



EMPLOYMENT POLICIES

FOR STAFF

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TABLE OF CONTENTS

AN INTRODUCTION.....	4
WORKPLACE PROCEDURES.....	4
SUPERVISION.....	4
EXEMPT AND NON-EXEMPT HOURLY POSITIONS.....	4
WORK WEEK.....	4
WORK ATTENDANCE AND TIME REPORTING.....	4
POSITION DESCRIPTIONS.....	5
STAFF PERFORMANCE MANAGEMENT POLICY.....	5
STAFF SALARY & BENEFITS COMMITTEE.....	6
STAFF DEVELOPMENT COMMITTEE.....	6
BREAKS AND LUNCH PERIODS.....	6
FLEXIBLE WORK SCHEDULE.....	7
OVERTIME – NON-EXEMPT (HOURLY) EMPLOYEES.....	7
VOLUNTEERING FOR CAMPUS ACTIVITIES.....	8
EMPLOYEE DISCIPLINARY PROCEDURES.....	8
PROCEDURES FOR BEGINNING, MAINTAINING, & ENDING EMPLOYMENT.....	9
PROMOTION AND HIRING.....	9
APPLICANT SEARCH PROCEDURES.....	9
APPLICATION PROCEDURE.....	10
OFFERS OF EMPLOYMENT.....	10
COMPENSATION.....	10
INITIAL APPOINTMENT.....	10
REGULAR APPOINTMENT.....	11
OTHER FORMS OF APPOINTMENT.....	11
REHIRE OF REGULAR EMPLOYEES.....	12
NOTICE OF INTENTION TO TERMINATE (RESIGNATION).....	12
NOTICE OF INTENTION TO TERMINATE (DISMISSAL).....	12
IMMEDIATE TERMINATION.....	12
EXIT INTERVIEW.....	13
LEAVES, VACATION, AND HOLIDAYS.....	13
SICK LEAVE/SHORT-TERM DISABILITY LEAVE.....	13
PAID SICK LEAVE FOR TEMPORARY STAFF AND THOSE WORKING LESS THAN HALF-TIME.....	13
FAMILY CARE LEAVE.....	14
LEAVE FOR TEMPORARY DISABILITY DUE TO PREGNANCY OR CHILDBIRTH.....	14
SHARED LEAVE PROGRAM.....	14
EXTENDED MEDICAL LEAVE.....	15
OTHER EXTENDED LEAVES OF ABSENCE.....	16
SHORT-TERM ABSENCE WITHOUT PAY.....	16
FAMILY AND MEDICAL LEAVE (FMLA).....	16
DOMESTIC VIOLENCE LEAVE.....	16
EMERGENCY LEAVE.....	16
BEREAVEMENT LEAVE.....	16
VACATION.....	17
UNUSED VACATION.....	18
HOLIDAYS.....	18
HOLIDAY PAY.....	19

COMMUNITY SERVICE	19
APPENDIX A – PERFORMANCE MANAGEMENT PROCEDURES	20

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 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, encouragement, 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 (salaried) or nonexempt (hourly), 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 nonexempt (hourly) and exempt staff employees of Whitworth University are required to complete WhitNet online time reporting. The employee signs their own electronic timecard and submits it to their supervisor for verification and approval. The hourly employee is to complete the timecard on the basis of hours worked, including for paid leave; 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;" they 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 they also reports sick leave or vacation, the employee's pay cannot be reduced for hours of the day that they did not work. An exempt employee does not accumulate compensatory time for hours worked in excess of forty and does not receive overtime pay for such hours.

4. **Note:** All hours worked by a nonexempt (hourly) employee must be reported on the day hours 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 their 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 a regular basis, and can be initiated by either the supervisor or the employee.

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

Staff Performance Management Policy

1. Performance management commitment

Whitworth University is committed to a performance management process that connects individual contributions to its mission of providing students with an education of mind and heart that honors God, follows Christ and serves humanity. The creation and maintenance of a campus culture that values and supports individual and team responsibility for excellence is a key component in delivery of this mission.

A successful performance management system is shared by all members of the campus community and in particular, the administrative team. Area vice presidents are responsible for making performance management a priority. Individual supervisors are responsible for evaluating staff within their area of supervision. Supervisors will be reviewed and evaluated on the appropriate application of the performance management process for those employees in their respective areas.

2. Purpose statement

The purpose of the performance management process includes:

- Providing the staff member and the supervisor with a formal opportunity to review how the individual's contributions connect to Whitworth's mission in the delivery of department and university goals and objectives;
- Creating an opportunity for reflection upon the employee's goals and achievements of the past year;
- Providing the supervisor with a tool to coach the employee, using a developmental approach that is appropriate to the employee's personal goals, role in the organization, and in relation to the needs of the department and the university;
- Setting mutually agreeable goals for the employee in the coming year;
- Clarifying expectations, including how the supervisor can assist the staff member in delivery of these expectations;
- Strengthening relationships between the employee and the supervisor; and
- As necessary, addressing recurring or significant performance concerns.

3. Performance management components

- a. *Goal setting*

Supervisors and their staff employees are mutually responsible for setting effective, achievable goals for the upcoming evaluation period.

b. Annual performance evaluation

Formal and informal observation and feedback from the supervisor to the employee are an important part of assessing individual and departmental progress toward goals, resulting in a formal evaluation by the supervisor for the employee at least annually.

c. Individual improvement plan

An individual improvement plan addresses one or more specific individual performance issues and must be designed for a staff member who requires improvement or does not meet expectations as noted on the annual performance evaluation. An individual improvement plan may emerge as an outcome of a performance evaluation or may be used on an as-needed basis outside of the regular performance evaluation cycle.

d. Training

Training will be provided to staff members and supervisors on the goals and correct application of the performance management process.

Resource: Performance Management Standard, an American National Standard for Human Resource Management. Approved November 30, 2012, American National Standards Institute, Inc.,/Society for Human Resource Management.

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. The chair of the Staff Salary & Benefits Committee serves as a member of the University Council during their term.

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. 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 their supervisor of the dates and times of the programs so that minimal office staffing can be maintained. The chair of the Staff Development Committee serves as a member of the University Council during their term.

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 their desk, but the break should not be interrupted by phone calls and requests for service, nor should the employee be required to remain at their 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, they should plan to leave the office area entirely. The supervisor may designate public office spaces as non-break areas, as 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 their 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 hours 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 their 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/or 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 their 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, they will be paid for 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 their shift but has already left the campus and is asked to return, they 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 hours 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 their services for volunteer activities, provided the volunteer activities have no relation to the regular job duties of their 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 these volunteer hours on the timecard and submitting them with their regular work hours for compensation. If the volunteer time puts the employee over a forty-hour work week, then they are 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 engaging in or threatening physical violence; willful destruction of Whitworth University or student property; theft, including theft of Whitworth equipment, funds, material, or personal information about other employees or students; embezzlement; serious or substantial violations of federal, state, or local laws; or violation of the university's EEO and ADA policies including Whitworth's policies on discrimination, retaliation, and harassment. 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 area vice president and/or cabinet as necessary. 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 associate vice president of human resources.

2. Limited Search

A **Limited Search** may be conducted when a position is approved to fill at the discretion of the supervisor, in consultation with human resource services. This limited search is defined as a 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 associate vice president of human resource services/designee.

A full search is generally 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 in human resource services with the appropriate signatures. This would include the appropriate area cabinet officer and the corresponding dean or vice president.

Position announcements are advertised on Whitworth's website at www.whitworth.edu/Administration/HumanResources/Openings. 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 Whitworth's online application system. 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 associate vice president of human resource services/designee is authorized by the president to make an offer of employment to the candidate selected. The associate vice president of human resource services/designee is authorized to establish starting salaries based on the approved compensation goals of the institution, as defined by the annual Staff Salary Administrative Procedures.

Important: Offers cannot be made until written authorization from the appropriate area cabinet officer and the associate vice president/designee of human resource services is received. All 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 including gender equity; 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 their position is evaluated. At the end of the initial appointment, a new employee should receive a 90-day performance review completed by their 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 their area cabinet officer/designee and the associate vice president/designee of human resource services/designee prior to making and communicating such decision to the new employee.

Under rare circumstances, an initial appointment may be extended for generally up to three additional months in order to provide for a more conclusive evaluation of a new employee's suitability for the position. Extensions to the 90-day period may be requested by the supervisor in some cases, depending on the timing of the hire (such as when a person who works closely with students is hired early in the summer). The supervisor is required to meet with both the area cabinet officer/designee and the associate vice president of human resource services/designee 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 generally exempt from the initial appointment period, but should receive feedback 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 resource services office.

Funds to pay for temporary employees must be identified and communicated with human resource services before the employee begins working.

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 generally for a period not to exceed one appointment period (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 generally 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, their 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 their 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 in consultation with the associate vice president/designee for human resource services.
4. **Adjunct Faculty Appointment/Part-time Coaching:** Adjunct contracts may be issued to exempt and nonexempt staff for academic coursework and/or intercollegiate part-time sports coaching clearly outside of and in addition to the usual functions of that employee's regular position. Coursework or coaching duties that are included in the employee's job description or appointment letter are not eligible for adjunct or part-time coaching contract issuance or additional payment.

A staff member who is considering accepting an adjunct contract must meet with their supervisor and receive approval of their 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 their 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 one year of their 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, they are 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 at least four weeks' notice and all other staff should provide at least 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 in collaboration with human resource services, 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 associate vice president 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 (for example, engaging in or threatening physical violence; willful destruction of Whitworth University or student property; theft, including theft of Whitworth equipment, funds, material, or personal information about other employees or students; embezzlement; serious or substantial violations of federal, state, or local laws; or violation of the university's EEO and ADA policies including Whitworth's policies on discrimination, retaliation, and harassment);
- a severe or flagrant violation of rules;
- insubordination;
- unauthorized absence;
- altering or falsifying any record;
- unauthorized use of a controlled substance; or
- 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 staff member leaving Whitworth University is generally scheduled for an exit interview with the associate vice president/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 their 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 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 their full-time equivalency (FTE). 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 their 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 their 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 their supervisor a doctor's statement certifying they have sought medical treatment. This statement will be placed in the employee's confidential medical file in human resource services upon receipt from the supervisor. Employees may be required to present a medical release when returning to work.

Paid Sick Leave for Temporary Staff and Those Working Less Than Half-Time

1. Temporary staff and part-time staff working less than half-time are entitled to accrue paid sick leave as of January 1, 2018. Eligible employees accrue eight hours per month for full-time work. As a part-time or temporary employee, sick leave accrual is prorated, based on hours worked each month. This formula is more generous than what is required by Washington State under the state law.

2. Sick leave must be accrued before being used, and this accrued paid sick leave may be used for the following reasons:
 - To care for self or for a family member;
 - When the employee or a family member is the victim of sexual assault, domestic violence, or stalking; or
 - In the event Whitworth University or the employee's child's school or place of care is closed by a public official for any health-related reason.
3. For purposes of this policy, family members are defined as child, spouse, parent, grandparent, grandchild, or sibling.
4. Accrued sick leave under this policy will be carried over from year-to-year each July 1. Breaks in Whitworth employment of one year or less will result in reinstated sick leave balances available at the end of previous employment. Breaks in service that are more than one year will not result in reinstated sick leave balances.
5. Retaliation for using paid sick leave for authorized purposes is prohibited.

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 under the laws of the state of Washington 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.

Shared Leave Program

Whitworth's shared leave program provides eligible staff members the opportunity to receive and/or use donated paid leave, and to donate paid leave to another staff member who meets the eligibility criteria.

1. Eligibility criteria for receiving leave donations

- a. Staff members who are eligible for sick leave or vacation leave may receive leave donations immediately upon hire if they have exhausted all accrued sick and vacation leave for which they are eligible and are in need of leave due to one of the following:
 - the serious health condition of the employee; or
 - the serious health condition of a spouse, parent, or dependent child; or
 - the care of a child at birth, adoption, or foster care placement.
- b. Vacation leave donations to staff members who are only eligible for sick leave will be converted to sick leave for purposes of this program.

- c. Employees participating in Whitworth's long-term disability program or workers' compensation program are ineligible to receive shared leave.

2. Donor eligibility criteria

- a. Staff members who accrue paid sick leave or vacation leave may donate such leave to eligible employees.
- b. Donated hours are transferred directly to the recipient in need of leave; shared leave not used by the recipient for their current need will be returned to the donor.
- c. Donors may not donate excess leave that they would not be able to take because of an approaching date after which the leave cannot be used, such as when they have reached their leave maximums.
- d. Donors may not donate sick leave when ending employment, but may donate vacation hours in lieu of being paid for any vacation accrual eligible for payout.
- e. Donors must retain the equivalent of three weeks of accrued sick leave and/or vacation leave hours in order to make a donation (120-hours for full-time employees, or prorated for part-time employees).

3. General procedures

- a. A request for shared leave is initiated by the employee's supervisor in conversation with human resource services and with the employee in need.
- b. The human resources office shall determine eligibility and the amount of leave, if any, which an employee may donate or receive under these provisions.
- c. Donors must complete the shared leave transfer request form and return the completed form to human resource services.
- d. Donated hours are transferred directly to the recipient as hours of paid leave available and are not converted to a dollar value based on the donor's salary.
- e. Donations will remain confidential unless the donor chooses to self-identify.
- f. The donation of sick or vacation leave is voluntary. No employee shall be coerced, threatened, intimidated or financially induced into donating leave.
- g. Transfers of leave shall not exceed the amount authorized by the donating employee.

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, 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 a leave 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 (FMLA)

An eligible staff member is entitled to 12 weeks per year of family and medical leave, as defined in Whitworth University's policy. Please contact human resource services for more information on FMLA.

Domestic Violence Leave

Victims of domestic violence, sexual assault, or stalking may take reasonable leave from work, including intermittent leave or leave on a reduced leave schedule in order to seek legal or law enforcement assistance, legal proceedings, treatment by health care provider, counseling, shelter or social services, safety planning or relocation. Domestic Violence Leave must be approved by the supervisor in conversation with human resource services. Whenever possible, an employee should give advance notice of the need for this leave.

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 their 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 in the comment section of their timecard.

Bereavement Leave

1. When an employee loses an immediate family member, Whitworth provides up to five days of paid time off. 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 associated with the family member's death under these circumstances, they may request additional time off and use either accumulated sick or vacation leave, or time off without pay. The employee should indicate bereavement leave in the comment section of their 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 they are 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 their 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

Years of Service			Days/Year Earned	Accrual Hours/Month
Support Staff (SS)				
Facilities Services (FS)	Pro/Tech (PT)	Administrative (AM)		
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 may accumulate is twice their annual accrual rate). Non-exempt 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 they have 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 supervisor 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 balance will be paid in the final paycheck and sent either to the spouse, designated beneficiary, or paid to the estate, as required by state law.

Vacation may not be used to extend employment past the last month that is actually worked, and additional vacation will not accrue on the unused vacation time for which the employee is paid (i.e., there is 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 (6 holidays): Dec. 25 and 5 additional days

- ❖ The campus will generally be closed between Christmas Eve and New Year's Day. Eligible staff employees will receive paid holidays for these closure days; the actual days will be announced in the spring for the following Christmas by the associate vice president for human resources, in collaboration with the Staff Salary & Benefits Committee, the president's cabinet, and in relation to the year's published academic calendar. Holiday overtime will apply for nonexempt hourly staff who work on these days.

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.

Martin Luther King Day (1 holiday):

- ❖ Third Monday in January.

Good Friday (1 holiday)

Easter Monday (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. These holidays 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, they will receive two days in the first year of employment; if an employee is hired after Sept. 1 and on or before Feb. 1, they 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 provides all regular and interim employees with eight-hours each of paid release time each year in support of a wide variety of community service projects. These paid hours are made available September 1 of each year on WhitNet time reporting, prorated by the employee’s length of workday. Supervisors must approve use of community service hours in advance so that appropriate coverage may be maintained.

Employees are encouraged to also report these same hours as well as any additional volunteer time on the university’s SERVE website (serve.whitworth.edu). By recording all volunteer hours, employees help to document the collective impact of Whitworth on the Spokane community. Together we can make a big difference.

APPENDIX A – PERFORMANCE MANAGEMENT PROCEDURES

1. **Supervisor's role**

Goals and expectations

The supervisor is responsible to communicate expectations to the staff member, and to work collaboratively with the staff member to develop individual goals in alignment with department and university goals and initiatives.

Performance evaluation process

The role of the supervisor in the performance evaluation process is to ensure that the process is conducted fairly, objectively, and in accordance with university policies and procedures.

The supervisor is responsible for evaluating staff in their area in an ongoing way through periodic feedback about day-to-day accomplishments and contributions and by immediately addressing any concerns that may come up.

The supervisor is responsible for translating performance observations into a documented format that is accessible to the employee, and which provides clear examples of successful behavior, as well as behavior that requires improvement.

The supervisor is responsible to deliver performance-related information to the employee in a manner that informs, teaches, directs, and coaches.

Individual improvement plans

The supervisor is responsible for outlining expectations on the individual improvement plan clearly, to monitor progress in a timely way, and to administer judgments on results fairly.

The supervisor is responsible for keeping their own supervisor informed about the need for and progress on individual improvement plans in their area; and for involving the associate vice president/designee for human resource services before an individual improvement plan is developed to ensure compliance with federal, state, and local laws and university policies.

Training

The supervisor is responsible for participating in university-provided training around appropriate and effective performance management and in the correct use of performance management tools and resources.

2. **Staff member's role**

Goals

The staff member is responsible for participating in development of individual goals that align with department and university goals and initiatives.

Performance evaluation process

The role of the staff member is to participate in the performance evaluation process in a constructive, active manner, being aware of the role of the supervisor in conducting the evaluation process.

The staff member is responsible for completing a self-evaluation form as part of the goal-setting and evaluation process.

The staff member is responsible for listening to their supervisor's feedback and observations, incorporating this information into future work performance and developmental plans.

The staff member is responsible for asking questions and raising issues with the supervisor when they feel their performance has not been measured or documented fairly and accurately.

The staff member is expected to sign and date their evaluation, acknowledging that they have received the evaluation, not that they necessarily agree with the evaluation.

Individual improvement plan

The employee is responsible for committing to the steps of the individual improvement plan and for communicating appropriately with their supervisor during the process.

Training

The employee is responsible for participating in university-led training that outlines the effective use of the performance management process.

3. Goal Setting Process

Effective goals should clearly describe the expected outcome or result in qualitative and/or quantitative ways, as well as a timeline for reaching the expected outcome or result.

Types of goals

Job description goals

Goals may be based on achievement of a pre-established set of job duties. These goals are expected to be accomplished continuously until the job description changes. (Examples might be financial, service-oriented, process-oriented, etc.)

Project goals

Goals may be based on achievement of a project objective. These goals may be set for a single year and changed as projects are completed.

Behavioral goals

Goals may be based on certain behaviors. These goals are expected to be accomplished continuously.

Stretch goals

Stretch goals are used to expand the knowledge, skills and abilities of employees and are usually especially challenging to reach. Stretch goals can be successful for use with *highly effective performers* and *exceptional performers*, based on the results of previous performance evaluations.

Effective goals should:

- Be participative: both supervisor and employee should be involved in the development of goals
- Be documented and reviewed in subsequent performance evaluation cycles
- Be specific, providing defined results
- Be measurable, providing a statement of not only the current state, but also the desired result
- Be challenging, but attainable
- Be reasonable, and relevant to the employee's assignment and/or aspirations
- Reflect a time frame by which the desired result should be accomplished
- Be aligned with the university's mission and goals

4. Performance Evaluation Process

Coaching

The performance evaluation process is intended primarily as a coaching process and as such, it is expected that all performance evaluations will include discussion of opportunities for improvement and growth, individual goal setting and achievement, and performance development. While use of all evaluation criteria provide the opportunity for effective coaching, the use of *performance meets expectations* requires that a specific coaching objective to be included in the evaluation form.

Open communications

The supervisor should initiate ongoing discussions, maintaining ongoing and open communication, and work on the outlined goals and objectives throughout the year.

Timing of the performance evaluation cycle

Regular, ongoing conversations between the supervisor and the employee provide the basis for an effective annual performance evaluation. Formal performance evaluations must generally be completed in the spring by the end of May for each staff member.

The supervisor will complete an abbreviated 90-day progress report for the new staff member for the purpose of communicating a decision to continue or discontinue employment, and/or to identify any areas of focus and learning for the coming evaluation cycle. The supervisor may decide to extend the 90-day period after consulting with their immediate supervisor and the associate vice president/designee for human resource services.

Evaluation criteria

Evaluation criteria are designed to encourage growth and development. The following overview describes the requirements for use of these criteria:

Consistently exceptional performer

Reserved for unusually effective performance;
additional and thorough documentation with specific examples is required

Highly effective performer

Has consistently made highly effective or unique contributions to the department and/or university

Performance exceeds some expectations

Results are consistent with those of a fully trained, competent employee

Performance meets expectations

Evidence of specific supervisor coaching or direction is required

Performance improvement is needed

An individual improvement plan has been or is being developed with a timetable to achieve specific results;
additional and thorough documentation with specific examples is required

Does not meet expectations

Consultation with human resource services is required if a rating of "does not meet expectations" is given

Employee self-assessment

To prepare for the annual performance evaluation process, the staff member will be provided an opportunity to complete a self-assessment form prior to the review. The completed self-assessment provides the basis for further discussion between the supervisor and the employee, and in the mutual development of individual goals. This document is used as a basis for conversation between the employee and the supervisor.

Performance evaluation form

The evaluation process is completed through Whitworth's online Employee Training & Management portal and is intended to record information for the entire evaluation period, not just the last few months. The annual evaluation should not include surprise observations or comments, but confirm items previously discussed through the regular feedback process.

Instructions for completing the process are included in the online process.

5. Individual development plan

Mandatory for requires improvement or does not meet expectations

Any performance evaluation that contains a rating of *requires improvement or does not meet expectations*, for specific individual categories or on the overall performance rating requires that an individual development plan be developed for the employee. The individual development plan should include clear expectations for improving performance, along with timelines, review dates, and a plan for regular and timely feedback from the supervisor during the review period. A written status report from the supervisor to the employee is required on or before the review date. Such report must be discussed with the evaluator's immediate supervisor and the associate vice president/designee for human resource services prior to the report being provided to the employee.

6. Training

Training will be required and monitored for all supervisors who are responsible for completing performance evaluations. Training will also be provided to all staff employees who will be evaluated.