



WHITWORTH
AN EDUCATION OF MIND AND HEART

EMPLOYMENT POLICIES

FOR STAFF

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AN INTRODUCTION

These policies are intended for each staff employee's personal reference and education. This is not a contract of employment. Employment at Whitworth University is at-will, terminable by either the employee or Whitworth at any time for any reason. This document 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 these policies at its discretion without advance notice to employees. Questions regarding any personnel matter may be addressed through the employee's supervisor or directly to 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).

These policies 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.

WORKPLACE PROCEDURES

Supervision

Supervisors are expected to provide staff under their supervision with clear expectations, performance feedback, support, and advocacy. In addition, supervisors verify accurate reporting of hours worked. Supervisors consult with human resource services staff and area cabinet officers regarding employment conditions and/or employee performance as needed.

Exempt and Non-Exempt Hourly Positions

All staff positions are classified as exempt or nonexempt, based on the nature of the work performed, the authority vested with the position, and as noted on the employee's letter of appointment. These categories are defined by the Fair Labor Standards Act of 1964 as revised. This Act clarifies the conditions that must be met for a position to be considered exempt or nonexempt.

Work Week

The Whitworth work week is defined as the seven consecutive days beginning with 12 a.m. on Saturday and ending with 11:59 p.m. on the following Friday.

Work Attendance and Time Reporting

1. All staff employees of Whitworth University are required to complete WhitNet online time reporting. The employee signs his or her own electronic timecard and submits it to his or her

supervisor for verification and approval. The hourly employee is to complete the timecard on the basis of hours for which payment is to be made; the exempt employee timecard should reflect any use of paid leave and holidays.

2. **Nonexempt (hourly) positions:** A nonexempt employee is paid by the hour and may not receive “compensatory time;” he or she must receive overtime pay for any hours worked beyond forty in a work week.
3. **Exempt (salaried) positions:** An exempt employee is paid a monthly salary that does not fluctuate in response to the number of hours actually worked. If an exempt employee works any amount of time during a day that he or she also reports sick leave or vacation, the employee’s pay cannot be reduced for hours of the day that he or she did not work. An exempt employee does not accumulate compensatory time for hours worked in excess of forty and does not receive overtime pay or time off for such hours.
4. **Note:** All hours worked by a nonexempt (hourly) employee must be reported on the day they are worked. Falsification of a timecard, by an employee or supervisor, may be cause for discipline, up to and including immediate termination of employment.

Position Descriptions

A position description is intended to provide clear definition of organizational needs regarding knowledge, skills, and abilities needed to perform a job. The position description also provides the employee with a guide to his or her own responsibilities, while providing the supervisor with a tool for assisting with regular performance communication based on those responsibilities.

Position descriptions are important tools for providing equitable salary administration. Position descriptions should be reviewed on an annual basis at the time of the performance communication process, and can be initiated by either the supervisor or the employee.

After a position description is completed or revised, it should be submitted to human resource services for review, consideration and approval. Once completed and approved, the position description becomes part of the employee’s personnel file.

Performance Communication Process

Performance communication is the annual process for a supervisor and an employee to communicate with one another about the employee’s job performance. The performance review process is intended to guide staff development, build communication between supervisor and employee, create a link between the employee’s position and institutional goals, to serve as performance recognition, and to document performance concerns when necessary.

Staff Salary & Benefits Committee

The Whitworth Staff Salary & Benefits Committee is made up of a representative group of support staff, non-administrative facilities services staff, professional/technical, and

administrative staff. This group works closely with members of the human resource services department to provide feedback and recommendations on issues of concern for Whitworth staff employees.

Staff Development Committee

Non-administrative staff employees of the university annually select a committee to plan staff development opportunities during the year. This Whitworth Staff Development Committee, working with human resource services, seeks to provide Whitworth staff with opportunities for personal, spiritual, and professional growth and enrichment. Monthly programs cover a wide range of topics and contribute to a campus-wide sense of community. Employees are encouraged to attend programs and luncheons sponsored by the committee. In addition to enriching programs, meetings usually include devotionals, informational updates, and open dialogue with administration representatives. Each employee is encouraged to inform his or her supervisor of the dates and times of the programs so that minimal office staffing can be maintained.

Breaks and Lunch Periods

State and federal regulations govern the frequency of employee meal and rest periods for hourly (nonexempt) employees. In addition, productivity is enhanced when all employees take regular, approved breaks from their daily work. Whitworth encourages employees to take breaks and lunch periods as scheduled. Supervisors are expected to coordinate their employee break and lunch periods so that key services continue to be provided in each department, and to enforce required break and lunch breaks for hourly, nonexempt staff.

Requirements for Nonexempt Hourly Employees

1. Hourly employees shall be allowed an unpaid meal period of at least 30 minutes, and no more than one hour, which commences no less than two hours nor more than five hours from the beginning of the shift. Meal periods shall be on the employer's time when the employee is required by Whitworth University to remain on duty on the premises or at a prescribed work site in the interest of the institution. No employee shall be required to work more than five consecutive hours without a meal period.
2. Employees working three or more hours longer than a normal eight-hour work day shall be allowed at least one 30-minute meal period prior to or during the overtime period.
3. Employees shall be allowed a rest period of not less than 15 minutes, on the employer's time, for each four hours of working time. Rest periods shall be scheduled as near as possible to the midpoint of the work period. No employee shall be required to work more than three hours without a rest period.
4. Where the nature of the work allows employees to take intermittent rest periods equivalent to 15 minutes for each four hours worked, scheduled rest periods are not required.

5. Break periods may not be accumulated and must be taken within the four hours for which they are given. Morning and afternoon breaks may not be consolidated into one break period.
6. With the agreement of the supervisor, the office employee may take lunch and rest breaks at his or her desk, but the break should not be interrupted by phone calls and requests for service, nor should the employee be required to remain at his or her desk during the unpaid lunch period. Not all buildings on campus have break rooms and employees should be aware of alternative break locations, such as in the HUB and other nearby buildings. If a person does not want to be interrupted at lunch, he or she should plan to leave the office area entirely. The supervisor may designate public office spaces as non-break areas, if appropriate.

Flexible Work Schedule

1. Whitworth has established the hours from 9:30 a.m. to 3 p.m., Monday through Friday, (exclusive of breaks and lunch periods) as the **Core Work Day**. All offices must be open and fully staffed during this Core Work Day. This provision is designed to provide for Whitworth's needs to deliver high quality services and the employee's need to establish balance between work, family, and personal obligations. Each employee, working with his or her supervisor and/or department head, may design a work schedule that is intended to meet the employee's need for flexibility and the department's commitment to deliver quality customer service for students, faculty, staff, and the public.

Hours before and after the Core Work Day may be scheduled to fill out the work day/week on the basis of a regular and posted work schedule approved for a specific period of time and approved by the supervisor and/or department head of the specific position.

2. Exceptions to the Core Work Day concept exist for positions scheduled on weekends, and before the regular work day begins, on swing shifts, or night shifts.
3. Exempt (salaried) staff must consult with area cabinet officers regarding the use of this policy since there are times when the regular 40-hour work week defined above is not adequate to ensure that all assigned work can be addressed appropriately.
4. **Note:** All hours worked by nonexempt (hourly) employees must be shown as such on the employee's time records for that work week, and cannot be stored-up or "banked" for use in other work weeks. Hours must be claimed in and paid for on the basis of the work week in which they are actually worked.

Overtime – Non-Exempt (Hourly) Employees

1. Overtime is defined as all hours reported by a nonexempt hourly employee in excess of 40 in a work week, including hours worked and all paid leave. Emergency work hours are exempt from overtime calculations, as are hours worked on a paid holiday, since this would otherwise result in further compounded pay for hours already considered at a premium rate.

The work week is defined as the seven consecutive days beginning with 12 a.m. on Saturday and ending with 11:59 p.m. on the following Friday. The rate of pay for overtime hours is set at one and one-half times the employee's regular hourly rate of pay.

An employee may not work more than 40 hours in a work week without specific permission of his or her supervisor; however, the university has an obligation to pay for all hours worked, regardless of prior approval. The supervisor has a serious obligation to ensure that unauthorized overtime hours are not being permitted (e.g., an employee comes to work a half-hour early each day and leaves 15 minutes late each day). Supervisors authorizing overtime must ensure that adequate funds are available to cover the overtime payment within their department budgets. An employee who works unauthorized overtime may be subject to disciplinary measures.

2. Emergency Work – Hourly Employees

In emergency circumstances, when an employee's work day is extended (either immediately before or after), or if the employee is called to work during a day that is not his or her normal work day for reasons also deemed to be emergency in nature, then these hours will be paid as premium pay, set at one and one-half times the employee's regular pay.

An emergency is determined by the supervisor and is defined as a life threatening or health related situation, or an otherwise essential institutional need; a qualifying emergency cannot be scheduled and cannot be deferred to the next business day.

3. Minimum Hours for Emergency Work

When an employee is asked to work from home to handle an emergency, he or she will be paid actual hours worked, with a minimum of one-half hour. When an employee is called to campus for an emergency on a day that is not a regularly scheduled work day, or after the employee has worked his or her shift but has already left the campus and is asked to return, he or she will be paid a minimum of two hours or the actual number of hours worked (inclusive of travel time to and from the work site not to exceed one hour), whichever is more.

4. Payroll Recordkeeping for Emergency Work

When emergency work is authorized and worked, the employee should record only regular hours in the category on the timecard called Hours Worked; and record Emergency Work (EWT) in the comments section of the timecard. By approving the employee's timecard, the supervisor is indicating approval for the Emergency Work.

5. *Note:* All hours worked by a nonexempt employee must be reported on the day they are worked. The falsification of a timecard, by an employee or a supervisor, will be cause for discipline, up to and including immediate termination of employment.

Volunteering for Campus Activities

Various volunteer opportunities arise throughout the year for different campus activities. A nonexempt hourly employee may contribute his or her services for volunteer activities, provided the volunteer activities have no relation to the regular job duties of his or her position. Should

the volunteer opportunity have similar responsibilities to that of the employee's regular position at the institution, then the employee must be paid for this volunteer time by recording his or her volunteer hours on the timecard and submitting them with his or her regular work hours for compensation. If the volunteer time puts the employee over his or her forty-hour work week, then he or she is to be compensated at time-and-one-half. The department seeking volunteers is responsible for this expense.

Employee Disciplinary Procedures

1. Employee discipline is 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, theft, or harassment, including sexual harassment, or other discriminatory action against a student or employee. Some offenses may result in immediate termination. A written record of any such disciplinary action taken will be maintained in the employee's personnel file.
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 may include disciplinary probation, suspension, or dismissal, depending on the severity of the situation.

Procedures for Beginning, Maintaining, & Ending Employment with Whitworth University

Promotion and Hiring

The following policy for promotion and hiring at Whitworth University has been established to balance the opportunity for promoting outstanding staff members when appropriate with the desire to continue expanding the ranks of a diverse and well-qualified employee population.

1. Promotion Through Position Re-Classification

When an administrator desires to promote an exemplary employee into new areas of responsibility that would clearly be an expansion and/or enhancement of that employee's current position but would nonetheless result in a reclassification (a new grade designation) for that position, the supervisor may do so without a search, subject to the review and approval by the cabinet as necessary. The test for whether these new responsibilities constitute an expansion and/or enhancement of that employee's current position, as opposed to a new position, is that such a change in responsibilities does not leave a position and/or responsibilities in its wake to be taken up by other existing or new employees. Changes in employee function that do not result in position reclassification and do not leave functions to be taken up by other employees may be implemented by individual supervisors if approved by their area cabinet officer and the director of human resources.

2. Limited Search

A **Limited Search** may be conducted at the discretion of the supervisor, in consultation with human resource services. This limited search is defined as a two-week (minimum) period in which any regular or interim Whitworth employee may apply and be considered for the open position. Employment diversity, equal employment opportunity, and Whitworth human resource services policies and procedures apply to these searches to the extent that they ensure non-discrimination and employment diversity.

Note: While current Whitworth employees may apply for any opening, only those whose credentials fulfill the requirements of the position will be considered. Search committees are not required to interview all on-campus applicants, but are strongly encouraged to give full consideration to qualified internal applicants.

3. Full Search Hiring

All other regular openings (excluding temporary vacancies) are to be filled through a **full search process**, as defined by institutional policy and developed in detail by the primary seeker and the director of human resource services/designee.

A full search is defined as a two-week (minimum) period in which an appropriate range of advertising is used to solicit applications from both on- and off-campus persons. Every effort will be made to ensure the recruitment of a well-qualified, diverse pool of applicants. Employment diversity, equal employment opportunity, and Whitworth University Human Resource Services policies and procedures apply to these searches.

Applicant Search Procedures

Supervisors who anticipate having a position needing to be filled should contact human resource services as soon as possible to initiate appropriate applicant search procedures.

Human resource services assists in developing a current position description, formation and training of the search committee, advertising and recruitment of applicants, ongoing communication with applicants, design of an appropriate interview strategy, scheduling appropriate tests and examinations, and establishment of a salary corresponding to the position and consistent with the institution's compensation strategies.

Important: Open positions cannot be advertised or posted until written authorization is received from the appropriate area cabinet officer and the director of human resource services.

Position announcements are advertised on Whitworth's website at www.whitworth.edu/jobs and are distributed via campus e-mail and/or mailed to each department by human resource services as appropriate. Employees who are interested in new opportunities are encouraged to stay informed of open positions through the Whitworth University website list of openings.

Application Procedure

Application for Whitworth University employment is made through human resource services. For full consideration, applicants must provide all documents requested in the application process section of the position announcement.

Note: Questions about salary or benefits should be referred to human resource services.

Offers of Employment

Upon completion of a staff search process, the director of human resource services/designee is authorized by the president to make an offer of employment to the candidate selected. The director of human resource services/designee is authorized to establish starting salaries based on the approved compensation goals of the institution.

Important: Offers cannot be made until written authorization from the appropriate area cabinet officer and the director of human resource services is received. Salary offers for staff appointments are determined and made by human resource services.

Compensation

Whitworth University seeks to attract, develop, and retain a well-qualified diverse staff. Whitworth's compensation goals are to relate compensation directly to the job duties and responsibilities of the position; to reflect a commitment to internal equity between positions; and to be competitive with Whitworth's peer institutions and/or other comparable designated employers as appropriate.

Initial Appointment

Under most circumstances, new staff employees are hired for a three month initial appointment. During the initial appointment, the new employee's ability to meet the performance expectations for his or her position is evaluated. At the end of the initial appointment, a new employee should receive a written performance communication completed by his or her immediate supervisor, to include the supervisor's decision to offer a regular appointment or to discontinue employment. The supervisor must review this written document with his or her area cabinet officer and the director of human resource services prior to making and communicating such decision to the new employee.

Under rare circumstances, an initial appointment may be extended for up to three additional months in order to provide for a more conclusive evaluation of a new employee's suitability for the position. The supervisor is required to meet with both the area cabinet officer and the director of human resource services prior to making and communicating a decision to extend the initial appointment period.

Note: Current employees of Whitworth who are hired into new positions are exempt from the initial appointment period, but should receive a written performance communication at the completion of three months of employment in the new position.

Regular Appointment

Upon successful completion of an initial appointment, new employees will be placed in a regular status appointment.

Other Forms of Appointment

1. **Temporary Appointment:** Temporary employees should be used to provide specific services for a specified period of time, **generally not more than 90 working days in a year.** Temporary employees are not eligible for Whitworth benefits beyond salary and do not receive payment for holidays or office closings. Any time served under a temporary appointment does not qualify for inclusion in any calculation of benefits, nor is time served credited toward completion of the three month initial appointment if an employee is hired into a regular position. Temporary employees are not authorized to work overtime, without pre-authorization of the area cabinet officer and notification made to human resource services.

Temporary employees who exceed 90 days in a year may be eligible to participate in making voluntary contributions to Whitworth's retirement plan and should inquire about this option through the Human Resources office.

Note: Human resource services makes all decisions about salary placement and processes **all** offers of employment for temporary staff. Completion of a Temporary Staffing Request Form, signed by the area cabinet officer prior to making such an offer is required.

2. **Interim Appointment:** An interim employee is employed in a regularly budgeted or otherwise preapproved position for a period not to exceed one appointment period (at least a nine-month academic year or a 12-month period). This interim appointment may be extended up to one additional year with approval of human resource services. Interim employees are eligible for benefits on the same basis as regular employees and serve a three month initial appointment period.

A limited or full search must be conducted at the end of the interim appointment period if the position will continue as a regular position unless such search occurred at the beginning of the interim appointment. Should an interim employee be hired as a regular employee as a result of a search, his or her interim time will be credited toward satisfying the initial appointment period. Time served under an interim appointment qualifies for inclusion in all calculations of benefits.

3. **Job-share Appointment:** Job-share appointments make it possible for more than one employee (usually two) to share the responsibilities of one full-time position between them. Under a job-share appointment, each employee in a job-share appointment is paid based on his or her individual qualification for the position and each receives a prorated share of benefits, not to exceed a total of 1.0 full-time equivalency. A decision to allow a job-share arrangement is based upon supervisor discretion and with the approval of the area cabinet officer.

4. **Adjunct Faculty Appointment:** Adjunct contracts may be issued to exempt and nonexempt staff for academic coursework and/or intercollegiate sports coaching clearly outside of and in addition to the usual functions of that employee's regular position. Coursework or coaching that is included in the employee's job description or appointment letter is not eligible for adjunct contract issuance or payment.

A staff member who is considering accepting an adjunct contract must meet with his or her supervisor and receive approval of his or her area cabinet officer prior to accepting the adjunct contract. If a modification of the regular work schedule is necessary for the employee to accept the adjunct appointment, the staff member must receive approval from his or her supervisor and area cabinet officer for such a modification.

Rehire of Regular Employees

A regular employee who voluntarily leaves Whitworth and is subsequently rehired in a benefits qualifying position within six months of his or her last day of work, will receive benefits as calculated for transferred and promoted employees. Time served under the previous regular appointment qualifies for inclusion in all calculations of benefits, including reinstating previous sick leave balances and vacation rate of accrual.

Notice of Intention to Terminate (Resignation)

When an employee plans to terminate employment with Whitworth, he or she is asked to submit a written notice of intention to terminate employment to the supervisor and to human resource services, providing as much notice as possible in advance of the intended time. Administrative staff should provide four weeks notice and all other staff should provide two weeks notice.

Notice of Intention to Terminate (Dismissal)

When a decision to terminate employment of an employee has been made, Whitworth will submit to the employee a written notice of intention to terminate, usually through the employee's supervisor, and at least two weeks in advance of the effective date of termination. In lieu of such notice, Whitworth may choose to provide the employee with two weeks' pay beyond that which has been earned.

Immediate Termination

Under certain circumstances, the supervisor, upon the advice of the director of human resource services may recommend immediate termination of employment without notice. The president must approve all immediate terminations.

Generally, termination may be recommended for the following reasons:

- gross misconduct
- insubordination
- unauthorized absence

- theft, including theft of Whitworth equipment, funds, material, or personal information about other employees or students
- embezzlement
- altering or falsifying any record
- engaging in or threatening physical violence
- sexual harassment or discriminatory action against an employee or a student
- unauthorized use of a controlled substance
- any other persistent or serious infraction of Whitworth's rules and regulations governing the conduct of its employees.

This is not an exhaustive list of the reasons for termination and/or immediate termination without notice. Employees are reminded that employment at Whitworth University is at-will, terminable by either the employee or the University at any time for any reason.

In cases of immediate termination, salary and other benefits will be determined on the basis of a full final day of employment, whether or not the employee has worked that full day.

Exit Interview

Each employee leaving Whitworth University is scheduled for an exit interview with the director/designee of human resource services. The purpose of the exit interview is to provide the departing employee with an opportunity to share valuable insights and constructive feedback about his or her employment at Whitworth.

Exit interview information is used to analyze campus-wide employment strategies without attribution to the departing employee. A copy of the completed exit interview form will be retained in a confidential master file in the office of human resource services. This information will not be kept in the employee's personnel file.

LEAVES, VACATION, AND HOLIDAYS

Note: Various leave provisions may apply simultaneously or in concert with other provisions in this handbook. Employees in need of leave on an extended basis should contact human resource services in order to effectively maximize available options.

Sick Leave/Short-Term Disability Leave

1. Beginning with the date of initial employment, each regular and interim full-time employee will accrue sick leave at the rate of one day or eight hours per month; each regular or interim part-time employee will accrue a prorated share of leave, based on his or her full-time equivalency. Sick leave may accrue up to a maximum accumulation of 100 working days (800 hours).
2. An employee may use accumulated sick leave by notifying his or her supervisor of the need to use such leave. Sick leave may not be used in advance of accrual.

3. Sick leave may be used for any one or combination of the following illness-related reasons:
 - personal illness or injury;
 - psychological illness;
 - emotional and/or psychological exhaustion;
 - physical, medical, and/or psychological care appointments;
 - uncompensated physical, medical, or psychological service-providing appointments (i.e., blood donation, participation/support in another person's professional psychological treatment);
4. Use of sick leave will be coordinated with any time loss payments received as a result of a Workers' Compensation covered injury or illness. Contact human resource services immediately for assistance in handling the coordination.
5. An employee should report the need to use sick leave benefits to his or her supervisor as soon as is possible and generally not later than 30 minutes before the beginning of the scheduled time to begin work. Individual departments may determine additional notification requirements in order to maintain appropriate coverage as necessary.
6. An employee who uses sick leave for more than five consecutive days may be required to provide his or her supervisor a doctor's statement certifying he or she has sought medical treatment. This statement will be placed in the employee's confidential medical file in human resource services upon receipt from the supervisor.

Family Care Leave

An employee may use accrued sick leave or vacation to care for:

1. Dependent children with health conditions that require treatment or supervision;
2. Adult children who are incapable of self-care because of a mental or physical disability or to deal with emergency situations related to adult children; and
3. A spouse, parent (biological or adoptive), parent-in-law, or grandparent who has a serious health condition or an emergency condition.

Leave for Temporary Disability Due to Pregnancy or Childbirth

A female employee, regardless of the number of hours she has worked for Whitworth, is eligible for pregnancy disability leave if she has an illness or temporary disability relating to pregnancy or childbirth. This leave is in addition to any family and medical leave for which the employee may be eligible. Accrued leave may be used for this absence.

Extended Medical Leave

1. Employees who are unable to work for an extended period of time and who have (or will have) exceeded the number of days/hours covered by sick leave benefits may be eligible for an Extended Medical Leave of up to three months, inclusive of the time that is covered by

sick leave. Once sick leave has been exhausted and an Extended Medical Leave has been granted, such leave will be unpaid.

2. Requests for an Extended Medical Leave must be approved in writing by the appropriate area cabinet officer and then submitted to human resource services.
3. An Extended Medical Leave may be renewed for successive periods of three months, not to exceed a maximum of 24 months.
4. Approval of renewal of an Extended Medical Leave is required for any employee who cannot return to work at the end of any three-month leave period. Failure to return to work at the end of an Extended Medical Leave may result in termination of employment.
5. **Note:** Extended Medical Leave is not the same as Long-Term Disability Insurance (as described elsewhere in this handbook), and may or may not be covered by these insurance benefits, depending on circumstances of the disability and the specific conditions of employment.

Other Extended Leaves of Absence

An employee's request for leaves of absence without pay must be made in writing and submitted to the immediate supervisor at least one month in advance, if possible. The supervisor should consult with the department head and area cabinet officer and forward their joint recommendation for approval or denial of the leave to human resource services. Human resource services will notify the employee of the decision and outline for the employee the status of benefit plan enrollment and university contributions to the various plans generally within five working days of receipt. Requests are generally granted at the discretion of the area cabinet officer. A leave of absence without pay will generally be limited to no more than six months.

Short-term Absence Without Pay

An employee may be absent without pay on a short-term basis only after all accrued vacation and/or sick leave has been expended. Absences without pay are only allowed if the employee is sick or disabled and the employee's supervisor has approved the absence. An absence without pay should not be used for an extended vacation.

Family and Medical Leave

An eligible staff member is entitled to 12 weeks per year of family and medical leave, as defined in Whitworth University's policy.

Emergency Leave

Up to five days of emergency leave with pay may be granted annually if an employee needs to deal with a personal problem for which pre-planning is not possible. The employee must have exhausted his or her available vacation and applicable sick leave in order to access emergency

leave. All emergency leave must be approved by the supervisor in conversation with human resource services, as soon as possible and before the time off is processed by payroll. The employee should indicate emergency leave on his or her timecard.

Bereavement Leave

1. Bereavement leave may be granted up to five days per incident for a death in the employee's immediate family. Immediate family for purposes of this policy is defined as parent, parent-in-law, grandparent, grandchild, brother, sister, husband, wife, son, daughter, or other dependent child. Step, half, and foster parent and child are included in this definition.
2. Absences due to the death of a near relative in the employee's family shall be allowed for a period of up to two days. Near relative for purposes of this policy is defined as nephew, niece, aunt, uncle, cousin, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.
3. In special cases, in consultation with the area cabinet officer, human resource services may extend the definition of immediate family.
4. If an employee requires additional time off under these circumstances he or she may use either accumulated sick or vacation leave. The employee should indicate bereavement leave on his or her timecard.

Vacation

1. An employee working at least half-time in a regular or interim position for nine months or more per year is eligible for vacation.

Vacation hours are earned and accrued, according to the schedule below, on the basis of hours an eligible employee is paid, beginning on the date of the employee's initial employment with Whitworth in a regular or interim staff position. The schedule assumes full-time employment (173.33 hours/month), with no absences without pay. A part-time employee, and/or one who has hours paid that are less than full-time, accrues vacation hours in proportion to the percent of full-time for which he or she is paid. Vacation does not accrue during an unpaid leave of absence. When an employee is promoted or appointed to a new position, and the FTE of his or her appointment changes, vacation is computed on the basis of total time employed with Whitworth in either a regular or interim appointment (exclusive of temporary and adjunct employment).

Years of Service			Days/Year Earned	Accrual Hours/Month
Support Staff (SS)				
Facilities Services (FS)	Pro/Tech (PT)	Administrative (AM)		
0-1	--	--	10	6.67
1-2	--	--	11	7.33
2-3	--	--	12	8.00
3-4	--	--	13	8.67

4-5	--	--	14	9.33
5-6	0-1	--	15	10.00
6-7	1-2	--	16	10.67
7-8	2-3	--	17	11.33
8-9	3-4	--	18	12.00
9-10	4-5	--	19	12.67
10+	5+	0+	20	13.33 Max

2. Vacation is intended to provide opportunities for renewal and relaxation. Employees are encouraged to take vacation on an annual basis. However, 12-month employees may carry over vacation leave from one fiscal year to the next, not to exceed twice their annual vacation-earning rate (i.e., the maximum number of hours that employees can accumulate is twice their annual accrual rate). Employees who work in less than 12-month appointments may carry over no more than five days of vacation leave from one fiscal year to the next.
3. An employee may request that illness or injury occurring during a scheduled vacation be covered by sick leave, if he or she has sick leave accrued. Any requests for such change must be made by the end of the following pay period with written notice sent to payroll services.
4. Holidays occurring during an employee's vacation will not be deducted from earned vacation leave. Instead, these hours will be paid as a holiday leave, if the employee is eligible for paid holidays.
5. Vacation hours are accrued beginning with the initial date of employment. Both hourly and exempt employees may use earned/accrued vacation hours when approved by their supervisor but neither may use vacation hours in advance of their accrual.
6. Employees should submit requests for use of accrued vacation leave to their supervisors with as much advance notice as possible. Employees should take into consideration the staffing needs of their department in making such requests. Supervisors have a responsibility to ensure adequate staffing in their department. However, as far as is possible, they should respect an employee's request for use of accrued vacation leave.

Unused Vacation

Employees who have met one of the two following conditions are eligible to receive a cash payment for accrued but unused vacation when they terminate their employment at Whitworth:

1. They have provided written notice of resignation in advance of effective date according to the appropriate resignation schedule; or because of
2. Retirement, layoff, or dismissal.

In the event of the death of an employee, the vacation will be paid in the final paycheck and sent either to the spouse, designated beneficiary, or paid to the estate.

Holidays

Vacation cannot be used to extend employment past the last day that is actually worked, and additional vacation will not accrue on the unused vacation time for which the employee is paid (i.e., no compounding of vacation benefits).

Holidays

Whitworth's administrative offices are closed on, and employees with initial, regular and interim appointments will receive pay for the following holidays:

Thanksgiving Day (2 holidays):

- ❖ Fourth Thursday in November
- ❖ Friday following Thanksgiving Day.

Christmas (3 holidays): Dec. 25 and 2 additional days

- ❖ When Christmas is a Saturday, then Thursday, Dec. 23; Friday, Dec. 24; and Monday, Dec. 27 will be observed as holidays.
- ❖ When Christmas is a Sunday, then Friday, Dec. 23; Monday, Dec. 26; and Tuesday, Dec. 27 will be observed as holidays.
- ❖ When Christmas is a Monday, then in addition to Christmas Day, Tuesday, Dec. 26 and Wednesday, Dec. 27 will be observed.
- ❖ When Christmas is a Tuesday, then in addition to Christmas Day, Monday, Dec. 24 and Wednesday, Dec. 26 will be observed.
- ❖ When Christmas is a Wednesday, then in addition to Christmas Day, Monday, Dec. 23 and Tuesday, Dec. 24 will be observed.
- ❖ When Christmas is a Thursday, then in addition to Christmas Day, Wednesday, Dec. 24 and Friday, Dec. 26 will be observed.
- ❖ When Christmas is a Friday, then in addition to Christmas Day, Thursday, Dec. 24 and Monday, Dec. 28 will be observed.

New Year's Day (1 holiday): Jan. 1

- ❖ When Jan. 1 is a Saturday, Dec. 31 will be observed.
- ❖ When Jan. 1 is a Sunday, Jan. 2 will be observed.

(Depending on the year and the academic calendar, the president's cabinet may modify the actual placement of holidays over Christmas and New Year's.)

Martin Luther King Day (1 holiday):

- ❖ Third Monday in January.

Good Friday (1 holiday)

Memorial Day (1 holiday):

- ❖ Last Monday in May.

Independence Day (1 holiday): July 4

- ❖ When July 4 is a Saturday, July 3 will be observed.

- ❖ When July 4 is a Sunday, July 5 will be observed.

Floating Holidays (2 holidays):

Eligible employees receive two floating holidays annually for use on a day (or days) of their choice, subject to supervisor approval. Floating holidays must be used by Aug. 31 of each year. They do not carry over from year-to-year and must be used in at least half-day increments.

If an employee is hired on or before Sept. 1, he or she will receive two days in the first year of employment; if an employee is hired after Sept. 1 and on or before Feb. 1, he or she will receive one day in the first year.

Holiday Pay

Holiday pay for an eligible employee is based on the number of hours the employee would have worked but for the holiday.

In addition, any hours authorized and actually worked by a nonexempt hourly staff employee on a Whitworth University recognized and paid holiday, exclusive of “floating holidays” will be paid at one and one-half times the employee’s regular pay, regardless of the total number of hours worked by the employee during that work week and in addition to the holiday pay.

Community Service

Whitworth has approved up to a half-day paid release time annually for community service projects for regular and interim employees. If an employee has a special charity project, service at his or her child’s school, church support project, etc., and wishes to commit community service time, he or she should discuss the request with his or her supervisor. Supervisors must approve release time so that department needs and schedules can be met. Hourly employees should report the hours on their timecards and note that they were used for community service. This time may also be used to participate with students in Whitworth’s Community Service Day projects.