with the Family Educational Rights and Privacy Act are requirements of College policy. Questions about how this policy applies to a specific situation should be addressed to the Dean of Students. In keeping with these policies, anyone who handles personal information about students or staff has an obligation to maintain strict confidentiality.

Whistleblower Policy

A Whistleblower Policy is a management/governance tool that allows for the lawful disclosure of wrongful conduct at William Jewell College. It is designed to protect employees from reprisal should they make good faith disclosures of college-related misconduct. William Jewell strongly encourages any employee to report suspected or actual wrongful conduct by any College contractor/vendor, student, or employee that may include, but is not limited to, any of the following:

- Misappropriation or misuse of college and/or government resources (financial or human). Matters that further involve allegations or events that have a significant possibility of being the result of a criminal act (the disappearance of cash).

- Action or failure to act that endangers the health or safety of the public, students, faculty, or employees

- Abuse of authority

- Matters likely to receive media or other public attention or are judged to be significant or sensitive for other reasons

- Violation of federal or state laws

Employee Volunteer Policy

William Jewell College encourages employees to become involved in our campus community, lending their voluntary support to programs that positively impact the College when they desire to do so. The following requirements are for employees who choose to serve as volunteers on the William Jewell College campus.

Volunteer requirements:

- Employee volunteers are accepted provided that the volunteer service is provided totally without any coercion, there is no compensation or benefits of any kind, the volunteer service involves work which is outside the scope of normal staff duties and is provided outside of the employee's usual working hours.
- Employee volunteers are not intended to replace paid employees.
- Employee volunteers must comply with all College's policies and procedures at all times.

WORKPLACE EXPECTATIONS

Employee Conduct Policy

William Jewell College is committed to the highest ethical and professional standards of conduct set forth in the Mission, Vision, and Values of William Jewell College. The College expects all employees to observe those standards of personal conduct that will lead to responsible relationships with one another both within and outside the classroom. William Jewell College will comply with all applicable laws and regulations and expect all employees to refrain from any illegal, dishonest, or unethical conduct.

All employees are expected to use good judgment and to avoid even the appearance of impropriety in all of their dealings with other employees and with students. Employees must exhibit the highest degree of personal integrity at all times, refraining from any behavior that might be harmful to the College.

It is important for employees to remember that attitude and conduct are significant factors in work performance. It is the duty of each employee to be courteous with all with whom they interact within the normal course of business. The College expects that all employees will maintain the highest degree of integrity and honesty.

Employee conduct has a direct bearing on the general public opinion of the College; therefore, it is imperative that employees respect the rights of others and conduct themselves in a professional and businesslike manner.

Personal neatness and appropriate attire are left largely to the discretion and mature judgment of the staff member. Supervisors and department heads may establish minimum requirements for attire appropriate to tasks and working conditions since an employee's appearance reflects upon the image of the College.

Conflicts of Interest and Ethical Standards

Employment by the College carries with it a responsibility to be constantly aware of the importance of ethical conduct. Employees are expected to refrain from taking part in, or exerting influence in, any transaction in which their own interests may conflict with the best interests of the College.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative/friend as a result of the College's business dealings. If any employee has influence on transactions involving purchases or contracts, the employee must disclose the potential conflict to their supervisor so that safeguards can be established to protect all parties.

It is not possible in a general policy statement to define all the other various circumstances and relationships that would be considered "unethical." Please refer to the *Employee Personal Gifts* policy for information on gifts from vendors, potential vendors, customers, potential employees, or any other outside individual or organization.

Attendance and Punctuality

Punctual and regular attendance is an essential function of each employee's job at William Jewell.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for break periods or when required to leave on authorized business. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

In all cases of absence or tardiness, employees must provide their supervisor with a good-faith reason or explanation. Documentation of the reason may be required in the supervisor's sole discretion. Employees also must inform their supervisor of the expected duration of any absence. An employee must contact their supervisor in advance of their regular starting time on any day on which the employee is scheduled to work and will not report to work. If you cannot personally contact your supervisor, you should have a reliable person do so.

Planned absences must be scheduled and approved in advance.

Acceptable Use Policy

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using College communication systems or equipment and employee-provided systems or equipment used either in the workplace, during working time, or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, data, or any other information used in email, instant messages, voicemail, fax machines, computers, personal digital assistants, mobile phones including those with cameras, Intranet, Internet, back-up storage, information on internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Employees may use the College's Systems to communicate internally with co-workers and students or externally with customers, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All Electronic Communications contained in William Jewell's Systems are the College's records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the College. The Systems and Electronic Communications are accessible to William Jewell at all times, including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, reviewing, recording, and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. Users have no legitimate expectation of privacy in regard to their use of William Jewell's Systems. Employees have no legitimate expectation of privacy related to Electronic Communications or information stored on our Systems.

The College's right to use, access, monitor, record, and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

William Jewell may access voicemail and e-mail systems and obtain communications within the systems, including past voicemail and e-mail messages, without notice to users of the system, in the ordinary course of business when the College deems it appropriate to do so. William Jewell may also review Internet usage to ensure that such use of College property, or communications sent via the Internet with College property, are appropriate. The reasons for which the College may access communications and review Internet usage include but are not limited to maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring William Jewell operations continue appropriately during the employee's absence.

Personal Use of College Systems

Although incidental and occasional personal use of College Systems that does not interfere or conflict with productivity or the College's business or violate policy is permitted, personal communications using William Jewell's Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the College at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use College Systems for communication or information that employees would not want revealed to third parties.

Prohibited Uses of Our Systems

William Jewell's policies prohibiting discrimination, harassment, and retaliation apply equally to the use of the College's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as discriminatory, harassing, or retaliatory.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of the College or others without appropriate authorization.

System Integrity, Security, and Encryption

All system passwords and encryption keys must be available and known to the College. Employees may not install password or encryption programs without written permission. Employees may not use passwords and encryption keys belonging to others.

Use of Social Media

William Jewell acknowledges that social media may be used to further the College's mission by providing channels of interaction and engagement between the College and students, parents, faculty, employees, alumni, fans, media, the surrounding community, potential students and donors, etc. The College supports this kind of participation on social media and is committed to academic freedom in these channels.

William Jewell encourages the use of social media by institutional users; however, it wants to ensure usage is in line with its Social Media Policy, with applicable state and federal laws and regulations, and to provide protection to the College's reputation and other members of its community. While the policy primarily focuses on social media accounts that are College-owned and College-controlled, it also provides general guidelines regarding personal use. The full policy can be located by clicking the link above or navigating to the College's policy library.

Corrective Action

The information contained in this Handbook has been provided as a guide to ensure effective operations and the best possible work environment. William Jewell expects employees to follow standards of conduct and policies protecting the interests of fellow employees, students, faculty, and the College. Violations of these standards and/or policies may result in corrective action. All corrective actions will be administered in an impartial and consistent manner and only after considering all the relevant facts. Whenever possible, it is William Jewell's practice to counsel and assist employees in a sincere effort to correct identified problems so that they may become and/or continue to be successful contributors to the organization.

The utilization of corrective action in a particular instance will depend on the severity, nature, and/or scope of the concern or policy violation and will be determined on a case-by-case basis. William Jewell is not required to utilize a progressive approach and may, in its sole discretion, use the corrective action it determines is appropriate based on the severity of the employee's actions. The College may utilize the following corrective action measures: Coaching (verbal and written), Written Warning, Probation, Suspension, and termination of employment. However, violation of College policies, practices, and/or procedures may result in immediate dismissal based on the specific circumstances of the situation.

Separation of Service

Non-Faculty Employees

It is the policy of William Jewell College that all non-faculty employees who do not have appointment letters covering a definite period of employment are employed at will with the College and either party may terminate the employment relationship with or without cause or notice at any time for any reason. An employee who resigns voluntarily is required to give

the College a notification of their intent to separate service of at least two weeks. Staff members who voluntarily terminate from service and provide a minimum of two weeks' notice are eligible to receive payment of up to a maximum of 80 hours of unused Paid Time Off (PTO).

Exit Interviews

Employees separating from service for any reason should schedule an appointment to meet individually with the Office of Human Resources prior to their last day of work. The exit interview will afford an opportunity to discuss continuation of employee benefits, conversion privileges, repayment of any outstanding debts to William Jewell College, and the return of all college-owned property. Employee comments or suggestions about potential improvements at the College are welcomed and encouraged.

Rehire

Former employees who have left employment with William Jewell College in good standing may reapply for job openings for which they meet minimum job requirements. Should a former employee be rehired, benefits, eligibility, and credited years of service will be handled in accordance with the various plan provisions and must be clarified with the Office of Human Resources. All other College employment practices and provisions shall apply. Upon reappointment within one (1) year after separation, a former staff member will be allowed credit for prior service, for the purpose of establishing the number of service years for PTO accrual and eligibility for College-provided retirement benefits. If a former staff member is rehired by the College after one (1) year of separation, the new effective date of hire, for the calculation of benefits, will be the date of rehire.

Campus Parking and Vehicle Policy

All faculty, staff, and student vehicles operated on campus must be registered with the College and are expected to adhere to the College's Transportation and Parking & Vehicles policies, which can be found on Jewell's policy library.

Outside Employment

The College does not prohibit staff from seeking outside employment. However, such employment should not interfere with the staff member's work performance or create a Conflict of Interest. Any staff or faculty member who is contemplating or currently engaged in outside employment should complete a Request for Outside Employment Form and gain approval from their manager and respective Cabinet member. Forms can be obtained on Jewell Central or from HR.

The College requires that the employee not reveal confidential information pertaining to the College, students, staff, or alumni and that the position at the College not be used to obtain work or business for the employee.

Health and Safety

The health and safety of employees and others on William Jewell's property are of critical concern to the College. The College intends to comply with all applicable health and safety laws. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and to recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the College's premises, or in a product, facility, piece of equipment, process, or business practice for which the College is responsible, should be brought to the attention of management immediately.

Periodically, the College may issue rules and guidelines governing workplace safety and health. The College may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

Children in the Workplace

Faculty and staff are welcome to bring their children to visit their worksite, provided that the visits are infrequent, brief, and planned in a fashion that limits disruption to the workplace. While children are in the workplace, they must always be directly supervised by their parents. If the frequency, length, or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.

Employees are not permitted to bring ill children to work. This policy is not to be utilized as a backup childcare arrangement. Employees are provided paid time off benefits which should be used for personal reasons or to care for an ill child. Employees may consult the College's EAP provider to assist in finding an emergency care provider to care for sick children.

Pets in the Workplace Policy

William Jewell College is responsible for ensuring the health and safety of all employees and students. In keeping with this objective, the College will not permit employees to bring their household pets to work. Animals may pose a threat to employees and students, in addition to causing allergic reactions. Some employees may feel threatened or may be distracted by the presence of animals, particularly dogs. Accommodations may be made for service animals. Employees should contact Human Resources for more information.