



WHITWORTH
AN EDUCATION OF MIND AND HEART

EMPLOYEE HANDBOOK

FOR

FACULTY & STAFF

Published June 2008

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INTRODUCTION

This handbook reflects general guidelines regarding the personnel policies of Whitworth University. Faculty are subject to these provisions, however, in the event of a conflict, the Faculty Handbook shall take precedence.

This outline of policies is intended only for each employee's personal reference and education. It is not a contract of employment. This handbook does not address every situation an employee may experience during his or her employment with Whitworth and there may be times when exceptions will be made to the general policies stated here.

Whitworth University reserves the right to change any of the provisions in this handbook at its discretion without advance notice to employees. Questions regarding any personnel matter may be addressed through the employee's supervisor or directly with human resource services.

The provisions contained in this document also apply to personnel hired by Whitworth University as a result of funding received from external grants (governmental or private).

The provisions of this handbook do not cover Whitworth students who are employed by Whitworth. Instead, the student employment office, in cooperation with the department concerned, is responsible for all hiring, working conditions, and work-related policies for student employees.

HUMAN RESOURCE SERVICES PHILOSOPHY AND GOALS

*Whitworth's mission is to provide its diverse student body **an education of the mind and heart**, equipping its graduates to honor God, follow Christ, and serve humanity. This mission is carried out by a community of Christian scholars committed to excellent teaching and the integration of faith and learning.*

Whitworth seeks to affirm and extend this mission in its relationship with its employees. In this spirit, **human resource services is committed to these goals:**

- ❖ To demonstrate an attitude of servant leadership in the spirit of Christian faith.
- ❖ To foster and promote respect for the human dignity of each individual.
- ❖ To develop ever greater awareness and appreciation for differences in cultures, backgrounds, and perspectives.
- ❖ To make Whitworth a great place to work.
- ❖ To support Whitworth University's goals for providing outstanding service to students.
- ❖ To be a welcoming, accessible resource for all employees.

- ❖ To encourage a workplace environment that respects honest, constructive, and interactive dialogue, while welcoming a free flow of new and creative ideas.
- ❖ To encourage and support an environment that focuses on learning.
- ❖ To support and provide opportunities for personal and professional growth.
- ❖ To contribute to a work environment that will identify, encourage, and acknowledge excellence without regard to age, physical limitation, marital status, national origin, race, or gender.
- ❖ To promote and facilitate positive resolution structures that deal with areas of mutual concern.
- ❖ To foster a sense of community across the campus and into the community at large.

LEGAL COMPLIANCE

The employment policies of Whitworth University comply with all applicable local, state and federal laws, including, but not limited to:

- ❖ Title VI of the Civil Rights Act of 1964, prohibiting discrimination based on race, color, or national origin in all programs or activities that receive federal financial aid.
- ❖ Title VII of the Civil Rights Act of 1964, as amended, prohibiting discrimination because of race, color, gender including sexual harassment, or national origin, in any term, condition, or privilege of employment.
- ❖ The Age Discrimination in Employment Act of 1967, as amended, prohibiting discrimination against persons over 40 years of age in any area of employment because of age.
- ❖ Title IX, Education Amendments Act of 1972, prohibiting discrimination on the basis of gender against employees or students of any educational institution receiving federal financial aid.
- ❖ Section 504 of the Rehabilitation Act of 1973, as amended, protecting qualified individuals from discrimination based on their disability, and establishing regulations requiring that programs be made accessible to the handicapped.
- ❖ The Equal Pay Act of 1963, requiring provisions of equal pay for men and women performing equal work.
- ❖ Section 402 of Vietnam Era Veterans Readjustment Act of 1974, as amended, prohibiting discrimination against Vietnam era veterans.

- ❖ The Drug-free Work Place Act of 1988 and the Drug Free Communities Act of 1989, prohibiting possession, distribution, or manufacture of a controlled substance in the workplace.
- ❖ Americans with Disabilities Act (ADA) of 1991, providing for enhanced access and reasonable accommodation for persons with disabilities.
- ❖ The Family and Medical Leave Act (FMLA) of 1993, providing eligible employees with employment security and continuation of employer-provided benefits while taking time away from work to care for eligible family and/or medical needs.

Whitworth University reserves the legally sanctioned right to require of employees a personal commitment to Jesus Christ.

Further information regarding these state and federal acts and their application to Whitworth's employment policies may be secured from human resource services.

WHITWORTH UNIVERSITY: ROOTED IN THE PAST, ORIENTED TOWARD THE FUTURE

WHITWORTH: A DREAM THAT HAS ENDURED

Young **George Whitworth** was a man of restless energy, little like the stern looking man whose portrait resides in the university archives. Trained as a harness maker, a lawyer, and a minister, he was an optimist who didn't allow disappointment to deter him.

In 1852, as a young minister in the Ohio Valley, he wrote in his journal of his dream – a colony of Presbyterians on Puget Sound with “a good parochial school” offering “a good English education and a thorough religious training.”

Fifty families signed up for his mission trek across the plains to the Northwest. Then they began to back out and drop off. When he arrived in Portland in 1853, only his own family was with him. His dream deferred, he spent the next 30 years becoming a leading citizen of the Puget Sound region.

He farmed, practiced law, served in government, and pioneered in education. He founded 15 churches and served two terms as president of the Territorial University, later renamed the University of Washington.

In 1883, in the village of Sumner, southeast of Tacoma, he revived the dream and founded Sumner Academy. Seven years later, on Feb. 20, 1890, the school was incorporated as Whitworth College. The **Reverend Amos T. Fox**, principal of the academy, became its first president. The Reverend Calvin W. Stewart, who remained until 1898, succeeded him that same

year. By 1899, the college had outgrown the rural community of Sumner and moved into town —Tacoma.

The following year, 84 year-old Dr. Whitworth, still president of the Whitworth Board of Trustees, appeared before the annual meeting of Synod and outlined the standards of the college. Though the style and form are old-fashioned, the principles, after 90 years, remain central to the life of Whitworth University.

He called for “adequate buildings to accommodate students and make possible those higher values sought by a Christian college; scholarly teachers in sufficient number, chosen for their personal qualities as much as their scholarship -- Godly men and women who love teaching as a field of enduring usefulness; conditions favorable to students receiving the personal attention of teachers in and out of the classroom.”

He stressed the need for special attention to the physical well-being of students “with definite instruction and exercise in physical development; marked and delicate attention to the social life of students; the careful nurture of moral and religious life, without being obtrusive, to make it easy and natural for young people to respond to the spiritual influences of the classroom, personal contact and religious instruction of church and school; and insisting upon the old-fashioned idea of college for all-around culture, leaving specialization and broad electives to the university.”

When support in Tacoma began to decline, the trustees cast about for an opportunity to move. Spokane real estate developer Jay P. Graves had long held a dream of a college on Spokane’s north side. He offered 640 acres in his Country Home Estates, and in September 1914 Whitworth College opened its doors in Spokane, its new and permanent home.

Two dormitories, a president’s home, an athletic field, tennis courts, and utilities were completed by January 1915. Later, the three buildings were named McMillan Hall, Ballard Hall, and MacKay Hall.

High turnover of faculty and administrators marked the early Spokane years, and the college survived a one-year closure because of World War I, several threats of consolidation, frequent financial crises, and a fire that destroyed Ballard Hall in 1927.

The 1930’s finally brought stability. Academic standings improved, more faculty members came and stayed and more students completed all four years of their education at Whitworth. After years of short-term presidencies, **President Ward Sullivan’s** nine-year administration, 1929 to 1938, became the longest in the college’s 48-year history.

But his successor was to stay even longer. The **Reverend Frank F. Warren**, after turning the job down once, became the president in 1940. In his 23 years, the college of three buildings occupying only three acres grew to include 25 major buildings spread over one hundred acres. Its assets grew from \$225,000 to \$26,000,000, and enrollment multiplied from 223 to 1,800.

Dr. Warren led the college until his death in 1963. His successor was the **Reverend Mark Koehler**, Whitworth’s first alumnus president. Dr. Koehler weathered the storms of students’

protest in the mid-sixties and presided over celebration of Whitworth's Diamond Jubilee and the addition of the Eric Johnston Science Center and Stewart Hall. He resigned in the spring of 1969.

In February 1970, **Edward B. Lindaman** became Whitworth's 14th president. His appointment was a radical departure. Neither a professional educator nor a cleric, Dr. Lindaman brought the viewpoint and style of the aerospace industry to the college. During his tenure, undergraduate enrollment stabilized at the 1,200 level, 11 new buildings were added, and bold new programs were begun in academics, student life, and college development. He resigned in 1980.

Under the leadership of **Dr. Robert Mounce** from 1981 to 1987, the college remained dedicated to George Whitworth's vision. The financial stability of the college improved. A new \$1.7 million aquatics center was dedicated in 1985. A \$7 million tax-exempt bond issue was approved in 1986 to upgrade and improve campus facilities.

Arthur J. De Jong was named president in 1988. A veteran of 10 years as president at Muskingum College, New Concord, Ohio, he emphasized long-range planning and faculty expansion and development. During his tenure the college conducted a \$15 million Centennial Capital Campaign for a library addition, a new student union building, improvements in athletic facilities, as well as increased Endowment Funds. Construction of the library addition, more than doubling the available space of the original structure, began during the summer of 1991 and was completed in time for the 1992 fall term. Dr. De Jong resigned in the summer of 1992.

In the summer of 1993, **William P. Robinson** became the 17th president of Whitworth College; his tenure has become the second longest of any Whitworth president. Since assuming the office of President, Whitworth has enjoyed record levels of student enrollment, retention, selectivity and graduation rates; the financial position and facilities have been greatly strengthened; and Whitworth's external visibility and reputation have grown markedly. However, many would argue that Robinson's greatest contribution has been his ability to articulate and energize support for Whitworth's unique educational mission focused on both rigorous intellectual inquiry and the integration of Christian faith and learning. A clear and unwavering commitment to the mission provided a foundation for the name change, in 2007, to Whitworth University.

STATEMENT OF IDENTITY

A DESCRIPTION OF WHITWORTH UNIVERSITY AS A CHRISTIAN ACADEMIC COMMUNITY

Founded by Presbyterians in 1890 and continuously affiliated with the Presbyterian Church, Whitworth University is anchored in the Reformed tradition within Protestant Christianity. Since its earliest history, however, its faculty and staff have included Christians from a variety of denominations. The university's heritage also includes an evangelical current, flowing through both the Reformed and ecumenical streams, that emphasizes the importance of personal relationship to Jesus Christ. Although these Reformed, ecumenical, and evangelical influences are sometimes in tension, we believe that in the context of a Christian academic institution they are not essentially in conflict but in fact are mutually enriching.

Whitworth's identity as a university rooted in these various theological streams is reflected in its mission: providing an education of mind and heart by a community of Christian scholars. George Whitworth's original vision was centered on making Whitworth "an institution of learning of the highest grade" which would produce the finished scholar, a person of high moral character and erudition. Despite forces of secularization, particularly prominent during the late 20th century, in which students were encouraged to define their own ends and institutions were reluctant to define matters of character, Whitworth University remains committed to scholarship and education informed by theological values.

From this convergence of traditions, and in continuing dialogue with Scripture and human experience, we draw the commitments that shape and define our life as a Christian academic community. Among these, the following would command a broad consensus if not complete unanimity among Whitworth's trustees, administration, staff, and faculty:

- We are committed to intellectual rigor and to the vigorous and unfettered pursuit of knowledge and truth in which all areas of inquiry are valid for exploring God's creation and work in the world. We recognize that reason is the most distinctive feature of humankind, and at the same time a capacity vulnerable to misuse. It is largely through the intellect that we comprehend the revelation of God; it is also the intellect that can lead us astray through the illusion of self-sufficiency. We affirm at the same time that all aspects of life matter: action, emotion, and character as well as cognition. We are called as whole persons to live lives of faith, commitment and service, and to reflect the sacrificial love of Christ in the world.
- We affirm our role as an educational community, with education's unique and necessary commitment to academic freedom, to healthy debate, and to a willingness to listen to voices that enrich, broaden and challenge our perspectives. We also affirm the individual Christian scholar's responsibility to serve the mission of the institution with which he or she chooses to affiliate, and to exercise respect for others even in the midst of vigorous disagreement.

- We affirm the need for engagement with the world, and understand our Christian mandate to include participating in, leavening, and transforming the social, political, economic, and cultural domains. We recognize and respect Christian differences on how this mandate is best carried out.
- We affirm our responsibility to extend hospitality, charity, and love to all members of the Whitworth community. We uphold the worth of individuals and value their differences; but like the New Testament church in which there is “neither Jew nor Greek, slave nor free, male nor female,” we also affirm a community identity which transcends individual differences.

As a function of its theological heritage and commitments, Whitworth University values and has worked to preserve those aspects of community that provide essential moorings of identity. Central to this mooring is the university’s policy of hiring people who deeply share commitments to Christian faith and to higher education. From its founding, Whitworth has required that all regular personnel profess to the reality of Jesus Christ as Lord and Savior. Yet Whitworth University reflects an ecumenical spirit in hiring rather than requiring subscription to an institutional doctrinal creed. It asks each employee to affirm faith in Christ and to provide a personal statement regarding ways in which faith informs understanding of his or her vocation at Whitworth. Given the tendency of institutions that hire outside their mission to see erosion of institutional identity, mission-based hiring is of critical importance. We also uphold the value of a community of Christian scholars who integrate faith and learning and support one another in providing academic resources to the Christian community and Christian voices within the broader academy.

Whitworth University’s educational identity and ecumenical spirit likewise are the basis for its student recruitment policy. While the foundation of institutional identity is preserved through mission-based hiring, students are enrolled from an even wider array of backgrounds, including perspectives from outside the realm of Christian faith. As an educational institution, we live in the world and do not wish to establish a fortress mentality that excludes any who wish to learn in this environment and can benefit from the academic strengths we have to offer. In addition, we do not want and would not thrive with complete unanimity of perspective. And so we value the presence both of students who share our core Christian convictions and of those whose ideas help offset an easy presumption of certainty. To enrich our always-limited understanding and to reflect the quality of community that God created, we will work to encourage rich and respectful campus conversation in which a variety of voices, from beyond our community as well as within it, are heard and thoughtfully considered.

WORKPLACE PROCEDURES

EMPLOYEE ORIENTATION

New employees should participate in orientation, where they are provided with information regarding salary, benefits, and general employment policies and procedures. Materials and forms necessary for new employees to be paid and receive benefits are distributed and discussed at these meetings. Employee orientation meetings are scheduled by human resource services, in addition to department-specific training conducted by supervisors.

SUPERVISION

Supervisors are expected to provide those they supervise with clear expectations, performance feedback, support, and advocacy. In addition, supervisors verify accurate reporting of hours worked. Supervisors consult with Human Resources staff and area cabinet officers regarding employment conditions and/or employee performance as needed.

EMPLOYEE DISCIPLINARY PROCEDURES

1. Employee discipline is normally intended to be corrective rather than punitive, and will likely involve progressive measures unless gross misconduct is found. Gross misconduct may include but is not limited to a severe or flagrant violation of rules, falsification of records, willful destruction of Whitworth University or student property, serious and substantial violation or non-performance of contractual obligations, theft, or harassment, including sexual harassment, or other discriminatory action against a student or employee, and incompetence or moral turpitude defined in the faculty handbook. Some offenses may result in immediate termination. A written record of any such disciplinary action taken should be maintained in the employee's personnel file. Disciplinary actions and procedures for faculty are prescribed by the faculty handbook.
2. When an employee fails to observe expected standards of performance and conduct, counseling or a verbal warning by the supervisor may be appropriate.
3. When further disciplinary action is warranted, additional measures, including disciplinary probation, suspension, or dismissal may be used, depending on the severity of the situation.

PAYROLL SERVICES

Payroll is issued on the 15th and the last day of the month for non-exempt (hourly) employees, and the last day of the month for exempt (salaried) employees, and includes payment for hours worked in the previous reporting period. (If the pay date falls on a weekend or holiday, payday will be changed to the last workday immediately before the scheduled pay date).

Salary payments are handled through direct deposit. Direct deposit forms are available at new employee orientation and from Payroll Services. A Payroll Advice form is sent via e-mail from payroll services to the email account of each employee prior to payday. This advice form will detail information regarding hours worked, contracts paid for faculty, and deductions for each pay period, as well as year-to-date information on gross and net pay, taxes, and federal wages. Supplementary information about year-to-date deductions for federal income tax, social security, health plans, Whitworth Annual Fund donations, United Way, and other optional deductions is also available in payroll services. Please review your pay advice each pay period and notify payroll services if there is a discrepancy.

Note: It is the employee's responsibility to notify payroll services when closing or changing bank accounts to ensure continuity of payroll service and to avoid delayed payments. Payroll services **must** be notified 10 days in advance of a pay date in order to make the change.

EMPLOYEE IDENTIFICATION CARDS

All employees receive a picture identification card issued by facilities services upon hire by Whitworth University and in subsequent years on a regular basis. Identification cards allow use of the library, aquatic center, fitness center and/or other program facilities, as well as identify the individual as a current employee to campus security officers. A Whitworth identification card must be shown in order to access campus dining facilities. Each employee is responsible for obtaining a new, updated identification card annually.

KEYS/ACCESS CARDS

Keys to offices, building(s), and/or other appropriate work areas are issued to the new employee by facilities services upon authorization by his or her supervisor. The area vice president and director of facilities services must approve issuance of exterior building keys or access cards as appropriate.

VEHICLE REGISTRATION

Whitworth employees who drive to work are required to register each vehicle they park in campus parking lots. There is no charge for employees who park their registered vehicles.

Registration stickers may be obtained from facilities services. A copy of the Whitworth University Vehicle Policy is given to each employee upon receipt of a vehicle registration sticker from facilities services. Employees are required to follow all on-campus parking regulations. Failure to do so may result in parking citations, fines, or vehicles being towed, depending on the circumstances. Fines and towing fees will be the responsibility of the employee.

COMMUTE TRIP REDUCTION (CTR) PROGRAM

Whitworth University is one of a number of Spokane County employers who are impacted by the Commute Trip Reduction Law passed by the Washington State legislature in 1991. The purpose of CTR is to improve air quality in Spokane County by reducing the number of trips and the number of miles traveled by employees as they commute to and from work.

As an affected employer and as good stewards of our environment, Whitworth seeks to reduce commuter trips and miles. Whitworth employees are encouraged to consider alternatives to single-occupant commutes to and from work. These alternatives include car-pooling, walking, bicycling, and utilization of public transportation. Human resource services administers the CTR program and is available to help employees design appropriate and individualized commuting alternates.

SMOKING POLICY

In accordance with Washington State's Clean Indoor Air Act (RCW 70.160), Whitworth prohibits smoking in buildings and vehicles open to the public and places of employment, including areas within 25 feet of building entrances, exits, open windows, and ventilation intakes.

PERSONNEL FILES

Human resource services maintains a file for each regular staff employee, which includes biographical information, work history, evaluations, position descriptions, employment statements, and other work-related information. The employee is welcome to make an appointment to review his or her file and may request a copy of the documents contained in the file by contacting the director of human resource services. This file is accessible to the employee and to the staff of human resource services. Current supervisors may access performance review documents. Supervisors considering hiring the employee may also view performance reviews.

A second file is also maintained on each regular employee in human resource services. This file contains benefit related documents and materials. This file is only accessible to the employee and the staff of human resource services.

To comply with HIPAA privacy regulations, a separate confidential file is kept in human resource services that deals with all pertinent medical information. This file is only accessible to the employee and the staff of human resource services.

CAMPUS CLOSINGS

Administrative offices may be closed, as necessary, at the discretion and direction of the president.

1. **Initiation of Closures**

- a. Cancellations of academic programs are authorized only by the vice president for Academic Affairs or his or her designee. Individual department chairs and individual faculty are not authorized to cancel classes.
- b. Closures and/or early closures of Whitworth offices are authorized only by the president or his/her designee. Individual division heads and department managers are not authorized to close offices early.

2. **Payment for Closures**

The salaries of exempt employees are unaffected by temporary closures of the institution. Hourly employees will receive regular pay for any regularly scheduled work hours that are missed due to an official closing of campus offices.

DEPARTMENTAL FUND RAISING

The Whitworth Office of Institutional Advancement wishes to help and encourage all of those who seek to raise funds through the sharing of ideas, support of special programs, and by helping to streamline operations. In this process, it is important to coordinate fund raising efforts so as not to impact the same individuals, companies, and corporations with several appeals throughout the year. Therefore, to maximize effort and to create continuity and cooperation, the following policy applies:

1. The vice president for institutional advancement must approve all fund raising activities of the university.
2. Proposals must be submitted in writing to the vice president for institutional advancement. Proposals should include:
 - name and description of project;
 - purpose for which funds will be used;
 - desired amount to be raised;

- plans to raise the needed funds; and
 - names of individuals, foundations, corporations, businesses, etc., who are prospects to be contracted.
3. Submit plans for projects four weeks prior to implementation. The vice president for institutional advancement will notify the department in writing within five working days of receipt of the proposal of approval, or rejection, of the submitted plan.

MATERIAL SAFETY DATA SHEETS (MSDS)

The Hazard Communication Standard is the name for Washington Administrative Code (WAC) 296-62-part C, which implements the portion of Worker and Community Right To Know Act related to the workplace. The code sets requirements for information and training on hazardous chemicals used in the workplace. The regulations require manufacturers and importers of products which contain hazardous chemicals to supply users of those products, hazard information in the form of container labels and *MATERIAL SAFETY DATA SHEETS (MSDS)*.

Facilities services maintains a central file on *MATERIAL SAFETY DATA SHEETS* for all hazardous materials used on campus by facilities services employees. These materials would include such products as custodial cleaning supplies, fertilizers, insecticides, herbicides, HVAC chemicals, etc. As part of their teaching curriculum, the science and fine arts departments also use chemicals that contain hazardous chemicals. *MATERIAL SAFETY DATA SHEETS* for these products/materials are maintained within the respective departments.

To help assure compliance with WISHA WAC 296-62-054, if an employee is using any product that may contain hazardous chemicals, he or she should request a *MSDS* from the manufacturer, if one is not on file, and properly label the product container. This is an ongoing campus-wide responsibility. If there are questions or concerns, contact the campus safety officer at facilities services, x3254.

CAMPUS FACILITY ACCESS

Campus facility access is regulated by Whitworth administrative approval. Facilities will be accessible only by approved schedules and special permits. *Special* is defined as “after normal scheduled hours.” Requests for special access must be processed through the appropriate administrative authority and will be required for special facility access. Campus security may request proof of documentation before allowing entry to any campus facility. Where documentation is not provided, campus security may deny access to such facilities. Campus security officials may evict those persons who do not have approved access and/or documentation.

CAMPUS SECURITY REPORT

Title II of the Student Right-to-Know and Campus Security Act of 1990 requires that colleges and universities distribute to all current students and employees, and upon request, to any applicant for enrollment or employment, an annual security report that includes specific security policies and statistics concerning criminal offenses that occurred on campus and were reported to campus security authorities or local police agencies. In compliance with that law a complete copy of the annual Campus Security Report is available in the office of the vice president for student life, the campus security office, and online at www.whitworth.edu/security/pdf/campussecurityreport.pdf.

CAMPUS LAW ENFORCEMENT

Campus Security Officer Description - Campus security officers are employed by Whitworth University for the purpose of performing physical security of the campus and the protection of persons and property from injury or loss within the property boundary of Whitworth University.

This definition includes all types of injuries and all types of losses. Physical security is broad and all encompassing; however, it is restricted to Whitworth's boundaries, including Whitworth-owned and occupied houses adjacent to campus.

Campus Security Officer Authority - A Whitworth University campus security officer has the same authority as a private citizen, and additionally, is charged with responsibility and commensurate authority by Whitworth to properly carry out administrative policy and procedure.

Campus security officers operate in close contact and working relationship with the Spokane County Sheriff's Department. This working relationship is one of respect and cooperation. The Whitworth University security officer's primary responsibility is prevention, whereas a police officer's is apprehension. It is the security officer's task to prevent incidents from occurring. Once the law has been broken the campus security officer may turn the problem over to the Spokane County Sheriff's department for appropriate action. When this is necessary, a Whitworth University security officer's action will support and complement those of the Sheriff's Deputies.

The purposes of Whitworth University Security include, but are not limited to:

- Control flow of persons into and out of Whitworth University property. This includes the securing and unlocking of facilities;
- Control flow of vehicles into and out of Whitworth University protected area. This includes traffic regulation enforcement;
- Control flow of property into and out of Whitworth University protected areas;

- Constant monitoring/watching for danger to persons and property within Whitworth University protected boundary area;
- Removal of threat to persons and property within Whitworth University boundaries;
- Criminal activity investigation;
- Work in liaison with the Spokane County Sheriff's department.

CRIMINAL ACTION REPORTING

Students, faculty, and staff are strongly encouraged to report any and all suspected and/or actual criminal activity (accurately and promptly), to the office of student life and/or campus security. The campus phone extension for campus security is x3256 or x4444. To reach campus security from a non-campus telephone call 509.777.3256 or 509.777.4444.

Criminal activity will be investigated promptly and thoroughly. Whenever appropriate, the investigative action will be conducted jointly by both the office of the dean of students and the office of campus security. Confidentiality will be maintained to the extent reasonably possible.

The Spokane County Sheriff's department is the local police agency with jurisdiction over Whitworth University's geographical area. **In an emergency, the local police can be reached from any campus telephone by calling 9-911.**

FLOWER FUND

The flower fund is a way for employees to share in the joy and sorrow with other employees of the Whitworth family upon the birth of a baby, hospitalization, or the death of a close relative. Whitworth budgets funds annually to cover the cost of this program. Human resource services orders and sends flowers or cards.

HIRE OF RELATIVES

In general, Whitworth does not prohibit or discourage the hiring of persons who have relatives already working at Whitworth. Exceptions to this include Whitworth's prohibition against a person being hired or serving in a position that directly reports to a relative; and the hiring of relatives of an area cabinet officer in that cabinet officer's area of responsibility.

Requests for exceptions to these prohibitions for temporary and student employment will be considered on an individual basis.

BENEFITS OF EMPLOYMENT

BENEFITS ADMINISTRATION

Human resource services administers all of the benefits noted in the Employee Benefits Guide. Human resource services provides notice regarding new employee orientation, open enrollment periods, meetings to discuss benefit plans, announces changes in coverage, annual plan renewals, insurance company contacts, notice to terminating employees and to employees whose eligibility under the plans is impacted by a change in their employment status. Forms related to securing benefits under the various benefit plans, and maintaining copies of master insurance contracts and summary plan descriptions for employees are also administered by human resource services. Employees are encouraged to visit with human resource services staff regarding questions related to any of the benefits noted in this section.

MANDATORY BENEFITS

All employees (faculty and staff, full and part-time, regular, interim, visiting, adjunct, temporary) are covered by these mandatory benefits: Workers' compensation, Social Security, and Unemployment Compensation.

1. Workers' Compensation

All employees are covered by Workers' Compensation insurance which covers payment of medical services and partial salary loss for work-related injury or illness. The employee is required by law to complete Whitworth's Accident Report form and submit it to his or her supervisor within one working day of sustaining a work related injury or illness. The supervisor is required to complete his or her section of the Accident Report form and submit it immediately to human resource services.

If the employee is unable to complete the report because of the seriousness or nature of the illness or injury, it is the supervisor's responsibility to complete the employee's section of the form immediately and notify human resource services of the inability of the employee to complete paperwork related to the injury or illness.

The employee MUST notify all health care providers at time of service that he or she believes the illness or injury to be work related. The health care provider's office should immediately complete a Department of Labor and Industries provided claim form. A copy of this form is sent to the employer who completes it using information provided by the employee and supervisor on the Accident Report form. If the claim is accepted, the Department of Labor and Industries assigns a claim number and notifies the health care providers to bill their office directly for all expenses. This form also initiates time-loss payments, if applicable. The premium is paid jointly by Whitworth and the employee as provided under the laws of the state of Washington.

2. Social Security

Whitworth University is a participant in the Social Security system. Legislated deductions are withheld from employee earnings each month and are matched by university contributions to finance the Social Security system. Currently, Social Security provides a limited death benefit, retirement income, disability benefits, and Medicare insurance after age 65. Brochures on benefits available under this program are available from human resource services and the local Social Security office.

WORSHIP: SEELEY G. MUDD CHAPEL

Regular weekly worship gathers the Whitworth community – students, faculty, staff, and administration – for common worship celebration during the week. This provides the opportunity for employees to bear witness to the theme of Whitworth carved in the paving brick at the center of the chapel walkway – *Jesus Christ: Lord, Friend, Servant, King*. Worship is led by members of the community and invited guests. Worship is the regular occasion when students and employees pause in the midst of busy schedules to listen to God’s word, to praise God in prayer and song, and to reflect upon a shared Christian commitment.

COWLES MEMORIAL LIBRARY

The facilities of Cowles Memorial Library are available to each employee. An employee may check out materials, using his or her identification card.

MILITARY LEAVE OF ABSENCE

Whitworth’s military leave policy is in full compliance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Detailed information is outlined by contacting human resource services at 509.777.4872.

JURY DUTY

Whitworth encourages employees to exercise their civic responsibilities in regards to jury service. A leave of absence request is required from an employee summoned for jury duty or other civic obligation. The request must be accompanied by a summons and specific information about dates, civic authority served, and expected compensation. When an employee is required to actually perform jury duty, he or she shall do so without loss of pay and/or benefits.

OTHER EMPLOYMENT POLICIES

POLICY ON BACKGROUND CHECKS AS PART OF THE HIRING PROCESS

As part of Whitworth's hiring process, all staff and faculty must successfully pass a criminal background check which will be conducted in accordance with state and federal law. The administration will determine the need for any additional background reference checking as part of the hiring process. Any additional inquiries will be conducted in a manner consistent with state and federal law.

Approved by the Board of Trustees, October 2006

POLICY PROHIBITING DISCRIMINATION, HARASSMENT, AND RETALIATION

I. Policy Statement

Whitworth University has an affirmative duty to maintain a work and study environment free from discrimination, harassment, and retaliation of any kind. Whitworth University will not tolerate discrimination, harassment, or retaliation since these behaviors would be in violation of the standards of the Whitworth community. The university will take positive action where necessary to eliminate such practices or remedy their effects. Discrimination, or harassment on any of the bases covered by state or federal anti-discrimination statutes, including race, color, religion, sex, national origin, disability, age or any other applicable statutorily protected status are unlawful and a violation of Whitworth University policy; however, as a religious institution affiliated with the Presbyterian Church, the university retains its legal right to hire Christians.

The essential importance of academic freedom is recognized and a standard of reasonableness will guide the university. Only when academic freedom is used to disguise or is a vehicle for prohibited conduct, will it be questioned. Whitworth University believes that ideas, creativity, and free expression thrive and, indeed can only exist for the entire community in an atmosphere free of discrimination, harassment, and retaliation.

For the purposes of applying this policy, discrimination, harassment and retaliation are defined below:

- A. **Discrimination** is defined as unequal, adverse treatment of an individual because of his or her protected legal status, such as race, age, or gender. For instance, different treatment of two similar individuals with respect to pay, opportunity for advancement, or educational opportunity constitutes discrimination if the reason for the different treatment is the protected status of one of the individuals.
- B. **Harassment** is defined as unwelcome, hostile, or inappropriate conduct directed toward an individual because of his or her protected status (for instance, persistent comments or jokes about an individual's religion, race, age, or gender). Such conduct violates university policy if it has the purpose or effect of creating an intimidating, hostile, or offensive work environment, living environment, or studying environment for the minority individual or substantially interferes with that individual's employment, living or educational environment.
- C. **Sexual harassment** is one type of harassment. It includes any unwelcome sexual advance, request for sexual favor, or conduct of a sexual nature when:
 - 1. submission to such conduct is made either explicitly or implicitly a term or condition of employment or obtaining an education; or
 - 2. submission to or rejection of such conduct by an individual is used as a factor in affecting that individual's employment or education; or
 - 3. such conduct has the purpose or effect of substantially interfering with an individual's employment or education, or of creating an intimidating, demoralizing, threatening or hostile employment, living, or educational environment.
- D. **Retaliation** is defined as adverse or negative action against an individual who has (1) complained about alleged discrimination, harassment or retaliation, (2) participated as a party or witness in an investigation relating to such allegations, or (3) participated as a party or witness in a court proceeding or administrative investigation relating to such allegations.

II. Reprisal, Retaliation, or False Accusations

Reprisal, retaliation, or false accusations against anyone reporting or participating or thought to have reported or participated in discrimination or harassment allegation(s) or investigation(s) is prohibited and will be treated as violation of policy, regardless of whether any discrimination or harassment is substantiated. False accusations are prohibited and will be treated as violations of this policy. Submission of a good faith complaint or report of harassment will not affect the complainant's or reporter's future employment, grades, educational, living, or working environment.

III. Information and Education

Information and education are important in preventing discrimination, harassment, and retaliation. A copy of this policy will be made available to all employees and students. Faculty, staff, and students should be regularly encouraged to participate in educational programs concerning prevention and reporting of discrimination, harassment, and retaliation. Specific training will be provided to employees in supervisory or otherwise responsible positions.

IV. Complaint Resolution Procedures

Whitworth University administration will develop and implement complaint resolution procedures dealing with instances of alleged discrimination, harassment, and retaliation.

Board Approved – Oct. 14, 2005; updated as Whitworth University, August 2007

PROCEDURES FOR INVESTIGATION AND PREVENTION OF DISCRIMINATION, HARASSMENT, AND RETALIATION

I. Reporting Requirement

Whitworth University is committed to building a healthy and safe campus environment, thus members of the campus community may bring complaints or concerns about discriminatory, harassing, or retaliatory behavior to the attention of faculty, supervisors, department heads, deans, vice presidents, student life staff, or the human resource services department. Any of the above to whom a complaint or concern has been reported must promptly notify the director of human resource services or the appropriate area vice president/designee, whether or not a formal complaint is anticipated; failure to act could be interpreted as condoning the prohibited behavior which is in violation of the university's Policy Prohibiting Discrimination, Harassment, and Retaliation. Exceptions to this reporting requirement are the chaplain, associate chaplain, and employees of the health & counseling center, who are considered confidential advisors. Discrimination, harassment, and retaliation may be reported even if the complaining employee or student is not a specifically intended target of the conduct.

II. Confidentiality

Complaints will be treated confidentially to the extent permitted by this procedure's reporting requirements and the university's need to thoroughly and fairly investigate and resolve the reported problem. If at all possible, especially during the investigation of the complaint, the complainant's identity will not be disclosed without the complainant's consent. The university may need to initiate a disciplinary action, even if the complainant does not request it, because the university has a legal obligation to resolve any reported discrimination, harassment or retaliation problem.

III. Complaint Resolution

The university is committed to prompt and fair resolution of discrimination, harassment, and retaliation complaints. The following informal and formal procedures are designed to help stop misconduct once it is reported. An informal procedure addresses the concern quickly and directly with the aim of changing the behavior; a formal procedure, also aimed at changing behavior, involves more people, requires written confidential records, and may result in disciplinary action. Note: If a complaint of discrimination, harassment, or retaliation is filed by a student against a student, the Whitworth University Student Handbook, outlines the applicable procedures. (Copies are available from the offices of the vice president for student life, the associate dean of students and all resident directors).

A. Informal Complaint Process

1. Use of Informal Resolution

An informal complaint can be brought at any time. It is a voluntary method for trying to get the alleged misconduct to stop. A formal complaint can be filed at any time before, during, or after any informal process is used.

2. Resources for Informal Resolution

Informal ways of resolving a complaint are intended to stop the alleged misconduct. Options for such resolution may vary, depending upon the circumstances and on the wants and desires of the complainant; the informal complaint process therefore does not have rigid steps. The university encourages the use of the director of human resource services, the vice president of academic affairs, and/or the vice president/designee for student life as resources on how to informally resolve allegations.

3. Examples of Informal Procedures

Informal methods might include the following: (a) talking directly with the person engaging in the alleged misconduct to say that the behavior is unwelcome; (b) using a neutral third party, such as the director of human resource services, or an area vice president/designee to talk with the person engaging in the alleged misconduct; (c) writing a letter to that person, identifying what happened and how it made the complainant feel; (d) putting a copy of the university's policy prohibiting discrimination, harassment, and retaliation into that person's mailbox; (e) using a mediator to meet with the person engaged in the alleged misconduct. Any neutral third party or mediator involved in the informal complaint resolution process is encouraged to use the director of human resource services as a resource during the informal process.

B. Formal Complaint Process

1. Use of Advisors in the Process

The complainant and respondent of such complaint may each select a member of the campus community to serve as an advisor during the process of complaint handling. The advisor, on the request of the complainant or respondent, may accompany the complainant or respondent in all meetings as an observer or to provide support and assistance during the process.

2. Documented Complaint

A written complaint would normally be expected in the formal complaint process, however, if the complainant is not comfortable completing a written statement, he or she may meet with the director of human resource services, or the appropriate area vice president who will interview the complainant and make a written summary of the interview, including the specific nature and effects of the conduct in question, the time and circumstances in which it occurred, and the names of other persons who may have relevant information. The complainant will have an opportunity to review, amend, and sign the statement.

Presenting the complaint as promptly as possible after the alleged discriminatory, harassing, or retaliatory behavior occurs is encouraged. Documentation must be specific enough to identify and permit communication with the party submitting it, should detail the facts upon which the complaint is based (including time, date, location, and witnesses), and should identify the person whose actions form the basis of the complaint.

3. Investigation Team

The university president has delegated responsibility for any formal investigation of discrimination, harassment, or retaliation to the director of human resource services and the appropriate area vice presidents of the university. Once a formal complaint has been received, an investigation team shall be formed, chaired by the director of human resource services or an alternate administrator if appointed by the president, and including the appropriate area vice president or designee if appropriate, along with a university faculty or staff Equal Employment Opportunity (EEO) representative. The role of the complainant and respondent will determine which vice president and which EEO representative shall serve on the team. Individuals/designees and alternates charged with conducting investigations will receive appropriate training to perform their duties.

4. Fair investigation

The investigation team shall conduct a fair and thorough investigation. In addition to meeting with the accused, the team may also meet with any other individual(s) of their choosing who may have witnessed the alleged misconduct or who could

substantiate, refute, or otherwise provide information regarding the complaint. The investigation shall be conducted in a professional and timely manner.

5. Investigation Findings

The investigation team shall determine the extent to which there has or has not been discrimination, harassment, or retaliation and shall present these findings to the university president in writing, along with any recommended disciplinary action, if deemed appropriate. The investigation team shall provide written notification to the complainant and respondent of the results of the investigation.

6. Appeal Process

If a finding of discrimination, harassment, or retaliation is made by the investigation team, the respondent may make a written appeal to the president/designee within five working days after being notified of the investigation team's conclusions. If no finding of discrimination, harassment, or retaliation is found by the investigation team, the complainant may make a written appeal to the president/designee within five working days of being notified of the investigation team's conclusions. The president/designee will meet with the person making the appeal before determining to accept or reject the findings of the investigation team. Decisions of the president/designee are final and are not subject to further appeal except as provided in the Whitworth University Faculty Handbook.

7. Disciplinary Action

The president/designee will decide and take final action on any disciplinary action recommended by the investigation team and upheld in the appeal process, if appropriate.

VI. Records Retention and Access

Records of complaints filed, findings and recommendations of investigating teams, and disciplinary actions will be maintained in a confidential file in the office of the director of human resource services. If there is a finding of discrimination, harassment, or retaliation against an employee and disciplinary action is taken by the president/designee, the letter to the employee will be made part of that person's permanent personnel file in the office of human resource services and as appropriate, the office of the vice president for academic affairs.

VII. Outside Remedies

The right of a person to prompt and equitable resolution of complaints is not impaired by the pursuit of other remedies, such as filing a complaint with appropriate federal or state department or agencies. A person is not required to use this complaint resolution procedure before pursuing other remedies.

CONSENSUAL RELATIONSHIP POLICY - APRIL 1, 1998

A consensual romantic or sexual relationship between individuals where a power differential exists is a violation of the university's standard of professional conduct.

Members of our campus community should realize that, if a charge of sexual harassment is subsequently lodged; it will be exceedingly difficult to prove immunity on grounds of mutual consent. Whitworth University shall be expected to be unsympathetic to a defense based on consent when the facts establish that a professional power differential existed within the relationship.

It is possible that faculty members or employees may enter into a consensual relationship with one another where no power differential exists. Subsequently, due to appointment or election to a committee or to a job promotion they may find themselves in a situation where a power differential exists. Whitworth will expect the individual in the power position to remove themselves from any deliberation, influence, or decision related to the other party.

Approved May 1, 1998.

DRUG-FREE WORKPLACE

1. It is the policy of Whitworth University that the workplace is to be free from use, possession or distribution of controlled substances. This will enable each employee to perform his or her work in a safe, conscientious and effective manner free from the effects of drugs. To ensure this:
 - a. The manufacture, sale, possession or use by any employees in the work place of a controlled substance or drug not medically authorized is strictly prohibited;
 - b. The use by an employee of a controlled substance or drug not medically authorized which affects job performance or poses a hazard to the safety and welfare of the employee, or other employees, is strictly prohibited; and
 - c. An employee is required to report his/her criminal drug statute conviction for a violation to his/her immediate supervisor within five (5) days after such conviction. The supervisor must immediately notify the director of human resource services.
2. Violations of the drug abuse policy may result in termination. Furthermore, each employee who observes or has knowledge of other employees who use, possess, or attempt to sell controlled substances or are in a condition which affects their ability to perform job duties, or poses a hazard to the safety and welfare of others shall promptly report such condition to the appropriate supervisor.

3. Whitworth University takes its commitment to provide a drug-free working environment seriously. All employees who suspect that they may have a drug (or substance) abuse problem are encouraged to seek assistance through their own efforts before the problem affects their employment status. To comply with the Federal Drug-Free Workplace Act of 1988, human resource services and the health & counseling center maintain a list of agencies which provide rehabilitative and counseling services, etc. Any contact will be held in strictest confidence.

WHITWORTH'S DRUG PREVENTION PROGRAM

As outlined in and required by the Drug Free Schools and Communities Act Amendments of 1989, and Whitworth University policy, the following general information is provided.

1. **Standard of conduct:** There is to be no possession, distribution, or consumption of alcohol, illegal mood-altering substance, or controlled medication without a prescription on campus.
2. **Available counseling and treatment programs:** In those cases where chemical dependency is suspected, employees and students may be referred to Whitworth's counseling center for assessment and/or to one of many of the Spokane area's treatment programs. Employees and students who believe that they may be chemically dependent are encouraged to consult with Whitworth's counseling center or office of human resource services. In-patient and out-patient treatment may be covered under Whitworth's medical insurance program and a medical leave of absence may be available for up to three months for an employee to seek treatment.
3. **Legal sanctions:** There are numerous sanctions for violation of state and federal alcohol and drug laws. All Washington State drug-related offenses are found within RCW 69.50. Subject to annual revision, drugs are classified in schedules, which vary depending upon the potential for abuse, medical use, and likelihood of physical or psychological dependence upon the drug. Sanctions including both fines (ranging from \$250 to as high as \$5,000) and imprisonment (ranging from 90 days to 20 years) are detailed in these sections. Federal drug-related offenses are defined in 21 USC 841, 844, 845, 846, 848, and 924. All sections deal with the manufacture, distribution, dispensing or possession with intent to manufacture, distribute, or dispensing controlled substances. Sanctions include both fines (ranging from \$1,000 to as high as \$8 million) and imprisonment (ranging from 90 days to 30 years). Simple possession on a first-time offense can carry penalties of \$1,000 or more and/or one year of supervised release up to a one-year prison sentence.
4. **Whitworth disciplinary sanctions:** Any employee violating the standards of conduct spelled out in Whitworth's behavioral policies will be subject to disciplinary procedures up to and including termination of employment. Referral may be made to local, state, or federal authorities depending on the violation.