



STAFF HANDBOOK

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Wartburg College

Welcome to Wartburg College. We are delighted you have chosen to join our College and hope you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to submerge yourself in our mission and values, enhance your career, and further Wartburg's goals.

Introduction

This handbook has been prepared to provide general information about the personnel policies for Wartburg staff. The contents of this handbook are presented as a matter of information only. This handbook does not, either by itself or in conjunction with any other Wartburg documents, policy, procedure, action, practice or verbal statement, create an employment contract, express or implied. Wartburg reserves the rights to modify, revoke, suspend, terminate, or change any or all policies or procedures contained herein in whole or in part at any time with or without prior notice. Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources and Payroll Office.

Employment at Will

Employment at Wartburg College is on an at-will basis. This means that either the employee or the company may terminate the employment relationship at any time, for any reason, or without notice. All statements contained in this handbook or any other Wartburg publication, employment application, recruiting materials, memoranda, or other materials provided to applicants or employees shall be interpreted consistent with this employment-at-will relationship. No officer or employee has any authority to modify the "at will" status of any staff employee.

College Information

Wartburg College is a fully accredited four-year, coeducational college of the Evangelical Lutheran Church in America. It traces its roots to 1852, when Pastor Wilhelm Löhe of Bavaria sent Georg Grossmann and five students to found a teacher-training school for German immigrants in Michigan. The college moved several times before establishing a permanent home in Waverly in 1935.

The college is named after the Wartburg Castle in Eisenach, Germany. The castle was a home for St. Elizabeth in the 13th century and served as a refuge for Martin Luther as he translated the New Testament into German during the Reformation.

Wartburg College encourages students to connect their classroom learning with opportunities to enhance leadership skills, immerse themselves in another culture, and "live their learning" in practical situations outside the classroom setting.

The 118-acre campus includes more than 30 buildings, and much of the campus is connected by a system of covered walkways.

Mission Statement

Wartburg College is dedicated to challenging and nurturing students for lives of leadership and service as a spirited expression of their faith and learning.

Equal Opportunity and Commitment to Diversity

Equal Opportunity and Notice of Non-Discrimination

Wartburg College provides equal employment opportunities to all employees and applicants for employment. Equal employment opportunity applies to all terms and conditions of employment including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Wartburg College does not discriminate on the basis of race, color, national origin, creed, sex, age, religion, sexual orientation, gender identity, disability, or pregnancy in its education programs or activities. Wartburg College complies with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1972, the Age Discrimination in Employment Act of 1975, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Iowa Civil Rights Act. As an institution of the ELCA, the College reserves the right to impose qualifications based on religion if such qualifications are related to a bona fide religious purpose or are otherwise permitted by law. Title IX Coordinator: Karen Thalacker, Chief Compliance Officer (x8225.)

Wartburg College expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Any employee who believes they have been unlawfully discriminated against should contact their supervisor or the Director of Human Resources and Payroll.

Affirmative Action

The institutional Affirmative Action Committee consists of administrators, faculty, and staff and is appointed by the President. The appointed Affirmative Action Officer chairs regular meetings and is charged with monitoring institutional compliance with applicable state and federal affirmative action and equal employment opportunity guidelines. (Faculty Handbook)

Diversity Vision Statement

The Wartburg College Community is committed to creating and maintaining a mutually respectful environment that recognizes and celebrates diversity among all students, faculty, and staff. Wartburg values differences as an asset, works to sustain a culture that reflects the interests, contributions, and perspectives of members of diverse groups, and delivers educational programming to meet the needs of diverse audiences. We also seek to instill those values, understandings, and skills to encourage leadership and service in a global and multicultural society. (Aug. 1, 2003)

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, the college will make reasonable accommodations to allow employees with disabilities to perform the essential functions of their positions, as long as doing so would not impose an undue hardship on the college. An employee who believes they need an accommodation should contact their supervisor or the Director of Human Resources & Payroll.

Employment Relationship

Appointments, Employment Tests, and Job Opportunities

Position appointments are made by the appropriate Cabinet member, in consultation with unit/department heads and based on procedures outlined by Human Resources & Payroll and Affirmative Action.

Employees in a full or part-time non-exempt position at Wartburg, will not be allowed to teach above their current appointment.

Employment Tests/Background Checks

Pre-employment physical and drug tests may be required to determine fitness for the tasks assigned on both a pre-and post-hire basis. Background checks are required for all positions.

Job Opportunities

Qualified employees are encouraged to apply for position vacancies that offer the opportunity for promotion or transition. Position vacancies are posted on the Wartburg website as they become available.

Employment Classifications

Positions at Wartburg College are divided into two classifications, consistent with the Fair Labor Standards Act. These classifications determine how hours of work are recorded and compensated. Wartburg College may review or change employee classifications at any time.

Non-Exempt Employees

Non-exempt employees (support staff) are covered by the Fair Labor Standards Act and are eligible for overtime pay for hours worked in excess of 40 hours per week.

Exempt Employees

Exempt employees (administrative staff) are paid on a salary basis and do not receive payment for overtime by the nature of the executive, professional, and administrative duties they perform.

Exempt employees (administrative faculty) are paid on a salary basis, do not receive payment for overtime, and carry faculty status as assigned by the Board of Regents.

Employment Categories and Service Definitions

Regular Employees

A regular employee is one who works a fixed, consistent schedule of more than 1,000 hours per year.

Temporary Employees

A temporary employee is one who works on an intermittent or call-in basis, less than 1,000 hours per year. A temporary employee can be employed for a short term to complete a special project or to help during a department's peak period. Temporary employees may be paid on an hourly or monthly basis, depending on the variability of their work schedules and whether the position is classified as exempt or non-exempt.

Full-time Employees

A full-time employee is one who is scheduled to work 40 hours per week with a scheduled work year of at least 9 months. Non-exempt staff classified as clerical staff work 1982.50 hours per year

Part-time Employees

A part-time employee is one who works less than full days, full weeks, and/or twelve months per year.

Service Recognition

Wartburg College annually recognizes staff members with years of service awards or retirement gifts. Recognition is provided at ten years and each five year thereafter. For purposes of recognition, the period of service is based on the calendar year of employment.

Work Week and Hours of Work

The workweek begins at 12:00 a.m. Sunday and ends on Saturday at 11:59 p.m.

Normal office hours are 8 a.m. to 4:30 p.m. during the academic year. During the summer months, normal office hours are 8 a.m. to 4 p.m. The hours of work in particular departments (Dining, Maintenance, Security, Wellness, Library, etc.) or for particular employees are established by the college administration and/or the supervisors to provide optimum service to students and visitors.

Non-Exempt Staff Hours

Work schedules of clerical staff normally correspond to college office hours, with full-time clerical staff working seven and three-quarter hours a day during the academic year and seven and one-quarter hours a day during the summer. Other full-time staff work eight hours a day year-round. Work schedule variations may be arranged with the appropriate supervisor and vice president.

Exempt Staff Hours

Staff are expected to organize their time schedules to provide effective performance of responsibilities. Flexibility is appropriate, but all members should respect the college office schedule and calendar and consult with their supervisor before deviating substantially from either.

Meals, Lunch, Breaks and Rest Periods

Department heads/chairs may arrange lunch and rest periods that provide for effective operations. A 45-minute uninterrupted lunch break is provided without pay for clerical staff members. A 30-minute uninterrupted lunch break is provided without pay for dining services, maintenance and other hourly staff. Employees working at least six hours are expected to take a lunch break. Two 15-minute breaks are provided (mid-morning and mid-afternoon) with pay. Combining breaks requires supervisor approval.

Rest periods and lunch periods are available for the welfare of employees and may not be accumulated or used for lost time away from job responsibilities or for any other purpose. Exceptions require approval of the supervisor. Click here for more information: <http://info.wartburg.edu/Employment/Forms-Procedures.aspx>

Meals

Compensation for dining services and security employees includes a meal for each mealtime in their schedule.

Break Time for Nursing Mothers

The College provides a nursing room and reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth. Please work with your supervisor and/or Human Resources to coordinate a location.

Convocations and Chapel

Staff may request the opportunity to attend chapel, convocation, or lecture events during work time with approval of the department head/chair.

Time Records and Identification Cards

Non-exempt staff are required to record time worked and leave taken on a time clock in KNIGHTtime. Non-exempt staff are required to have all scheduled hours covered by either work or leave hours, and supervisors will be allowed to input leave on the employee's behalf to cover an absence. Time records must be approved and signed off by the supervisor before being sent to payroll. Absences may be reported in no less than quarter-hour increments.

Exempt staff are required to record absences and leave taken on a monthly basis in KNIGHTtime. Supervisor approval is required before being sent to payroll. Absences may be reported in half-day or full-day increments.

Non-exempt temporary staff are required to record time worked on a time clock in KNIGHTtime. Supervisor approval is required before being sent to payroll.

Identification Cards

The college provides initial identification cards at no charge. The identification card is used by non-exempt employees to punch in and out at the time clocks across campus. They can also be used for on-campus identification purposes, admission to athletic events, library services, and discounts in the Wartburg Store, dining services, and many qualifying college activities. The cost to replace a Wartburg identification card is \$20.

Overtime, On-call, and Work from Home

Non-exempt employees are compensated for overtime at a rate equal to one-and-one-half times the regular hourly rate for all hours worked in excess of 40 hours in a workweek. Time off in lieu of overtime can be taken during the same workweek at an hour per hour exchange with supervisor approval.

Paid time off (PTO, jury duty, funeral leave, holidays, etc.) will not be counted as hours worked for purposes of calculating overtime. Overtime must be authorized in advance by an employee's supervisor.

Exempt employees are not eligible for overtime pay.

On-call

Non-exempt staff assigned to on-call status must be available by cell phone and able to be at work within 30 minutes. They will be compensated for the on-call pay and paid for at least one hour, if called to work.

Work from Home

Approval to work from home must be approved in advance by the supervisor and is on an exception basis only. Non-exempt staff will be expected to record hours worked in KNIGHTtime.

Pay Periods and Deductions from Pay

Payment of wages and salaries is made on a monthly basis, normally on the 20th of the month. If the 20th falls on a Saturday, Sunday, or holiday, checks are distributed the preceding business day. Automatic deposit is required for new employees and strongly encouraged for all. Paystub vouchers can be viewed and printed online in the Info Center. All other checks will be mailed through U.S. Postal Service.

Payroll Deductions

The college is required by law to make certain deductions from an employee's salary. These include federal and state income tax, and withholdings for Social Security and Medicare (also known as FICA).

Employees may voluntarily authorize deductions for insurance, college-approved tax-deferred annuities, contributions to the college, or other college-approved deductions. The college requires a signed request from the employee for these deductions. Information concerning these voluntary deductions is available from the Human Resources and Payroll Office.

Salary Advance

An employee can request a salary advance because of unique circumstances. An advance may be requested one time every twelve months not to exceed monthly net pay. Employees authorize Wartburg College Human Resources & Payroll to deduct the amount from their net pay in the next payroll period.

Access to Personnel Files

Employees' files are maintained by the Human Resources & Payroll Office and are considered confidential. Access is restricted to supervisors and college personnel with a legitimate reason for file review. Employees who wish to review and /or obtain a copy of their own file should contact Human Resources & Payroll and with reasonable notice will be given opportunity to review their file in the presence of a Human Resources & Payroll employee or obtain a copy. The Director of Human Resources & Payroll is the college privacy officer for personnel records.

Employment of Relatives and Domestic Partners

Relatives and domestic partners of current staff members are eligible for employment, except in cases when the staff member could be in a position to hire or supervise a relative. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Separation from Employment or Reinstatement/Re-employment

Voluntary Resignation

The college requests that staff members who wish to terminate their employment submit a letter to their supervisor at least 14 days prior to the effective date. They should also contact Human Resources & Payroll to

complete an exit checklist. Exit interviews with the Director of Human Resources & Payroll are available upon request.

Retirement

Employees are eligible to retire at age 55 provided they have completed ten years of benefit eligible service, as defined under flexible benefits, to the College.

Termination

An employee's service may be terminated because of changes in the College's needs, when the employee's performance or conduct does not meet the college's expectations, or for other reasons determined by the College. The college reserves the right to terminate employment at any time. Exit interviews with the Director of Human Resources & Payroll are available upon request.

Reinstatement/Re-employment

Former employees who are rehired as regular employees will be given prior service credit for determining eligibility for Paid Time Off (see definition on page 8) and years of service, if they were eligible in the initial appointment.

Employment Policies/Workplace Guidelines

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. If unable to arrive to work on time, or if an employee will be absent for an entire day, the employees must contact their supervisor as soon as possible.

Repeated absenteeism or tardiness may result in discipline up to and including termination depending on department standards or supervisor discretion. Failure to show up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for three consecutive days or more, the employee will be considered to have voluntarily resigned employment.

College and Personal Property

The College provides equipment and supplies to conduct college business. The college expects that personal use will be kept to a minimum and not interfere with college business. Specifically, college computing resources are intended for current employees and students and are to be used in an ethical, responsible, courteous, and fair manner for administrative and instructional support. The full policy can be found at <http://info.wartburg.edu/Offices/Information-Technology.aspx>

Incidents resulting in damage to college properties must be reported to the supervisor immediately. Faculty, staff, and students are prohibited from making personal use of vehicles, tables, chairs, tools, and other equipment entrusted to the operations and maintenance department. The college assumes no responsibility for items of personal property placed in a workspace assigned to an employee and reserves the right to inspect workspaces at any time, with or without notice to the employee.

Conflict of Interest/Outside Employment

Wartburg College expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with federal, state, and local laws and regulations. Honesty and integrity are expected of all staff.

The use of official position and influence to further personal gain or that of families or associates is unacceptable. To avoid undue influence in decisions related to contractual relationships with vendors or others, all employees and individuals representing the College should not personally accept any material gift, gratuity, or other payment, in cash, merchandise, services, entertainment, or other courtesies of \$25 or greater per year, from a vendor, consultant, contractor, and others currently doing business with Wartburg College or seeking to do so. If questions arise about the materiality of a proposed gift or gratuity, the proposed recipient should seek advice from the Business Office or the Director of Human Resources & Payroll.

Outside Employment

Employees are permitted to work a second job as long as it does not interfere with their job performance at Wartburg College. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. Additional employment or other activity, whether internal or external to the college, must not conflict with the primary appointment.

Discipline

All employees are expected to conduct themselves in a manner that supports our mission, reflects our values, and is conducive to efficient operations. Supervisors are responsible for communicating concerns to staff members. In situations where disciplinary action is appropriate, action may include but is not limited to, counseling, warnings, duty changes, suspensions, or termination. Actions shall be recorded in the staff member's personnel file. Click here for more information: <http://info.wartburg.edu/Employment/Forms-Procedures.aspx>

Electronic Device

Employees of Wartburg College may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved. Some of the required communication mediums might include cell phones, text messaging, devices, computers, and tablets. Click here for more information and compensable guidelines: <http://info.wartburg.edu/Employment/Forms-Procedures.aspx>

Grievances

Unless the issue involves prohibited discrimination or harassment perpetrated by an immediate supervisor, employee grievances should be discussed initially with the immediate supervisor and/or department head. If the grievance cannot be settled in this manner, or if the employee feels that it may be inappropriate to discuss the matter with the immediate supervisor or the department head, the employee may present the grievance directly to the appropriate Cabinet member or Human Resources. An investigation may be completed with appropriate follow-up.

Inclement Weather

Since Wartburg College is a residential community, it is ordinarily not feasible to “close down” in response to severe weather (e.g., blizzard). In the event that such conditions prevent an employee from reporting to or remaining at work, the employee will exercise one of the following options:

- If feasible, “make up” the hours missed during the same week. This option requires approval of the supervisor.
- Utilize Paid Time Off for missed time.
- If paid time is not available, receive no pay for the hours missed.

In the rare event that the College is closed, non-exempt staff designated as “essential” by the College will be paid at a rate equal to one-and-one-half times the regular hourly rate for hours worked during the closed-down period.

Personnel Advisory Committee

The Personnel Advisory Committee was established to facilitate communication and review and recommend policies and benefits for all staff members. There are six members – three non-exempt staff and three exempt staff – elected for two-year terms. Members may continue for one additional term. The Director of Human Resources & Payroll convenes the group and the Assistant Director of Human Resources & Payroll serves as an ex-officio member. Meetings are held on an as-needed basis, normally monthly during the academic year. Minutes are posted at the Wartburg Web site:

[Wartburg College Information Center - Intranet Portal > Employment > PAC Minutes](#)

Staff Development, Orientation, and Performance Appraisals

In the spirit of the Wartburg College mission statement and strategic plan, staff members are encouraged to engage in learning activities each year and may be allowed work time and financial support with prior approval of the direct supervisor. Activities include, but are not limited to, courses at Wartburg College and/or other institutions, conferences, workshops, staff retreats, and diversity, safety, and benefits programs.

Orientation

Initial orientation of new staff members is an office/department responsibility. In addition, the Human Resources & Payroll Office offers periodic group orientation sessions and a voluntary mentoring program.

Performance Appraisals

The evaluation of employee performance is reviewed formally during an annual performance appraisal process. However, informal feedback and recognition is expected to be shared throughout the year. Completed performance appraisals are placed in the employee's personnel file.

Travel Policy for Staff

Staff who attend off-campus conferences are paid for the time spent at the conference or professional development events and travel time, less any meal period(s). (See full travel policy at <http://info.wartburg.edu/Employment/Forms-Procedures.aspx>)

Time Off and Leaves of Absence

Holidays

Wartburg College has designated seven holidays:

- Thanksgiving Day
- Christmas Day
- New Year's Day
- Good Friday
- Monday after Easter
- Memorial Day
- Independence Day

The college assigns annual "bonus holidays," based on the specific calendar year.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, it will be observed on the preceding Friday.

Exempt staff who work on holidays may arrange with their supervisor to have an alternate day off. Floating holidays apply to exempt staff only.

Holiday Pay

Full-time benefit-eligible staff who are not scheduled to work receive full pay if the holiday falls on a day they would have been scheduled to work. Full and part-time non-exempt staff who work on a college holiday are eligible for compensation equal to two times their base hourly rate. Full-time benefit-eligible employees working on reduced schedules and/or contracts are not eligible for holiday pay unless they are scheduled to be working on that day. Temporary employees are not eligible to receive holiday pay even if they work on the holiday.

Veteran's Day

Wartburg College provides an unpaid holiday for Veterans' Day, November 11, to any eligible veteran employed by the college, if the employee would otherwise be required to work on that day. Employees desiring to take an unpaid holiday for Veterans' Day must make arrangements with his or her immediate supervisor in advance of November 11.

The College will only deny a request for an unpaid Veterans' Day holiday if the employee's presence is necessary to maintain minimal operational capacity. Employees eligible for PTO may use PTO to remain in pay status for the day.

Paid Time Off (PTO)

Staff who work at least three-fourths time or 1,486 hours per year are eligible for the paid time off (PTO) program. This program combines time off that may be used for vacations, medical, and personal reasons.

Staff should request PTO in KNIGHTtime in advance, when possible. Any accrued, unused PTO time will be paid out upon separation from service.

Non-exempt staff

Non-exempt staff accruals include PTO, holidays, funeral, and jury leave taken, but in no case over 40 hours in one week. Staff can report PTO in quarter-hour increments. The maximum accrual balance will be 320 hours in any given month.

- Those employed 0-59 months accrue .092 hours per hour worked (24 days per year for full-time employees.)
- Those employed 60 months or more accrue .108 hours per hour worked (28 days per year for full-time employees.)
- Those employees reclassified from exempt to non-exempt will accrue .108 hours per hour worked (28 days per year for full-time employees.)

Exempt staff

Exempt staff can report PTO in half-day increments and the maximum accrual balance will be 40 days.

Exempt staff accrue 28 days per year or 2.33 days per month.

- New exempt employees will earn PTO in the first month of employment as follows:
 - Start work on 1st day of the month = Accrue 2.33 days
 - Start work on 2nd day – 15th day of the month = Accrue 2 days
 - Start work after the 15th of the month = Accrue 1 day

PTO Donations

Employees who have a non-work related illness or injury or an FMLA qualifying event causing them to miss work more than five consecutive days and have exhausted their own PTO may request donations of PTO from other employees to bridge the gap to short-term disability. Requests for up to twelve days per year should be made through Human Resources & Payroll. Donations of up to five days per year should be made through KNIGHTtime. All transactions are anonymous.

Medical and Personal Days

Exempt staff on 9-10 month appointments not accruing PTO will accrue one medical day for each month or partial month worked. Additionally, they will be granted two personal days at the beginning of each academic year or on their hire date if they start work later in the year. Personal days do not accumulate or roll-over to a new academic year.

Sick Leave Bank

Staff with start dates prior to September 1, 2005 with medical leave balances will maintain those balances. Employees who have a non-work related illness or injury causing them to miss work more than five consecutive days, may utilize banked days to bridge the gap to short-term (30 calendar days) or long-term disability (120 calendar days). Bank accumulations are non-transferable and not paid out upon separation.

Volunteer Service Pay

In the spirit of the Wartburg College mission statement, staff members are encouraged to engage in community service activities and may be allowed to use up to one-half day per year (September through August) of work time with prior approval of the direct supervisor. Staff members given permission to lead college-sponsored service trips and released by their supervisor will also use work time. In those cases, employees will not be required to use PTO to lead college-sponsored service trips.

Funeral Leave

All regular employees will be granted funeral leave for the death of a family member. Funeral leave should be recorded through KNIGHTtime. Following are limits for funeral leave:

- Five work days for the immediate family (spouse, dependents, parents, step-parents, step-children, parent in-laws,) and/or those who reside in the staff member's household.

- Three work days for grandparents, grandchildren, step-grandparents, step-grandchildren, sister, brother, sister-in-law, or brother-in-law.
- One work day for the employee's aunts, uncles, nieces, nephews, cousins, great-grandparents, or great-grandchildren.

Jury Duty/Court Appearance

Wartburg College recognizes and supports the responsibility of staff members to serve on juries. Therefore, jury duty leave with compensation will be provided for employees serving on a jury or when subpoenaed to appear in a court of law upon the receipt of appropriate documentation. If the employee is a primary party to the legal action or a prospective beneficiary, no compensation will be provided. Jury Duty leave should be recorded through KNIGHTtime.

Family and Medical Leave (FMLA)

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

The full Family Medical Leave Act policy can be found at [Wartburg College Information Center - Intranet Portal > Employment > Forms & Procedures](#)

Military Leave

Wartburg College supports the military obligations of all employees and grants leaves for uniformed service in accordance with the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA), which was amended on December 10, 2004. Any employee who needs time off for uniformed service should immediately notify their supervisor or the Human Resource and Payroll Office.

Short-Term Disability Leave

An employee who misses or anticipates missing 30 calendar days due to a non-work-related illness, injury or pregnancy, childbirth or recovery therefrom will be expected to complete the short-term disability (STD) and FMLA application forms.

- There is a 30-calendar day wait period for STD.
- If approved for STD, the employee will be treated as an "active employee" for the purposes of health, dental, life and disability insurance, and job rights. They must pay their portion of the insurance premiums to continue coverage.
- PTO does not accrue while an employee is on STD.
- An employee with a sick leave bank will be given the option of using their bank and continue to accrue PTO while using banked days.
- The college may fill the position on a temporary basis.

Long-Term Disability Leave

An employee who misses or anticipates missing 120 calendar days due to a non-work-related illness or injury will be expected to complete the long-term disability forms and social security disability application forms.

- There is a 120-calendar wait period for LTD.
- If approved for LTD, the employee will be treated as a “terminated employee” for all benefits and job rights. The college may fill the position on a permanent basis.
- An employee with a sick leave bank would be given the option of using their bank and they would continue to receive benefits and accrue PTO.
- Benefit continuation through COBRA will be offered.
- Upon return to good health and with a doctor’s release, the individual may re-apply for any available positions.

Unpaid Leave

Unpaid leaves for personal or professional purposes may be requested, but employees must use PTO accruals before being granted unpaid leaves. The appropriate vice president or president must approve such leaves.

During unpaid leaves, the college will provide no salary or benefit compensation. Approved unpaid leaves can be granted for no more than 30 days. Failure to report for work within the prescribed time after completion of a leave will be considered a voluntary termination.

Employee Benefits

Wartburg College recognizes the value of benefits to employees and their families. The College supports employees by offering a comprehensive and competitive benefits program. This handbook contains a brief benefits outline. Summary plan documents are available through Human Resources & Payroll and at the Wartburg College Intranet site:

[Wartburg College Information Center - Intranet Portal > Employment > Employee Benefits](#)

New Hire Waiting Period

New benefit eligible employees will be effective on benefit plans first of the month following date of hire. If the date of hire is the first of the month, benefits will be effective immediately. This includes health, dental, vision, life, disability, flexible spending. Retirement benefits are effective with the new hire's first payroll.

Last Day of Work

Actual last workday is used for benefit and final check calculations. PTO cannot be used on or after the last day of work. This is subject to special circumstances approved between the department supervisor and Human Resources.

Flexible Benefits Plan

Wartburg College offers a Flexible Benefits Plan to eligible employees that includes health, dental, vision, life & AD&D, voluntary life insurance, short-term and long-term disability, and flexible spending accounts for medical and dependent care reimbursements. Staff who work at least three-fourths time or 1,486 hours per year are eligible to participate. Employees with start dates prior to June 1, 2003 were grandfathered and must work at least 910 hours per year in the same grandfathered position to be eligible.

Retirement Benefits

Wartburg College contributes to a TIAA/CREF retirement annuity plan for exempt staff who work at least half-time and non-exempt staff who work at least 1,000 hours per year.

All employees may contribute to a college-approved supplemental tax-deferred annuity plan, provided the total of all tax-deferred amounts does not exceed current allowable limits established by the IRS.

Social Security/Medicare

Wartburg College and employees each contributes an amount to FICA and Medicare, as required by law.

Ordained clergy may claim self-employed status for purposes of Social Security, in which case they pay their own Social Security. They may also request that a portion of their salary be designated as a housing allowance. The employee assumes full responsibility for compliance with IRS definition of "costs to provide a home." Requests must be submitted annually to Human Resources & Payroll.

Employee Assistance Program (EAP)

An EAP program is available for employees and/or dependents to self-refer for short-term assistance and for supervisors/managers to refer employees for evaluation in matters affecting an employee's health, welfare, and productivity.

Wellness Center

Staff who work at least three-fourths time or 1,486 hours per year are eligible for membership to the W for a reduced fee. The remainder of the fee is considered a taxable fringe benefit. Part-time employees are eligible for a discounted membership.

Tuition Programs

Tuition Remission

Normally, staff who work at least three-fourths time or 1,486 hours per year, their spouses, and their dependent children are eligible for full tuition remission at Wartburg College for courses offered in the residential program during the academic year (fall, winter and May terms) for a maximum of four full-time academic years or the equivalent. This tuition remission is awarded to students enrolled full-time in a term on the condition that students live on campus during the academic year (fall, winter and May terms). With supervisory and vice presidential approval, employees may take up to four course credits per year. Courses may be taken for credit or on an audit basis.

The term “dependent child” refers to the natural-born, adopted, or stepchild of a staff member who is under the age of 24, and who is a dependent of the staff member for federal tax or FAFSA purposes. Tuition remission/exchange for full-time students is limited to four years of full-time study. Wartburg summer courses are not included in the four-year limit.

Tuition remission applies only to tuition. Fees are not covered. Tuition remission does not include any direct “export” of Wartburg funds to another organization or agency for experiences such as off-campus study, study abroad, or May Term trips.

Tuition remission during the summer is offered on a “when available” basis, which means the course has satisfied minimum enrollment requirements excluding tuition-remission-eligible student(s), but is not filled to capacity, as defined in the Faculty Handbook. Tuition related to internships and independent/arranged studies for part-time students is not covered under tuition remission.

In order to receive the maximum possible tuition-remission benefit, all applicants must annually file appropriate paperwork by May 1, prior to the fiscal year for which the applicant wishes to receive the benefit. For those hired after April 1, the deadline is extended to 30 days following the notification of employment. For summer school, the deadline is two weeks prior to the start of classes. The paperwork includes:

- the Wartburg College Tuition Remission Application,
- the Free Application for Federal Student Aid (FAFSA)
- any other forms deemed necessary by the Director of Financial Aid.

The combination of tuition-based grants, scholarships, and tuition remission shall not exceed total tuition charges.

Special Cases for Tuition Remission

- Employees with a start date prior to June 1, 2003 must meet the 910-hour eligibility level.
- Retired employees with 10 years of eligible service continue eligibility.

- Disabled employees or dependents of deceased employees have continued eligibility based on 15% for each full year of service (provided the dependent was eligible prior to the event). Benefit for surviving spouse ceases at time of remarriage.
- Employees who resign during a term continue eligibility through that term only.

Tuition Exchange

Staff who work at least three-fourths time or 1,486 hours per year are eligible for tuition exchange programs through the ELCA Exchange, Tuition Exchange, and at the Wartburg Seminary for their dependent children (as defined under Tuition Remission). Tuition remission/exchange for full-time students is limited to the equivalent of eight regular Wartburg terms. Procedures vary from institution to institution, and awards may be limited at any time. The availability of exchange opportunities is contingent upon the number of children of employees of other institutions who attend Wartburg College. Determination of balance is made jointly by the Financial Aid Director and Director of Human Resources & Payroll and reported to the Vice President for Finance & Administration. In the event the College falls out of balance, preference will be given to those Wartburg faculty and staff with the most years of service and who have not utilized the program in the past. Lists of participating institutions are available at www.tuitionexchange.org or through the Human Resources & Payroll office.

Workers' Compensation

All employees are covered by workers' compensation for work-related injuries while on duty. Any injury should be reported immediately to an employee's supervisor. In addition, a work-related injury report form should be completed and returned to the Human Resources and Payroll office. The form is located on the Wartburg Infocenter at <http://info.wartburg.edu/Employment/Forms-Procedures.aspx>. PTO may cover the first three days of time lost due to a work injury consistent with the Code of Iowa. Injuries involving more than three days lost work time are covered by Workers' Compensation replacement income. Contact the Human Resources and Payroll office for more information.

Workplace Health and Safety

The following topics are addressed in various safety plans and programs. Some of these are informational only, while others may have a direct effect on job duties. Employees are expected to report any unsafe conditions to their supervisor or to Campus Security. Additional information can be requested from supervisors or found at the Wartburg Safety and Security Web site: www.wartburg.edu/security.

Reporting

Anonymous Reporting

Wartburg College selected GetHelpNow as a confidential third party reporting service. Its purpose is to provide a convenient tool to anonymously and confidentially report activities that may represent criminal, unethical, or otherwise inappropriate behavior in violation of college policies. Report may be made by going on-line to www.wartburg.edu/GetHelpNow. This service is not meant to report ongoing situations requiring immediate response and assistance. (Dial 9999 for Campus Security response or 911 for law enforcement, fire-fighting, or medical response.) It is also not meant to replace or supersede currently approved reporting methods.

The College encourages students, faculty, staff, and other members of the Wartburg community to utilize existing lines of communication and guidelines/remedies whenever possible. For example, reports of sexual harassment/misconduct should normally be addressed by following the established procedure noted in the Faculty, Staff, and Student Handbooks.

Hate Crime Reporting

Hate crime categories include criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, intimidation, vandalism (including destruction and/or damage to property), simple assault and any other crime involving bodily injury. These crimes are hate crimes if evidence is discovered that the victim was intentionally targeted, in whole or in part, because of the perpetrator's bias. Bias categories include race, gender, gender identity, sexual orientation, disability, religion and national origin. Persons having knowledge of any crime that may be a hate crime should report their information to Campus Security.

Disclosure of Crime Statistics

Campus Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) (20 USC § 1092). The full text of this report can be located on-line by going to: <http://info.wartburg.edu/Portals/0/Security/securityreport.pdf> and navigating through the different topics. This report is prepared in cooperation with Residence Life and the Waverly Police Department.

Campus crime, arrest and referral statistics include those reported to Wartburg College Campus Security, designated campus officials, and law enforcement agencies. Each year, an E-mail notification is made to the campus community that provides the web site to access this report. Paper copies are available in the Campus Security office or by calling 352-8372 to request a paper copy be mailed. Prospective employees may obtain a copy either through the Human Resources & Payroll office or directly from Campus Security.

Workplace Injury Reporting

Accidents resulting in any degree of physical injury must be reported to the supervisor, and a Work-Related Injury Report Form must be submitted to Human Resources & Payroll. Medical attention for a work-related injury must be sought in a facility approved by the college. If it is determined that the employee is unable to perform his/her original job while recovering from the work-related injury, the employee may be offered a modified or “light duty” assignment during the healing and recovery period, consistent with physician instructions and restrictions. Each situation will be considered individually in consultation with medical professionals.

Tobacco Usage

To maintain a safe and comfortable working environment and to ensure compliance with Iowa’s Smoke Free Air Act, cigarettes and e-cigarettes are strictly prohibited in any College offices, facilities and vehicles. Chewing tobacco is only allowed outside. Strict adherence to this policy is necessary because the College may be subject to criminal and civil penalties for violations of the applicable smoking law. An employee’s failure to abide by this College policy and State law may subject the employee to disciplinary action, up to and including discharge from employment. This applies to both employees and visitors of Wartburg College.

Complaints about violations of this policy may be brought to your department supervisor. No employee will face any discrimination or retaliation for reporting violations of this policy to the College.

Emergency Response

A written plan assists the college in handling most emergency situations and addresses situations such as severe weather, natural disasters, utility failures, and other catastrophes.

In the event of a significant life-threatening emergency situation, the college will issue an alert to all employees and students via text messaging, voice phone, and e-mail through Wartburg Alert. Administered by E2Campus, one must enroll with Wartburg Alert by going to <http://info.wartburg.edu>, log in, select Offices, and then Wartburg Alert on the drop down. Enrollees are encouraged at minimum, to select at least one phone for SMS (text) receipt, as this means is the quickest and most reliable means of receiving an emergency message.

Exposure Control Plan

Wartburg College has a written plan that addresses how to handle situations involving blood and body fluid spills at the work site. The purpose of the plan is to prevent the transmission of pathogenic microorganisms that are present in human blood and certain other body fluids, which can cause disease from occupational exposure. These pathogens include, but are not limited to, hepatitis B (HBV) virus, hepatitis C (HCV) virus, and the Human Immunodeficiency Virus (HIV). The college trains specific categories of employees to handle blood and body fluid accidents. Employees who are not trained are not permitted to handle any blood and body fluid that is not their own. Supervisors will specifically appoint employees to fulfill this requirement. Normally, trained employees are assigned to Maintenance, Campus Security, Dining Services, Health & Wellness Center, and Athletics (athletic trainers).

Fire Prevention

Wartburg College publishes an annual fire safety report, which is incorporated into the annual campus security report. A fire log is also maintained, which includes the nature of a fire, date and time of day the fire occurred and the location of the fire. This log is available for public inspection in the Campus Security office, Saemann Student Center room 156. In the event of a building fire or fire alarm activation, employees should exit the

building immediately. Once out of the building, they should call 911 to summon the fire department if a fire is obvious and call Campus Security to report the fire/alarm. Employees should not attempt to extinguish a fire unless it is a very minor fire that can be extinguished with an available fire extinguisher. Designated employees will be provided fire extinguisher training. Campus Security and firefighters should be notified of anyone who may be trapped inside or having physical difficulty exiting a building on fire.

Open Flames and Space Heaters

Burning candles or any device with an open flame and the use of space heaters in all campus buildings are prohibited. Candles or open flames may be utilized when supervised by dining service staff related to special events and the chapel staff while facilitating religious ceremonies. Any other exceptions should be approved on a case-by-case basis by the Director of Campus Security or Director of the Physical Plant. This policy does not restrict the use of flames for academic purposes in science labs or other classroom situations where appropriate.

Hover Boards

Hover Boards are not allowed on campus due to the concern of batteries igniting or exploding. Until the battery and fire issue is resolved, they are banned from campus.

Hazardous Chemical Communication (Worker Right to Know)

Literally thousands of chemicals are used on the Wartburg College campus. They range from common household cleaning fluids to chemicals used in science experiments. While some pose no danger, others may cause or contribute to many serious health effects. The Hazard Communication Standard (HCS) is based on a simple concept – that employees have both the need and right to know the hazards and identities of the chemicals they are exposed to when working. They also need to know what protective measures are available and how to respond when exposed to a chemical. All chemical products are required to have a safety data sheet (SDS). Departments, i.e., Science Center, photo labs, Physical Plant, and Dining Services maintain Safety Data Sheets.

Violence in the Workplace

It is college policy that employees have the right to be free from violence. Any person who makes a substantial threat or exhibits threatening behavior will be removed from the campus and will remain off campus pending the outcome of an investigation. Employees are encouraged to inform their supervisor or Campus Security when they believe they have been threatened or believe others may harm them.

Weapons/Firearms Policy

Firearms (including, but not limited to shotguns, rifles, handguns), air guns, Air Soft guns, Nerf guns, paint-ball guns, pellet guns, bows and arrows, ammunition, explosives (includes fireworks), incendiary devices, blade weapons (swords, sabers, knives, etc.) and other deadly weapons are prohibited on campus. Replicas of these weapons and toy weapons, including water guns are also prohibited on campus. Also, any apparatus capable of launching any projectile or substance is prohibited. There are three exceptions to this policy. Law enforcement officers, on campus in the performance of their duties, are permitted to possess firearms. For students who hunt, they may bring firearms and archery equipment to the Campus Security office for safekeeping and to check in and out when going hunting. Prior coordination is required, as Campus Security escort is mandatory between the Campus Security office and the campus boundary when checking in or out weapons. Students and faculty/staff may bring antique or special weapons or replicas of these weapons as part of a class, show or display. When not being used as such, they must be secured in the Campus Security office. Campus Security escort is mandatory in these cases as well.

Suspected Child Abuse

Consistent with the Code of Iowa, any employee who in the scope of their employment responsibilities examines, attends, counsels, or treats a child (person under the age of 18) must report suspected child abuse to the Director of Campus Security and Safety, the Title IX Coordinator, or through Anonymous Reporting as soon as reasonably possible. Nothing limits an employee from reporting directly to law enforcement or the Department of Human Services. The scope of this policy is intended to be broad, and any uncertainty about whether reporting is required should be resolved in favor of making a report.

All complaints will be processed in accordance with state and federal law, including but not limited to a prompt, impartial, and discreet investigation. Upon completion of the investigation, the appropriate parties will be notified of the findings. If any employee is found to have abused a child, appropriate corrective action will be taken. This could range from a disciplinary warning up to and including termination.

No employee will suffer retaliation in any terms or conditions of his or her employment for reporting alleged instances of child abuse, as described above or directly to law enforcement.

Harassment

Harassment of anyone on the basis of race, age, genetics, sex, creed, color, national origin, religion, sexual orientation, gender identity, or disability is prohibited by the policies of Wartburg College.

Harassment can include such behavior as slurs, demeaning jokes or comments, innuendoes, unwelcome compliments, cartoons, pictures, pranks, hazing, stereotypical comments, derogatory descriptions, or other verbal or physical conduct. Such behavior is considered harassment when it has the purpose or effect of creating an intimidating, hostile, or offensive working environment; unreasonably interferes with an individual's work performance; or affects an individual's workplace opportunities.

Any employee who believes that he or she has been the subject of unwelcome harassment from another employee, a supervisor or manager, or from an outside party in the workplace or has observed harassment in the workplace should feel free to identify the offensive behavior and request that it stop. If you do so and the behavior continues, or if you prefer not to directly address the matter with the perpetrating employee, supervisor or manager, the matter should be reported directly to the Title IX Coordinator, the Director of Campus Security, or anonymous reporting.

All complaints will be investigated promptly, impartially, and discreetly. Upon completion of the investigation, the appropriate parties will be notified of the findings. If any employee is found to have harassed another employee or student, appropriate corrective action will be taken. This could range from a disciplinary warning up to and including termination.

No employee will suffer retaliation for reporting alleged instances of discrimination or harassment, or participating in or cooperating with an investigation of a complaint.

Title IX, Sexual Misconduct

Wartburg College is committed to providing a learning, working, and living environment free from all forms of sexual misconduct including, but not limited to, sex-based harassment, non-consensual sex acts, non-consensual sexual touching, and sexual exploitation. Wartburg College considers sex discrimination in all forms to be a serious offense and it will not be tolerated. The college is dedicated to preventing all forms of sex

discrimination and sexual misconduct and educating all students, faculty and staff regarding such discrimination and misconduct. Any conduct in violation of this policy will be treated using procedures described in this policy.

Wartburg College encourages persons who have experienced any form of sexual harassment or sexual misconduct to report the incident promptly, to seek all available assistance, and where appropriate, to report the incident to local law enforcement. It is a violation of this policy for any student, and member of the staff or faculty, or any administrator to retaliate against another person for exercising his/her rights under this policy.

Members of the Wartburg College community, as well as guests and visitors have the right to protection from sexual discrimination and misconduct. All members of the Wartburg College community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Wartburg College Sexual Misconduct, Discrimination, and Grievance Policy has been established to reaffirm these principles and to provide guidelines in reporting and recourse for those individuals whose rights have been violated. The policy is designed to promote compliance with campus, state and federal regulations; to allow for appropriate reporting, investigation, and sanctioning of behavior that is inconsistent with Wartburg College policies; and to educate all members of the College community about the implications and consequences of this inappropriate behavior.

The policy covers conduct that occurs on the Wartburg campus and any Wartburg sponsored programs or events. The policy also covers prohibited conduct that initially occurs off-campus when students or employees experience continuing effects of the off-campus acts in the educational or work setting. The policy covers offenses perpetrated by faculty, staff, students, and third parties.

Click here for the Title IX policy: <http://www.wartburg.edu/title-ix>

Wartburg College Drug Free Schools Policy

The Drug Free Schools and Communities Acts Amendments of 1989 require that Wartburg College implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The purpose of this notice is to share information about 1) Wartburg College's standards of conduct regarding illicit drugs and alcohol; 2) a description of applicable legal sanctions under local, state, or federal law; 3) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; 4) a description of available counseling and treatment opportunities; and 5) a statement regarding applicable sanctions for use of illicit drugs or abuse of alcohol.

Standards of Conduct

Wartburg College is committed to making good faith efforts to maintain a drug-free workplace. In addition, Wartburg recognizes that drug use and alcohol abuse contradict its understanding of community and that use of illegal drugs and alcohol abuse may impair job performance and judgment, endanger colleagues, and cause physical damage.

Accordingly, unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol are prohibited on Wartburg property or as any part of a Wartburg activity. No member of the faculty or staff will be permitted to report to work while under the influence of alcohol or illegal drugs. In addition, an employee must notify Wartburg College of any criminal drug statute conviction no later than five days after such conviction. The college will notify the appropriate federal agency within ten days of receiving notice that an employee has had a criminal drug statute conviction for a violation occurring in the workplace.

These standards cover all full-time and part-time employees and students.

Applicable Sanctions for Use of Illicit Drugs or Alcohol

Any Wartburg College employee determined to have violated the college's policies regarding unlawful possession, use, or distribution of illicit drugs and alcohol will be subject to one of the following actions:

- Satisfactory participation in an alcohol/drug abuse assistance or rehabilitation program.
- Disciplinary action up to and including termination.

Legal Sanctions

Local, state, and federal statutes also clearly prohibit the unlawful possession or distribution of illicit drugs and alcohol. Sanctions vary depending upon the scope of the violation. For full information on the legal sanctions possible in Waverly, the state of Iowa, and the federal government, copies of the applicable laws may be found in the Vogel Library and the Student Life Office.

Health Risks

Abuse of alcohol and the use of illicit drugs can have a significant impact on physical health. Wartburg College is committed to providing alcohol and drug education in order to help employees make informed choices about their behavior.

Alcohol is a depressant and when used in excess impairs judgment and motor skills. It is particularly dangerous to operate machinery, including driving a car, while under the influence of alcohol. Behavior that indicates a need for assistance includes: drinking to cope, drinking often to the point of intoxication, going to class or work while under the influence of alcohol, driving while intoxicated, injuring oneself as a result of drinking, the need to drink more and more to achieve the same effect, showing frequent moodiness without apparent cause, having physical complaints relating to alcohol, relying on alcohol regularly to relieve tension or stress or pain, experiencing blackouts or loss of memory, and denying the possibility of a drinking problem.

Drug abuse is using natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes (e.g., amphetamines to stay awake when tired), the mind and nervous system (e.g., LSD to experience a change in perception), or behavior and feelings (e.g., marijuana to change moods).

If you take drugs, you risk accidents, ill health, dependence, and overdose. Signs of drug abuse include restlessness, excessive reflex action, "drunkenness," dilated pupils, drowsiness, talkativeness, irrational behavior, needle marks, and/or possession of drug paraphernalia such as needles and syringes, marijuana holders, bongs, or water pipes.

Counseling and Treatment Opportunities

If you are concerned about yourself or someone you know abusing alcohol or using illicit drugs, the EAP program provides assessment and referral. Written information is available from the Noah Campus Health Clinic, Counseling Center, College Pastor, and the Dean of Students. Cedar Valley Mental Health Associates in Waverly is a private provider. An Alcoholics Anonymous group meets regularly in Waverly. The mental health professionals on campus and within the Waverly community have information and contacts with a variety of drug treatment centers and clinics, detoxification centers, and hospitals that treat patients on an inpatient or outpatient basis.

Certain costs associated with treatment programs may be covered by the major-medical insurance offered by the college. For additional information, please contact Human Resources & Payroll.

Questions concerning the Drug Free Schools and Communities Acts Amendments of 1989 should be referred to the Director of Human Resources & Payroll.