

Wartburg College

2018-19

**Student Employee
Handbook**

Safety Information

Disclaimer

This handbook provides general information about the personnel policies and procedures for student employees. The contents of this handbook are informational only and do not, either by themselves or in conjunction with any other Wartburg documents, policy, procedure, action, practice, or verbal statement, constitute a contractual relationship, expressed or implied. Wartburg College reserves the right to modify, revoke, suspend, terminate, or change any or all policies or procedures at any time with or without prior notice.

Staff members in the Student Employment Office (SEO) are available to assist students and supervisors in clarifying any information published in this guide.

The Student Employment Office (SEO) is located in Luther Hall 212. To contact Student Employment Office personnel, you may e-mail studentemployment@wartburg.edu or call (319) 352-8350.

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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, co-educational 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 start 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.

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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.

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

All student employees are covered by workers' compensation for work-related injuries while on duty. Accidents resulting in any degree of physical injury must be reported to the supervisor immediately, and a Work-Related Injury Report Form must be completed and submitted to the Human Resources & Payroll Office. The form is located on the Wartburg College Human Resources website.

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.

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 23 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.

Video Monitoring

The college reserves the right to install surveillance cameras in areas for specific business reasons. This could include reasons such as safety, security, theft protection, or protection of proprietary information.

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 25 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, bongos, 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.