

Wartburg College

**Student
Employment
Handbook**

Student Edition

WARTBURG COLLEGE

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.

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.

STUDENT EMPLOYMENT OFFICE

Introduction

Wartburg College's Student Employment Office (SEO) has prepared this handbook for current student-employees and students who are interested in securing an on-campus student employment position.

This handbook provides general information about student employment policies and procedures. The information presented in this document is subject to change at any time and does not constitute a contractual relationship.

Staff members in the Student Employment Office are available to assist students and supervisors in clarifying any information published in this guide. The Student Employment Office is located in Luther Hall 212.

To reach the Student Employment Office, you may e-mail studentemployment@wartburg.edu or call (319) 352-8350.

Goals of the Wartburg College student employment program are to offer students an opportunity to:

- Develop and enhance their communication, organizational, research, and other skills.
- Gain practical work experience and develop appropriate work ethics while assisting with daily operations at Wartburg College.
- Help the Wartburg-Waverly community via community service opportunities.
- Assist with the financial expenses associated with pursuing a college education.

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Wartburg College Student Employment Policies and Procedures

1. Eligibility Requirements

1.1 Academic Requirements

To be eligible for student employment, students must:

- Hold full-time Wartburg College student status and currently be enrolled (registered and paid) for a minimum of 3 credit hours per term (excluding May Term and the summer).
- Show satisfactory academic progress toward completion of a degree. (See Wartburg College Academic Catalog.)

1.2 Documentation Requirements

Students must complete and submit the following forms to the Student Employment Office (SEO) before they may begin working on-campus:

- Form I-9, Employment Eligibility Verification
- Federal W-4, Employee's Withholding Allowance Certificate
- State W-4, Employee's Withholding Allowance Certificate

Students are required to only complete these forms once during their consecutive years of enrollment at Wartburg College.

These forms are available on the SEO website (www.wartburg.edu/jobs) and in the SEO.

Form I-9, Employment Eligibility Verification:

In order to complete the Form I-9, Employment Eligibility Verification, a student must present documentation proving identity and citizenship to the SEO. Students may review the back of the Form I-9, Employment Eligibility Verification, for a list of acceptable forms of documentation.

The SEO personnel must review these documents in person; copies of these documents are not acceptable.

Federal W-4, Employee's Withholding Allowance Certificate:

Per the instructions on this form, students cannot claim exemption from withholding if 1) another person can claim them on their tax return AND 2) the students' income exceeds \$950 AND 3) includes more than \$300 of unearned income.

Students who do not qualify for exemption can utilize the "Personal Allowances Worksheet" section on this form to determine the number of personal withholding allowances they should claim on the form.

Students who claim exemption on this form will be required by the U.S. Government to re-file this form before February in order to retain their exemption status otherwise their withholding allowances will be changed to single zero.

State W-4, Employee's Withholding Allowance Certificate:

All students, except those individuals whom retain their legal/home/permanent address in Illinois, will need to complete the Iowa W-4, Employee's Withholding Allowance Certificate.

The upper portion of this form is the Centralized Employee Registry (CER) administered by the Iowa Department of Human Services. It was created to assist with the collection of delinquent child support payments and will also help detect unemployment benefits fraud. Students will need to complete the "Employee Information" section as well as the "Employee Withholding Allowance Certificate" section.

Per the instructions on this form, students can claim exemption from withholding if 1) they are a resident of Iowa AND 2) will not earn more than \$5000 AND another person can claim them on their tax return OR 3) will not earn more than \$9000 AND another person cannot claim them on their tax return OR 4) are married and both spouses' total income is less than \$13500.

Non-Iowa residents may not claim this exemption.

Students who do not qualify for exemption can review the instructions section of this form to determine the number of personal withholding allowances they should claim on the form.

Students who retain their legal/home/permanent address in Illinois will need to complete the Employee's Statement of Nonresidence in Iowa form and the Illinois W-4, Employee's Illinois Withholding Allowance Certificate.

Iowa and Illinois have a reciprocal agreement for individual income tax purposes. Under this agreement, any wages or salary made by an Illinois resident working in Iowa is taxable only to Illinois and not to Iowa.

Students can utilize the "Illinois Withholding Allowance Worksheet" section on this form to determine the number of personal withholding allowances they should claim on the form.

Students who claim exemption on the Iowa W-4, Employee's Withholding Allowances Certificate or Illinois W-4, Withholding Allowances Certificate will be required by the U.S. Government to re-file these forms before February 16, 2012 in order to retain their exemption status otherwise their withholding allowances will be changed to single zero.

Notes:

Students should keep the following items in mind when completing these forms:

- Use a black or blue pen to complete the forms. Pencil is not acceptable.
- Do not use white-out or cross out a mistake. If a mistake is made, please use a new form.
- Writing must be legible.
- Use legal/home/permanent address on all of these forms, not Wartburg mailing address.
- Use full legal first and last name.

- Students must sign and date each form in their respectable places.

1.3 International Students

International students who fulfill the academic requirements stated in a previous section, have a valid F1 visa, and have applied for Social Security Number (SSN) with the Social Security Office are eligible to work on-campus.

International Students must complete and submit the following forms to the Student Employment Office (SEO) before they may begin working on-campus:

- Form I-9, Employment Eligibility Verification
- Federal W-4, Employee's Withholding Allowance Certificate
- State W-4, Employee's Withholding Allowance Certificate
- Social Security and Medicare Withholding Form

International students are required to only complete these forms once during their consecutive years of enrollment at Wartburg College.

These forms are available on the SEO website (www.wartburg.edu/jobs) and in the SEO.

Form I-9, Employment Eligibility Verification:

In order to complete the Form I-9, Employment Eligibility Verification, a student must present documentation proving identity and citizenship to the International Programs Office (IPO). Students may review the back of the Form I-9, Employment Eligibility Verification, for a list of acceptable forms of documentation.

International students will also need to include their Alien # or Admission # on this form.

Federal W-4, Employee's Withholding Allowance Certificate:

International students will need to select "single" for marital status on question 3, enter "zero" for allowances on line 5 and "NRA" on line 6.

State W-4, Employee's Withholding Allowance Certificate:

The upper portion of this form is the Centralized Employee Registry (CER) administered by the Iowa Department of Human Services. It was created to assist with the collection of delinquent child support payments and will also help detect unemployment benefits fraud. Students will need to complete the "Employee Information" section as well as the "Employee Withholding Allowance Certificate" section.

International students will need to select "single" for marital status, enter "zero" for allowances on line 6 and "NRA" on line 7.

Social Security and Medicare Withholding Form

This form indicates International students who have been in the United States less than five years including this current year, are not required to have Social Security and Medicare taxes withheld from their wages. They are exempt from the withholding of Social Security or Medicare taxes according to IRS publication No. 519, U.S. Tax Guide for Aliens.

International students will need to record the year and month they were admitted into the United States on this form.

Applying for a Social Security Card / SSN

To apply for a SSN, International students must:

- Complete and submit the forms listed above to the IPO.
- Secure an on-campus employment position. See section 2.2 for further information.
- Notify the SEO once you have been hired on-campus. The SEO will provide the IPO with a letter of employment verification, a required document for all International student SSN applicants.
- Take the letter of employment verification and visa documents (I-20 or DS-2019, I-94, and passport) to the Social Security Office. The IPO will arrange transportation to the Social Security Office for all International students.
- Upon receiving your SSN, present your Social Security Card to both the SEO and IPO for recordkeeping purposes.

International students may contact the International Programs Office (IPO) by calling extension 8220 for further information regarding the hiring process for International students.

1.4 Financial Aid

Federal Work-Study (FWS) is a form of financial aid funding for on-campus employment. In order to be eligible for FWS, students must demonstrate financial need, be a full-time student, be a citizen or permanent resident, and meet other Federal/State eligibility requirements. Students must apply for financial aid by submitting the FAFSA application each year in order to have the opportunity to be awarded FWS as a part of their financial aid package. FWS awards are not automatically renewed each year.

Students are not required to have a FWS award to work on-campus. However, it is beneficial for students to be awarded a FWS award as the money students earn from their on-campus job is considered “financial aid” instead of “income” on the following year’s FAFSA application. Therefore, the money students earn is not counted against them when they are considered for more need-based aid the following year. Nonetheless, the amount of students’ FWS awards indicates students’ potential earnings for one academic year and is therefore limited.

Students who are awarded FWS must work on campus and then apply their monthly earnings, or a percentage thereof, based on the amount of hours worked, to their student account if they would like to use their FWS award to pay for tuition and other expenses. (See Section 5.9: Student Account Deduction Agreement Form.) The amount of the FWS award is not automatically credited to students’ accounts.

Students should please note that the acceptance of a FWS award does not guarantee students an on-campus position. All students interested in working on-campus must apply for on-campus positions, whether or not they receive a FWS award.

Students may contact the Financial Aid Office by calling extension 8262 for further information regarding the FWS award program.

1.5 Employment Relationship

Wartburg student employees are employed at will. This means that in accepting student employment at Wartburg College, students do not commit themselves to a specific period of service. Likewise, Wartburg College does not commit to providing a specific period of service for student employees.

1.6 Equal Opportunity Employer

Wartburg College does not discriminate on the basis of race, age, genetics, sex, creed, color, national origin, religion, sexual orientation, gender identity, or disability in admission, employment, programs, or activities.

As an institution of the ELCA, Wartburg 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.

1.7 Disability Statement

Wartburg College will make reasonable accommodations to allow student employees with disabilities to perform the essential functions of their employment positions as long as doing so would not impose an undue hardship on the college. Student employees who believe they need an accommodation should contact their supervisor or the SEO.

2. Applying for Employment Opportunities

2.1 Types of Employment

A variety of on-campus positions are available to students, including but not limited to bookstore cashiers, information technology assistants, lab assistants, office assistants, library clerks, custodians, and fitness area attendants. Dining Services is the largest on-campus employer.

2.2 Applying for Employment

Students are responsible for securing their own on-campus employment.

All available on-campus employment opportunities are posted on Knightlink (www.wartburg.edu/knightlink), Wartburg College's online job board.

Knightlink is a centralized location in which students can view all available on-campus, off-campus, internship, and full-time post-graduate career opportunities. Knightlink allows students convenient 24-hour access to job postings.

Students are encouraged to apply for any positions that interest them via Knightlink.

To utilize Knightlink, students should follow the instructions listed below:

- STEP 1:**
- Go to Knightlink, www.wartburg.edu/knightlink.
 - Select "Student Login."
 - Enter "Username" and "Password." Click "Go."

A student's initial username is always the student's full Wartburg e-mail address. Students will receive their unique Knightlink password during the summer months prior to their first year of enrollment at Wartburg via their Wartburg e-mail account.

After completing the registration section of Knightlink, students may change their Knightlink password. If students do not remember their password, they can click on the "Forgot Password" button on Knightlink's login screen and a new password will be sent to the student's Wartburg email account.

- STEP 2:**
- Select the "Profile" tab at the top.
 - Complete the "Personal," "Academic," and "Privacy" profile sections.

- STEP 3:**
- Select the "Search Postings" tab at the top and select "Campus Jobs, Internships, PT/FT Jobs, and Volunteer Opportunities" on the drop-down menu.
 - Select the "Position Type" drop-down menu and select "On-Campus." Click the "Search" button.

- STEP 4:** -View details about each position openings by clicking on the position titles.
-“How to Apply” instructions are listed on the right side of each position listing.

Students will need to complete an application on Knightlink for each position they are interested in working. The application will be sent directly to the students' Wartburg email account. Students will then need to forward the application to the appropriate supervisors of the position they are applying. The supervisor's contact information is listed at the bottom of each position listing.

- STEP 5:** Supervisors will contact student applicants and inform them of their hiring process. On-campus supervisors are responsible for hiring student employees in their specific departments.

Students who experience difficulty in accessing Knightlink as it relates to student employment should contact the SEO at extension 8350.

3. General Employment Policies

3.1 Employment of Relatives

Student employees are not permitted to work under the supervision of relatives.

3.2 College and Personal Property

The college provides equipment and supplies to conduct college business. The college expects that personal use of college equipment 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 www.wartburg.edu/its/policy.html.

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 student employee.

3.3 Confidentiality

Student employees who have access to confidential, personal data, and/or records of Wartburg College employees, students, and other related constituents should access, use, discuss, release, and/or divulge only the data needed to perform their duties.

Unauthorized disclosure of confidential information and records applies to all information on Wartburg College computing/networking systems, all printed information, as well as all formal and informal verbal conversations.

Any release of confidential information will be done only through authorized personnel. Breaches in confidentiality by a student employee may result in disciplinary action up to and including separation from employment and/or possible collegiate judicial action. Violation of confidentiality by a student employee may result in legal action if it is determined that any local, state, or federal laws have been violated or if any liability is incurred by the college.

3.4 Discipline

Honesty and integrity are expected of all student employees. Student employees are responsible for communicating concerns to supervisors. In situations where disciplinary action is appropriate, action may include but is not limited to warnings, duty changes, suspensions, or termination. All disciplinary problems will be documented in both the employing department and in the SEO.

3.5 Personal Activities at Work

Student employees should minimize the practice of personal activities during hours of employment. Such personal activities include but are not limited to: studying, visiting with friends, making personal phone calls, listening to music with headphones, checking and sending personal e-mails, or utilizing the internet

for purposes other than those related to job duties. Student employees should also refrain from personal use of office equipment and supplies.

3.6 Personal Attire

Student employees' attire and grooming should reflect good judgment, good taste, and decency. Attire should be appropriate for the position with emphasis on neatness and cleanliness.

The departmental supervisor will determine acceptable attire and grooming for individual departments and/or functions. Some positions may require specific clothing due to safety and health regulations.

Student employees represent Wartburg College and should present themselves accordingly.

3.7 Change in Personal Data

Student employees should notify their departmental supervisor, the SEO, and the Registrar's Office promptly of any personal data changes such as: name, marital status, and/or address.

3.8 Dining Services Student Employees

Student employees working in Dining Services must have a meal plan.

3.9 Smoking

In compliance with Iowa state law, smoking inside Wartburg College buildings or vehicles or anywhere on college grounds is prohibited.

4. Working Hours

4.1 Employment Status

All student employees are considered part-time employees. By definition, part-time employees work less than full days, full weeks, and/or 12 months per year. Student employment positions are temporary. By definition, temporary employees are individuals who work on an intermittent or call-in basis.

4.2 Maximum Permitted Work Hours

Student employees cannot work more than 20 hours per week while enrolled in classes. This is a Wartburg policy for domestic students and a federal employment regulation for international students. This policy does not apply during holiday breaks or during the summer break.

Student employees who wish to work more than 20 hours per week while enrolled in classes may submit a request to the SEO. The Student Employment Committee (SEC) will review the request and determine whether it warrants additional hours. This procedure must be completed before a student can work more than 20 hours per week and is required for compliance with institutional regulations.

Even with special authorization, student employees should not work more than 40 hours a week while performing duties of on-campus job(s). However, in the event that a student employee works more than 40 hours a week, the student employee will be paid time-and-a-half for those hours considered overtime.

Work hour limits ensure the priority of academics as well as the availability of funds for all students.

4.3 Summer Employment

To be eligible for summer employment through the student employment program, students must be registered for classes in the upcoming fall.

U.S. students graduating in May can continue to work at Wartburg College as a student employee for the three consecutive summer months (June, July, and August) following their graduation.

International students graduating in May, however, cannot continue to work at Wartburg College as a student employee throughout the summer due to the restrictions of their visa.

4.4 Work week

The work week begins on Sunday and ends on Saturday.

4.5 Work Schedules

Student employees should work with their appropriate departmental supervisor to develop a work schedule fitting for both the student and the employing department.

Departmental supervisors are encouraged to work around student-employees' class schedules, athletic practices and events, and musical practices and

performances. Student employees may also request time off to attend chapel, convocations, or other campus events.

Student employees are not permitted to work during their scheduled class time unless class has been canceled.

4.6 Multiple On-Campus Jobs

Student employees working more than one on-campus job should inform each of their departmental supervisors of the name of their other employing departments on-campus and the number of hours they will be working per week for each of the other employing departments.

Student employees are responsible for tracking their total number of work hours per week and ensuring that they do not exceed the maximum number of permitted work hours per week. Please note that the maximum number of permitted work hours relates to the total number of all hours worked on-campus (including all jobs) within the timeframe of a week. (See section 4.2 for details regarding the maximum permitted work hours per week.)

4.7 Breaks

Student employees working six or more consecutive hours are required to take a 30-minute unpaid lunch break and should be recorded on the student employees' timesheets accordingly.

Rest periods and lunch periods are available for the welfare of students and may not be accumulated or used for lost time away from position responsibilities or for any other purpose.

4.7 Overtime

Generally, student employees are not authorized to work overtime. In the event that overtime occurs, the SEO will pay time and a half.

4.8 Unpaid Leave

Students may take unpaid time off if arranged with their supervisors.

4.9 Absences

Student employees who are unable to work on a given day must notify their supervisor in advance of their usual reporting time. In certain departments, student employees may be required to find a replacement.

4.10 Resignation

Student employees who wish to reduce their hours or terminate their student employment position before the end of the semester or academic year due to academic difficulty or illness should notify their supervisor and the SEO. A two-week notice is requested in order to find a suitable replacement.

4.11 Termination

The college reserves the right to terminate student employment at any time.

5. Compensation

5.1 Hourly Wages

The majority of hourly student employees are paid minimum wage. Positions which require prior training and/or a higher skill level may be paid at a higher wage rate.

5.2 Honorariums / Stipends

Some student employees are paid for their work via honorariums or stipends. These students are paid a set amount, allocated over numerous pay periods. Honorariums are used to compensate student employees for on-campus jobs that meet specific Department of Labor qualifications.

All honorariums must be approved by the Student Employment Committee (SEC).

5.3 Time Records

All student employees paid on a hourly basis are required to record time on a time clock timecard, legibly on a hand written timesheet, or on an electronic timesheet.

All timesheets must be completed with the student's name, ID number, supervisor's name, department name, and account number. Timesheets must be signed by both the student employee and the respective supervisor.

Hours listed on the individual timesheets should also be totaled and recorded daily, weekly, and monthly. All times should be rounded to the nearest quarter hour.

Timesheets must be submitted to the SEO by the payroll cutoff date each month, which is also the first business day of each month.

Deliberate falsification of timecards or other student employment forms by student employees and/or supervisors may be considered a federal offense and is punishable by law. Also, such an act may be grounds for immediate termination of employment. The hours for which a student-employee receives compensation are subject to a federal audit.

5.4 Pay Periods

Payment of wages is made on a monthly basis, normally on the 15th of the month. If the 15th falls on a Saturday, Sunday, or a holiday, checks are distributed the preceding business day.

A list of pay dates is available on the student employment Web site (<http://www.wartburg.edu/jobs>).

Student employees who have applied for direct deposit and/or the student account deduction agreement will receive a pay stub in their on-campus mailbox during the academic year. Pay stubs will be mailed to student employees' legal/home/permanent address during the summer.

Student employees who have elected to receive a paper paycheck may pick them up in the Business Office located in Luther Hall 212.

5.5 Payroll Tax Deductions – Prizes and Gifts

Monetary prizes, gifts, and/or awards given by Wartburg College will be taxable fringe benefits for student employees. Taxes for these fringe benefits will be deducted from the student employees' paychecks accordingly.

5.6 Payroll Tax Deductions – Early Arrivals

Student employees may return early in the fall to work on campus if arranged with departmental supervisors.

If the department in which student employees work arranges to pay their on-campus housing and meal provisions before the academic year officially begins, these provisions will be considered taxable fringe benefits for the student employees. Taxes for this one-time taxable event will be deducted from the student employees' paycheck.

5.7 Payroll Taxes and Withholdings

Student employees must complete a Federal W-4, Employee's Withholding Allowance Certificate, and State W-4, Employee's Withholding Allowance Certificate, before they begin working. See section 1.2 to review details on how to complete both of these forms.

Students who claim exemption on the Iowa W-4, Employee's Withholding Allowances Certificate or Illinois W-4, Withholding Allowances Certificate will be required by the U.S. Government to re-file these forms before February 16, 2012 in order to retain their exemption status otherwise their withholding allowances will be changed to single zero.

5.8 FICA Tax

According to the IRS website, "FICA (Social Security and Medicare) taxes do not apply to services performed by students employed by a school, college, or university where the student is pursuing a course of study." Therefore, student employees who are enrolled in classes, whether during the academic year or summer, are exempt from FICA taxes.

Summer student employees who are not enrolled in classes but are working on-campus will have FICA withheld from their paychecks.

5.9 Student Account Deduction Agreement

Student employees completing this form authorize Wartburg College to deduct a specific percentage (25%, 50%, 75%, or 100%) from their monthly student employment paycheck and apply the proceeds to their student account each month. Students may complete this form in the SEO located in Luther Hall 209.

To terminate or change the terms of this agreement, student employees must provide a written notification to the SEO. The deadline for the termination of this agreement or to change the terms of this agreement is the first business day of the month in which the student employee wishes to have the change go into affect.

5.10 Direct Deposit

Student employees are strongly encouraged to sign up for direct deposit. Direct deposit is the electronic transfer of a student employee's paychecks to his/her checking or savings account at his/her banking institution of choice.

To sign up for direct deposit, student employees should do the following:

- Notify their financial institution that they are setting up direct deposit through Wartburg College's student employment payroll. Their financial institution will let them know if it has any special requirements.
- Acquire documentation from their bank that verifies both their bank's ABA/transit/routing number AND their account number.
 - For a checking account, please provide a voided check.
 - For a savings account or "debit card" account, please provide a letter or other form of printed documentation from your banking institution stating both the ABA/transit/routing number and account number.
- Complete the "Wartburg College Authorization Agreement for Automatic Deposits" form. Student employees can find this form on the Student Employment website, www.wartburg.edu/jobs.
- Submit both the direct deposit form and appropriate documentation verifying their account information to the SEO prior to the first business day of the month in which they would like their direct deposit to be effective.

To terminate or change the terms of this agreement, student employees must provide a written notification to the SEO. The deadline for the termination of this agreement or to change the terms of this agreement is the first business day of the month in which the student employee wishes to have the change go into affect.

5.11 Mailing Paychecks

According to Iowa Code 91A.3, the Business Office must have a written request from a student employee before a paycheck can be sent to a student employee by U.S. mail.

5.12 Holiday Pay / Paid Time Off (PTO)

Student employees are not eligible for holiday pay or PTO. Student employees may take unpaid time off if arranged with their supervisors.

5.13 Paycheck Problems

Student employees should immediately report any paycheck problems to the SEO.

6. Development

6.1 Departmental Training

Student employees may be required by their departmental supervisors to participate in on-the-job training as it relates to learning and performing required duties of the position.

Individual departments may provide continuing professional development opportunities for their student employees within their department. Specifically, some departments may require specific safety and/or technical training.

6.2 Collaborative Training

Many on-campus departments work together to provide shared training sessions which cover various broad topics, such as leadership, communication, and time management. These sessions are held at the end of the winter term.

If supervisors require their student employees' to attend the collaborative training sessions, their student employees must be compensated accordingly.

6.3 National Student Employment Week

Wartburg College is proud to recognize and celebrate National Student Employment Week. This celebration is held to recognize the outstanding contributions and achievements of students who work while attending college. In addition, student employee supervisors are also honored for their dedication to mentoring our student employees.

Individual departments plan activities for their student employees.

6.4 Student Employee of the Year (SEOTY)

This contest is held in conjunction with the National Student Employment Week celebration at Wartburg College to recognize those student employees that have taken great pride in their work and gone above and beyond their call to duty by truly making a difference at Wartburg College through their student employment endeavors. Supervisors nominate student employees for the honor of SEOTY by submitting a letter stating how their student employee has demonstrated the following qualities: 1) reliability, 2) quality of work, 3) initiative, and 4) professionalism.

All nominations will be reviewed by a diverse panel of Wartburg personnel and a campus winner will be selected. All campus nominees along with the winner of SEOTY will be recognized during the National Student Employment Week. The rules of the contest will follow the guidelines set by the Midwest Association of Student Employment Administrators (MASEA).

7. Safety Information

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. Student-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.

7.1 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. Student-employees are encouraged to inform their supervisor or Campus Security when they believe they have been threatened or believe others may harm them.

7.2 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. Anyone observing suspicious activity should notify Campus Security immediately. Phone (319) 352-9999 or (319) 352-8372.

In the event of a significant life-threatening emergency situation, the college will issue an alert to all employees and students via phone, text messaging, and email through Wartburg Alert. Student employees must register their phone numbers and/or e-mail addresses to receive these alerts. Other than for a periodic test, these messages will be sent only for very serious situations and will have "Wartburg Alert" in the subject line. To register, go to info.wartburg.edu, log in, select "Parking & Safety," select "Wartburg Alert," and then complete the form.

7.3 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 material safety data sheet (MSDS). Departments, i.e., Science Center, photo labs, plant maintenance, and Dining Services maintain MSDS.

7.4 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. Medical attention for a work-related injury must be sought in a facility approved by the college.

7.5 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).

7.6 Fire Prevention

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 Campus Security to report the fire/alarm. Unless specifically designated by a supervisor, employees should not attempt to extinguish any fires. Designated employees will be provided fire extinguisher training. Campus Security and firefighters should be notified of anyone who may be trapped inside a burning building.

7.7 My Safe Campus

Wartburg College selected MySafeCampus 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.

A report may be made by using the Web site (www.wartburg.edu/hr/safecampus) or by calling 1-800-716-9007.

This hotline service is 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.

7.8 Hate Crime Reporting

Hate crimes are crimes committed when evidence exists that the victim was intentionally selected because of the perpetrator's bias [race, gender, gender identification, sexual orientation, disability, religion, or national origin (ethnicity)]. Hate crime categories include criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, intimidation, vandalism, simple assault, and any other crime involving bodily injury. Persons having knowledge of any crime that may be a hate crime should report their information to Campus Security.

7.9 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 are also prohibited on campus.

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. 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.

7.10 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://www.wartburg.edu/security> 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 (319) 352-8372 to request a paper copy to be mailed. Prospective employees may obtain a copy through either the Human Resources Office or directly from Campus Security.

7.11 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 is encouraged to identify the offensive behavior and request that it stop. If the matter cannot be addressed directly or if the behavior continues, the matter should be reported directly to the Affirmative Action Officer, the Director of Human Resources or the Director of Campus Security.

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 harassment. Any person found to have made an unsubstantiated complaint with intentional dishonesty or malice will also be subject to appropriate corrective action.

7.12 Sexual Harassment

The college is deeply concerned about sexual harassment because of the ethical and moral principles involved in discriminatory conduct and also because of the related questions of power and role. Sexual harassment is an illegal form of discrimination under Title VII of The Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Iowa statute. It is the policy of Wartburg College that no member of the college community may sexually harass another. This policy applies to all students, faculty, and staff, as well as vendors and contractors doing business at the college and visitors to the campus. Procedures for staff are listed in the general harassment policy, stated above.

Not all workplace or educational conduct that might be described as “harassment” affects the terms, conditions, or privileges of employment or education. For example, a mere utterance of a gender-based epithet that creates offensive feelings in an employee or student would not normally affect the terms and conditions of the individual’s employment or education.

Sexual harassment prohibited under Wartburg College policy is classified as follows:

- **Quid Pro Quo Harassment:** situations where submission to or rejection of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature results in actual or threatened adverse educational or employment action. This type of harassment usually occurs in a context where one person holds some level of authority or power over the other and uses that position to leverage sexual advantage.
- **Hostile Environment Harassment:** situations in which gender-based conduct has the intent or effect of being sufficiently severe OR pervasive/persistent OR objectively offensive that it could alter the conditions of education or employment. The harasser’s conduct must be unwelcome by the alleged victim, or a third party affected by the conduct. Hostile environments must be both subjectively and objectively offensive. This means a reasonable person must agree that the behavior is objectionable. The determination of whether an environment is “hostile” must be based on all of the circumstances.

These circumstances could include, but are not limited to:

- the frequency, nature, and severity of the conduct;
- whether the conduct was physically threatening or humiliating;

- the effect of the conduct on the alleged victim's mental or emotional state;
- whether the conduct unreasonably interfered with the alleged victim's educational or work performance;
- whether the speech or conduct is protected expression under the First Amendment or deserves the protections of academic freedom.

• **Retaliatory Harassment:** situations where any person retaliates by using intimidation, threats, actual violence, ridicule, taunting, bullying, ostracism, or any other method against a person or that person's property, as a result of the decision to report sexual harassment or seek assistance to remedy gender-based discrimination. Retaliation or discrimination of any kind against anyone filing a complaint of sexual harassment in good faith or participating in the investigation process is prohibited. Such actions will be met by serious consequences and are considered as reprehensible as the initial harassment itself.

Examples of sexual harassment may include but are not limited to:

- A staff member repeatedly sends sexually oriented jokes around on an e-mail list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus.
- Explicit sexual pictures are displayed on the exterior of a residence hall or workplace door.
- Two supervisors frequently "rate" several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A club or organization requires prospective members to share stories about past sexual experiences.
- A supervisor or co-worker makes derogatory remarks about someone's sexual identity or sexual orientation to illustrate a point.

7.13 Wartburg College Drug Free School 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, staff, or student employee 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, 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. For additional information, please contact Human Resources.

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