

IMPORTANT NOTICE

This Employee Handbook contains a description of Wheaton College and introduces you to certain policies and procedures relating to your employment. Any of these policies and procedures can be changed or withdrawn by the College without notice. Nothing in the Handbook is intended to create a contractual obligation. Furthermore, nothing in the Handbook is intended to create a right to continued employment. Unless you receive a written contract signed by the President or a Vice President of the College that guarantees employment of a specific duration or limits the reasons for which the employment relationship may be terminated, your employment can be terminated by either you or the College for any reason at any time.

When you begin working at the College and periodically thereafter, you will be asked to acknowledge that you have received either a copy of the Employee Handbook or been given online access to it, that you have read and understand this introduction, and that you agree to abide by the Handbook and any updated and/or new policies (which will be communicated by Human Resources Bulletins or updated online at <http://intra.wheaton.edu/departments/hr>). The last comprehensive update of the handbook took place in March of 2010.

OUR COMMON MINISTRY: FAITH AT WORK

As members of the Body of Christ called to works of service at Wheaton College, we believe that our personal faith in Christ Jesus is to transform every area of our common life. Through programs of Christian higher education, Wheaton College strives to develop Christian students into whole and effective servants of Christ. The following statement expresses what we believe and how we hope to work on campus and throughout the world "For Christ and His Kingdom."

We are called to works of service, not just employment, we are to "do all to the glory of God." (Eph. 4:11; 1 Cor. 10:31)

We want to know Christ, "in whom are hid all the treasures of wisdom and understanding." (Col. 2:2-3)

We believe the Christian faith, rooted in scripture, helps us make sense of our world. Even more important, it not only illuminates and instructs, but also gives us the redemptive power, through the indwelling presence of the Holy Spirit, to be agents for Christ in our relationships and in the world in general. (Col. 1:15-27 and Dorothy Sayers, "The Meaning of the Universe", an address given at Kingsway Hall, London, March 6, 1946)

We want our Christian faith to permeate and shape all of our thoughts, words and actions. Wheaton's focus is therefore on the whole person (mind, spirit, and body) and on the integration of our faith and learning with every aspect of our personal and common life. By integration, we mean that our faith provides the framework by which we understand the world around us. It is fundamental and primary, not a portion of our lives that we can compartmentalize. (Rom. 1:16-17; 1 Cor. 3:18-20)

We believe that excellence and success are best measured by things unseen rather than by things seen. All that we possess and all that we have accomplished are to be valued only as a means to an end that "Christ and His Kingdom" are served in spirit and in truth. When offered to God, our most humble efforts are worthy. When done for our own glory or benefit, our best work is compromised by the sin of pride. (Luke 9:23; Phil. 1:21; and C.S. Lewis, "Learning in War-time," *The Weight of Glory and Other Addresses*, 1949)

We are "to speak the truth in love", not simply to speak. "Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always preserves." (Eph. 4:15-16; 1 Cor. 13:4-7)

We realize as individual members of a community that our words and actions can cause harm or be an opportunity for growth and grace. We all learn and grow best in a loving and supportive community characterized by integrity, accountability and mutual commitment. (Eph. 4:1-3; 4:15-16)

We believe that each part of the Wheaton College community is needed to do our work well. We recognize that differences of age and gender, race and ethnicity, and status and position can easily be the basis for harm and divisions within a community of believers and society generally. Our common ministry is strengthened as we are joined together in works of service, not pulled apart and divided by differences. (Eph. 4:11-16; 1 Cor. 12:4-26)

We believe that developing effective Christian servants can be best done if all employees seek to have the same mind that was also in Christ Jesus. "Each of us should look not only to our own interests, but also to the interests of others." We believe that it is easy to become weary in doing good. "Therefore, as we have opportunity, let us do good to all people." (Phil. 2:1-8; Gal. 6:9-10) We are humbled, challenged and encouraged by our call to this ministry of faith. (Eph. 4:1-6)

BACKGROUND INFORMATION

Wheaton College began as a fledgling preparatory school known as the Illinois Institute, which was founded by Wesleyan Methodists in 1853. Hampered by limited funds, the Institute's trustees sought new leadership in Jonathan Blanchard, then president of Knox College. Blanchard accepted on the condition that the school become a Christian liberal arts college. On January 9, 1860, a new and independent board established Wheaton College, with Blanchard as its first president.

• LEADERSHIP

Wheaton's trustees and administrators continue the College's fidelity to the historic Christian faith. This commitment has been a major influence in Wheaton's pioneering role in Christian liberal arts education.

• STUDENT BODY

Wheaton compares favorably with the best colleges in the number of National Merit Scholars it attracts and in the average high school rank of incoming students. Wheaton students are highly motivated in their academic work and enjoy a wide range of extra-curricular pursuits (intellectual, artistic, social, and athletic). They have a high acceptance rate into medical and law schools, seminaries, and other graduate institutions.

• SCHOLASTIC THRUST

Educational programs are offered in the liberal arts college, as well as in the Conservatory of Music and in the Graduate School. Other learning resources include libraries, special collections, laboratories, computer facilities, the Billy Graham Center, HoneyRock (Wisconsin), and the Black Hills Science Station (South Dakota).

• SCRIPTURAL BASE

With the authority of Scripture as its keystone, Wheaton College encourages its 2200 undergraduates and 300 graduate students to explore the implications of Christian belief in all spheres of life. Although united in a common faith, students, faculty, and staff are diverse in their religious traditions and expressions. They strive to apply biblical principles in personal conduct and through concern for and practical service to others.

The expanding programs of Wheaton College continue to serve the educational, cultural, and religious communities "For Christ and His Kingdom."

DECISION-MAKING GROUPS

- **BOARD OF TRUSTEES**

The Board of Trustees determines the policies of and has final control over the affairs of Wheaton College. The Board has an Executive Committee and eight standing Committees: Academic Affairs, Advancement, Audit, Buildings and Facilities, Finance, Graham Center, Investment, and Student Development. Other committees, temporary or permanent, may be created as needed.

Two trustees are re-elected at each annual meeting in October, with the total not to exceed twenty members, all of whom serve ten-year terms. Other regular meetings of the Board are held in February and May. The chairman, the president, or any three elected trustees may request special meetings.

In addition to elected trustees, there are two classes of advisory trustees: Advisory Life Trustees and Trustees Emeriti.

- **SENIOR ADMINISTRATIVE CABINET**

SAC," the Senior Administrative Cabinet is composed of the President of Wheaton College, the Provost, the Vice President for Finance and Treasurer, the Vice President for Advancement and Alumni Relations, and the Vice President for Student Development. The group usually meets once a week to share information, to seek advice, and to make recommendations to the President regarding college decisions. Faculty committees and individual administrators make recommendations to this group through the appropriate Vice President or the President.

REPORTING STRUCTURE

Each Vice President administers a division of the College. An organizational chart of those divisions is available from the Human Resources Department. Employees of the College are directly responsible to their immediate supervisors and indirectly responsible to the Vice Presidents of their divisions. Employee concerns or questions should be channeled through the proper authority. More detailed information on reporting structures can be found in the organizational manuals placed with each Vice President and the Director of Human Resources.

FINANCIAL MISCONDUCT & DISHONESTY

PURPOSE

The College is committed to deterrence, detection and correction of financial misconduct and dishonesty. Discovery, reporting and documentation of such acts provide a sound foundation for the protection of innocent parties, taking of disciplinary action against offenders and referral to law enforcement agencies when warranted. This Policy includes specific instructions about appropriate action in case of suspected financial misconduct and dishonesty.

REPORTING RESPONSIBILITY

Each trustee, volunteer, and employee of the College should report any suspected questionable or improper accounting or auditing matters and other suspected incidences of financial misconduct or dishonesty such as theft or misappropriation of funds and intentional misstatements of financial records (hereinafter collectively referred to as Concerns) to an appropriate administrator or the Human Resources Department. Such Concerns may also be reported anonymously by contacting EthicsPoint, an independent firm contracted by the College to receive anonymous concerns.

EthicsPoint
www.EthicsPoint.com
888.416.1302

Concerns, as defined above, reported through EthicsPoint will be referred to the Chair of the Audit Committee. EthicsPoint will refer reports of inappropriate behavior not defined above, such as harassment or failure to live up to standards embodied in the Community Covenant, to appropriate College administrators as defined in relevant College policies.) The Chair of the Audit Committee, with the assistance of other Committee members, College administrators and outside counsel as necessary, will investigate all reported Concerns and, if warranted by the investigation, will recommend appropriate corrective action to the Board of Trustees. Following completion of the investigation the Chair will give to the complainant, if known, a report of the results of the investigation, including corrective action taken, if any.

EMPLOYMENT POLICIES

These policies apply to all employees. All College policies are developed to enable employees to work together as an integrated community. This handbook is designed to enhance the employees' understanding of the workings of the College community and increase awareness of the employees' obligations to it.

GENERAL POLICIES

Community Covenant and Statement of Faith

Faith and Life-Style Commitments

Wheaton College is a Christian educational community. Therefore, by virtue of their employment by the College, and whether they are full-time or part-time, all faculty members, administrators, and staff must accept the obligations of membership in the College community by committing annually to Wheaton's Statement of Faith and Community Covenant, which follow. Commitment to these obligations applies continuously for the duration of employment, both on and off work hours.

Temporary employees are not required to subscribe to the Statement of Faith but are expected to honor the Community Covenant by reflecting its standards in their personal lives while on campus. Temporary visiting professors, special instructors, guest lecturers, and "on call" employees are also in this category.

Community Covenant

The goal of campus life at Wheaton College is to live, work, serve, and worship together as an educational community centered around the Lord Jesus Christ. Our mission as an academic community is not merely the transmission of information; it is the development of whole and effective Christians who will impact the church and society worldwide "For Christ and His Kingdom." Along with the privileges and blessings of membership in such a community come responsibilities. The members of the Wheaton College campus community take these responsibilities seriously.

The biblical foundation of Christian community is expressed in Jesus' two great commandments: "Love the Lord your God with all your heart and with all your soul and with all your mind," and, "Love your neighbor as yourself" (Matt. 22:37-40). Jesus himself perfectly demonstrated the pattern: love for God, acted out in love for others, in obedience to God's Word. Acknowledging our dependence on the power and grace of God, the members of the Wheaton College campus community humbly covenant to live according to this ideal.

• PURPOSE

The purposes of this community covenant are as follows:

- to cultivate a campus atmosphere that encourages spiritual, moral and intellectual growth.
- to integrate our lives around Christian principles and devotion to Jesus Christ.
- to remove whatever may hinder us from our calling as a Christ-centered academic community.
- to encourage one another to see that living for Christ involves dependence on God's Spirit and obedience to his Word, rather than a passive acceptance of prevailing practices.

• AFFIRMING BIBLICAL STANDARDS

We desire to build this covenant on basic biblical standards for godly Christian character and behavior. We understand that our calling includes the following:

- The call to acknowledge the Lordship of Christ over all of life and thought. This involves a wholehearted obedience to Jesus and careful stewardship in all dimensions of life: our time, our possessions, our God-given capacities, our opportunities (Deut. 6:5-6; 1 Cor. 10:31; Col. 1:18; 3:17);
- The call to love God with our whole being, including our minds, and to love our neighbor as ourselves. Christ-like love should be the motive in all decisions, actions, and relationships (Matt. 22:37-40; Rom. 13:8-10; 1 John 4:7-12);
- The call to pursue holiness in every aspect of our thought and behavior (2 Cor. 7:1; 1 Thess. 4:7; Heb. 12:14; 1 Pet. 1:15-16);

- The call to exercise our Christian freedom responsibly within the framework of God's Word, humbly submitting ourselves to one another (1 Pet. 5:5; Eph. 5:21) with loving regard for the needs of others (Phil. 2:3-11; Rom. 14:1-23; 1 Thess. 4:9);
- The call to treat our own bodies, and those of others, with the honor due the very temple of the Holy Spirit (1 Cor. 6:17-20);
- The call to participate in the worship and activities of the local church, which forms the basic biblically-mandated context for Christian living (Acts 2:42-47; Heb. 10:25; 1 Tim. 3:14-15).

• LIVING THE CHRISTIAN LIFE

We believe these biblical standards will show themselves in a distinctly Christian way of life, an approach to living we expect of ourselves and of one another. This lifestyle involves practicing those attitudes and actions the Bible portrays as virtues and avoiding those the Bible portrays as sinful.

ACCORDING TO THE SCRIPTURES, FOLLOWERS OF JESUS CHRIST WILL:

- show evidence of the Holy Spirit who lives within them, such as "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control" (Gal. 5:22);
- "put on" compassion, kindness, humility, gentleness, patience, forgiveness, and supremely, love (Col. 3:12-14);
- seek righteousness, mercy and justice, particularly for the helpless and oppressed (Prov. 21:3; 31:8-9; Micah 6:8; Matt. 23:23; Gal. 6:10);
- love and side with what is good in God's eyes, and abhor what is evil in God's eyes (Amos 5:15; Rom. 12:9, 16:19);
- uphold the God-given worth of human beings, from conception to death, as the unique image-bearers of God (Gen. 1:27; Psalm 8:3-8; 139:13-16);
- uphold chastity among the unmarried (1 Cor. 6:18) and the sanctity of marriage between a man and woman (Heb. 13:4);
- be people of integrity whose word can be fully trusted (Psalm 15:4; Matt. 5:33-37);
- give faithful witness to the Gospel (Acts 1:8; 1 Pet. 3:15), practice good works toward all (Gal. 6:10; Eph. 2:10; Heb. 10:24; 1 Pet. 2:11), and live lives of prayer and thanksgiving (1 Thess. 5:17-18; James 5:16; Titus 2:8);
- pursue unity and embrace ethnic diversity as part of God's design for humanity and practice racial reconciliation as one of his redemptive purposes in Christ (Isa. 56:6-7; John 17:20-23; Acts 17:26; Eph. 2:11-18; Col. 3:11; Rev. 7:9-10).

BY CONTRAST, SCRIPTURE CONDEMNS THE FOLLOWING:

- pride, dishonesty (such as stealing and lying, of which plagiarism is one form), injustice, prejudice, immodesty in dress or behavior, slander, gossip, vulgar or obscene language, blasphemy, greed and materialism (which may manifest themselves in gambling), covetousness, the taking of innocent life, and illegal activities (Prov. 16:18; 1 Cor. 6:10; Exod. 20:7; Rom. 13:9; Col. 3:8-9; James 2:1-13; Gal. 3:26-29; Rom. 13:1-2; 1 Tim. 2:8-10; Heb. 13:5-6);
- hypocrisy, self-righteousness, and legalism, understood as the imposition of extra-biblical standards of godliness by one person or group upon another (Acts 15:5-11; Matt. 16:6; 23:13-36);
- sinful attitudes and behaviors such as "impurity and debauchery; idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy; drunkenness, orgies, and the like" (Gal. 5:19-21);
- sexual immorality, such as the use of pornography (Matt. 5:27-28), pre-marital sex, adultery, homosexual behavior and all other sexual relations outside the bounds of marriage between a man and woman (Rom. 1:21-27; 1 Cor. 6:9; Gen. 2:24; Eph. 5:31).

• EXERCISING RESPONSIBLE FREEDOM

Beyond these explicit biblical issues, the Wheaton College community seeks to foster the practice of responsible Christian freedom (Gal. 5:13-14; 1 Pet. 2:16-17). This requires a wise stewardship of mind, body, time, abilities and resources on the part of every member of the community. Responsible freedom also requires thoughtful, biblically-guided choices in matters of behavior, entertainment, interpersonal relationships, and observance of the Lord's Day.

Of particular concern in a collegiate environment are those issues related to alcohol, illegal drugs, and tobacco. While

the use of illegal drugs or the abuse of legal drugs is by definition illicit, and the use of tobacco in any form has been shown to be injurious to health, the situation regarding beverage alcohol is more complex. The Bible requires moderation in the use of alcohol, not abstinence. Yet the fact that alcohol is addictive to many, coupled with the biblical warnings against its dangers, also suggests the need for caution. The abuse of alcohol constitutes by far our society's greatest substance abuse problem, not to mention the fact that many Christians avoid it as a matter of conscience. Thus the question of alcohol consumption represents a prime opportunity for Christians to exercise their freedom responsibly, carefully, and in Christ-like love.

The Wheaton College community also encourages responsible freedom in matters of entertainment, including the places where members of the College community may seek it, such as television, movies, video, theater, concerts, dances and the Internet. The College assumes its members will be guided in their entertainment choices by the godly wisdom of Philippians 4:8: "Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy, think about such things."

• EMBRACING COLLEGE STANDARDS

To foster the kind of campus atmosphere most conducive to becoming the Christian community of living, learning, and serving that Wheaton College aspires to be, the College has adopted the following institutional standards. These standards embody such foundational principles as self-control, avoidance of harmful practices, the responsible use of freedom, sensitivity to the heritage and practices of other Christians, and honoring the name of Jesus Christ in all we do.

- Wheaton College and all Wheaton College-related functions will be alcohol-free and tobacco-free. This means that the possession or consumption of alcohol or the use of tobacco in any form will be prohibited in, on, or around all campus properties, owned or leased. The same prohibition applies to all Wheaton College vehicles, whether on or off campus, and to all Wheaton College events or programs, wherever they may be held.
 - While enrolled in Wheaton College, undergraduate members of the community will refrain from the consumption of alcohol or the use of tobacco in all settings.
 - Other adult members of the College community will use careful and loving discretion in any use of alcohol. They will avoid the serving or consumption of alcohol in any situation in which undergraduate members of the Wheaton College family are or are likely to be present.
- On-campus dances will take place only with official College sponsorship. All members of the Wheaton College community will take care to avoid any entertainment or behavior, on or off campus, which may be immodest, sinfully erotic, or harmfully violent (Eph. 4:1-2, 17-24; 1 Tim. 5:2; Gal. 5:22-23).

• CONCLUSION

We, the Wheaton College community, desire to be a covenant community of Christians marked by integrity, responsible freedom, and dynamic, Christ-like love, a place where the name of Jesus Christ is honored in all we do. This requires that each of us keeps his or her word by taking the commitment to this covenant seriously as covenant keepers, whatever pressures we may face to do otherwise.

The issue of keeping one's word is for a Christian an important one. Being faithful to one's word is a matter of simple integrity and godliness. "Lord, who may live on your holy hill?" asks the Psalmist. "He who keeps his oath, even when it hurts" (15:4), comes the reply. Christian integrity dictates that if we have voluntarily placed ourselves under Wheaton's community covenant, we must make every effort to fulfill our commitment by living accordingly.

Keeping our covenant may also on occasion require that we take steps to hold one another accountable, confronting one another in love as we work together to live in faithfulness both to God's Word and to our own word. Such loving acts of confrontation are at times difficult, but when performed in the right spirit (Gal. 6:1), they serve to build godly character for both the individuals involved and the community as a whole (Matt. 18:15-17). Only in this way, as we are willing to speak the truth in love, will we "grow up into him who is the Head, that is, Christ" (Eph. 4:15).

Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, . . . And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him."—Colossians 3:16-17

Statement Of Faith

The Statement of Faith of Wheaton College, reaffirmed annually by its Board of Trustees, faculty, and staff, provides a summary of biblical doctrine that is consonant with evangelical Christianity. The statement accordingly reaffirms salient features of the historic Christian creeds, thereby identifying the College not only with the scriptures but also

with the reformers and the evangelical movement of more recent years.

The statement also defines the biblical perspective which informs a Wheaton education. These doctrines of the church cast light on the study of nature and man, as well as on man's culture.

1. We believe in one sovereign God, eternally existing in three persons: the everlasting Father, His only begotten Son, Jesus Christ our Lord, and the Holy Spirit, the giver of life; and we believe that God created the heavens and the earth out of nothing by His spoken word, and for His own glory.
2. We believe that God has revealed Himself and His truth in the created order, in the Scriptures, and supremely in Jesus Christ; and that the Scriptures of the Old and New Testaments are verbally inspired by God and inerrant in the original writing, so that they are fully trustworthy and of supreme and final authority in all they say.
3. We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, was true God and true man, existing in one person and without sin; and we believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as Lord of all, High Priest, and Advocate.
4. We believe that God directly created Adam and Eve, the historical parents of the entire human race; and that they were created in His own image, distinct from all other living creatures, and in a state of original righteousness.
5. We believe that our first parents sinned by rebelling against God's revealed will and thereby incurred both physical and spiritual death, and that as a result all human beings are born with a sinful nature that leads them to sin in thought, word, and deed.
6. We believe in the existence of Satan, sin, and evil powers, and that all these have been defeated by God in the cross of Christ.
7. We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, triumphing over all evil; and that all who believe in Him are justified by His shed blood and forgiven of all their sins.
8. We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God and are enabled to offer spiritual worship acceptable to God.
9. We believe that the Holy Spirit indwells and gives life to believers, enables them to understand the Scriptures, empowers them for godly living, and equips them for service and witness.
10. We believe that the one, holy, universal Church is the body of Christ and is composed of the communities of Christ's people. The task of Christ's people in this world is to be God's redeemed community, embodying His love by worshipping God with confession, prayer, and praise; by proclaiming the gospel of God's redemptive love through our Lord Jesus Christ to the ends of the earth by word and deed; by caring for all of God's creation and actively seeking the good of everyone, especially the poor and needy.
11. We believe in the blessed hope that Jesus Christ will soon return to this earth, personally, visibly, and unexpectedly, in power and great glory, to gather His elect, to raise the dead, to judge the nations, and to bring His Kingdom to fulfillment.
12. We believe in the bodily resurrection of the just and unjust, the everlasting punishment of the lost, and the everlasting blessedness of the saved.

Gambling

Because gambling (the exchange of money or goods by betting or wagering, which includes, but is not limited to, sports pools, most raffles, playing cards for money, and on-line activity) is such an unwise use of God-given resources and such a morally corrosive feature of modern society, Wheaton College does not wish to further it in any form. Thus the College prohibits all types of gambling on its campus.

Guidelines for Employment of Divorced Individuals

The College uses the following guidelines when addressing instances of divorce and remarriage:

1. The College has uniformly emphasized the biblical expectation of marriage to be permanent, a picture of our relationship (the bride) to Christ (the bridegroom).

2. The College acknowledges that couples do not always maintain that standard and that divorce and even remarriage occur. This is so when one or even both partners in marriage are Christians.
3. The College, while reserving the right for the President and Board to review the matter and render final decisions on hiring or retention for all such cases (guided by established appeal procedures for continuing employees), will consider for retention or employment divorced, and divorced and remarried individuals when there is reasonable evidence that the circumstances that led to the final dissolution of the marriage related to desertion or adultery on the part of the other partner. Further, other such circumstances as divorce and remarriage before conversion will not in and of themselves disqualify a person for employment.
4. The College has not in the past considered nor does it currently consider divorce an unpardonable sin, but it takes seriously the high expectation set for those who love the Lord and believes that the growing trend of "Christian" divorce is both weakening the role model our young people deserve and providing poor commentary on our biblically-derived understanding of God's desires for the marriage union. Hence, the senior administrative leadership of the College will at all times be conducted by those who have not undergone divorce or divorce and remarriage (Board, President, and Vice Presidents).
5. Other employees (or applicants), where divorce or divorce and remarriage are involved, will be carefully evaluated regarding final divorce circumstances, resulting attitudes regarding the high biblical expectation, and potential for positive ministry as an employee of Wheaton College.

Discrimination, Harassment, and Sexual Misconduct Policy

Wheaton College strives to serve Jesus Christ and seeks to enroll and hire individuals who have decided to follow Jesus Christ as Lord and Savior and live according to biblical standards. The goal of campus life at Wheaton College is to live, work, serve and worship together as an educational community centered on the Lord Jesus Christ. Along with the privileges and blessings of membership in such a community come responsibilities. The members of the Wheaton College campus community have consented to the responsibilities articulated in the Wheaton College Community Covenant and elsewhere in College policies including the Discrimination, Harassment, and Sexual Misconduct Policy. This Policy describes the prohibition of unlawful discrimination, harassment, and sexual misconduct of any kind and has been developed in order to honor the biblical principle that believers in Christ should not oppress their neighbors, comply with federal and state law, and follow best practices for campus safety.

You may access the College's Policy, Complaint Resolution Procedures, and other helpful resources at <http://www.wheaton.edu/sexualassaultresponse>.

Policy on Sexuality and Gender Identity

Wheaton College's policy regarding sex, sexuality and gender identity is grounded in our long-standing institutional religious identity. This identity, in turn, is grounded in the teachings of the Bible as understood in the Protestant Evangelical theological tradition. This policy is intended to address transsexualism, transgenderism, and broader related gender identity issues. We acknowledge that uninformed and harsh actions by Christians have inflicted unnecessary pain. We recognize our obligation before God to love all persons, understanding such love in the context of God's revealed truth. We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes, male and female. We also recognize that due to sin and human brokenness, our experience of our sex and gender is not always that which God the Creator originally designed, and yet affirm further God's capacity to heal and transform our brokenness. With this foundational understanding of creation, fall, and redemption, we do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of a psychological identity discordant with one's birth sex. Similarly we do not affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. As a Christian residential institution of higher learning we will respect those whose moral views diverge from ours, and seek to embody the gentle and patient love of Christ for all. We will make institutional decisions in light of this policy regarding housing, student admission and retention, employment hiring and retention, and other matters. The full policy, of which this is a summary, is available from the Human Resources, Student Development, or Academic Affairs offices.

Reasonable Accommodation for Applicants and Employees with Disabilities

Wheaton College is committed to providing reasonable accommodations to qualified employees and job applicants with known physical or mental disabilities, in accordance with all relevant laws and regulations. If applicants or employees need an accommodation to participate in the application process or to perform the functions of a job, it is their responsibility to inform Wheaton College that an accommodation is needed. Any applicant or employee who requires accommodation in order to perform the essential functions of a job should contact Human Resources and complete the Accommodation Request Form. Together with the applicant or employee, Wheaton College will then engage in an interactive process to determine what reasonable accommodation(s), if any, the College can offer to the qualified applicant or employee without incurring undue hardship.

Nepotism

The College may employ the relatives of administrative and staff employees, but relatives may not report to the same supervisor. An employee may not report to a relative or to a person supervised by a relative. Further, a relative may not be employed in a position in which his or her job-related interaction with a relative in another position would create an actual or perceived conflict of interest or opportunity to jeopardize the College's systems of financial accountability and campus security. This policy applies to full-time, part-time and temporary administrative and staff employees, including students. The President must approve any exception to this policy. For the purposes of this policy, relatives include the following: spouse, parent, child, sibling, in-law, grandparent, grandchild, aunt, uncle, cousin, or step-relative.

Confidential Information

College employees often have access to confidential personal, academic, financial or other information about the College or the members of the College community. Employees who have access to such information are expected to respect its confidentiality and to share such information only to those who need to know it. When they have questions about the appropriateness of releasing specific information, employees should consult with their supervisors or department heads. Employees with regular access to confidential information may be asked to sign an agreement to keep such information confidential.

The federal Family Educational Rights and Privacy Act, also known as FERPA or the Buckley Amendment, prohibits, with certain limited exceptions, the release of information from a student's educational record unless the student has given written consent. Questions about FERPA compliance should be directed to the Registrar's Office.

This obligation of confidentiality extends beyond the employment relationship. All confidential information in an employee's possession remains the property of Wheaton and must be returned to the College when the employment relationship ends.

Personnel Records

The Human Resources Department endeavors to keep accurate, confidential, and complete records of the education, experience, performance, attendance, and benefits for all administrators and staff employees. The Department also keeps benefit records for all faculty members. Biographical information and current evaluations of faculty are kept in the Academic Affairs Office.

Employees are expected to help keep personnel records current by reporting significant changes in their personal lives to the Human Resources Department. Such changes include: change of name, address, or phone number,

change of marital status, change in number of dependents, and changes affecting withholding tax status, health insurance, or life insurance beneficiaries. Such information will be disclosed within the College only on a “need-to-know” basis and to persons outside the College only as legally permitted or required. Personnel files may be reviewed in compliance with the Illinois Personnel Record Review Act.

Conflict of Interest

An employee shall be considered to have a conflict of interest if he or she has existing or potential financial or other interests which compete with or might reasonably appear to compete with the best interest of the College. Examples of employee interests that may create a conflict of interest include but are not limited to the following:

- an *investment* or any other financial interest, direct or indirect, of an employee or family member in any entity which has or is seeking to have a relationship with Wheaton College as a supplier, vendor, contractor, or otherwise. (A financial interest consisting of owning less than 1% of the outstanding stock of publicly traded securities is not likely to involve a conflict of interest.)
- *employment* or other relationship for which compensation is paid to an employee or family member by any person or organization which has or is seeking to have a relationship with Wheaton College as a supplier, vendor, contractor or otherwise;
- acceptance of *gifts*, use of property or facilities, loans (other than loans from established banking or financial institutions), or anything else of more than nominal value by an employee or family member from a person or organization which has or is seeking to have a relationship with Wheaton College as a supplier, vendor, contractor, donor, student, or student’s parent. (A gift or anything else which has a value of more than \$100 shall be considered to have more than nominal value.)

Wheaton College employees are expected to use independent and unbiased judgment as they discharge their responsibilities; they must avoid creating the appearance that financial or other benefits to themselves, their family members, or their associates may have influenced the way they have carried out their responsibilities to the College. Whenever an employee is in a position to influence the College’s relationship with a person or organization in which the employee has an actual or potential interest he or she shall disclose that interest to an appropriate administrator or to the Human Resources Department. Such disclosure shall be made as soon as the potential for conflict of interest is apparent. The Senior Administrative Cabinet will review the disclosure and ensure that any decision that may affect a conflicting interest of an employee is in the best interest of the College.

Endorsements

Wheaton College is an academic institution. Because it is important to an academic community to ensure free discourse on major issues, Wheaton College grants to all of its employees the freedom to endorse or criticize persons, products, programs, and publications, provided that such pronouncements are within the parameters of appropriate Christian behavior as defined in the College’s Community Covenant.

It is also incumbent upon the College to ensure that the pronouncements and the expressions of individual members of the community are not construed as reflecting the position of Wheaton College. The College’s tax-exempt status as a Section 501(C)(3) institution prohibits, directly or indirectly, the institutional endorsement, support, or opposition of any political candidate; further it is a violation of our tax-exempt status for the institution as a whole or any individual employee (or group of employees) to use his or her position, or the reputation or resources of the institution, to endorse, support, or oppose any candidate or political issue.

We seek to preserve the balance between the legal obligations of the College as an institution and the rights of individual members of the community. Consequently, when speaking or acting as private persons and making endorsements for specific political candidates or on specific political issues, members of the College community must avoid creating the impression that they speak or act for the College or any of its divisions. Furthermore, it is the obligation of Wheaton College employees exercising their right to freedom of expression to direct that the name of Wheaton College and their specific role as an employee at the college not be attached to any political endorsement. It

is acceptable for a political endorsement to be made in an employee's name, but that endorsement should be without any institutional affiliation.

College personnel are expected to use College stationery only for authorized College communications. College stationery is not to be used for any personal purposes, including making endorsements.

Political Activity

Wheaton College encourages individual members of the College community as Christian citizens to participate in local, state and federal political activities. The College is consciously non-partisan. When individual administrators, faculty, staff, and students speak or act as private persons, they must avoid creating the impression that they speak or act for the College. The following guidelines apply to political activities on campus.

1. There will be no political solicitation by outside groups in College buildings.
2. Legitimate student organizations may engage in political activities pursuant to guidelines consistent with those applying to other groups.
3. Political groups or candidates wanting to use College facilities are subject to the same policies and procedures as other groups which rent space through the College Conference Services Department.
4. College guest speaker policy applies to all political activity.
5. Faculty are expected not to abuse the academic freedom of the classroom for partisan purposes.
6. No publication of Wheaton College will be used for political purposes.

Copyright Laws

A copyright is a form of protection given by the law of the United States to creators of literary, dramatic, musical, artistic, and other intellectual works. The following reminder of this protection is posted near copying machines: "The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials. The person using this equipment is liable for any infringement.

These rights are not unlimited. The legal principles of "public domain" and "fair use" allow certain uses of materials without permission. More detailed copyright information is available at Buswell Library and the Wheaton Public Library. Note, however, that the library staff is not authorized to provide legal advice pertaining to copyright issues.

Key Policy

• REQUESTS FOR KEYS

A request for keys is made by the appropriate dean, director or chair (or the approved office coordinator) using the work order system. The key issue is based upon the need for access to specific room(s) or building(s). Keys are picked up and signed for by the employee at the Facilities department main office. Keys are generally available 24 hours after the request has been received. The person to whom the key is issued must go to the Facilities department and personally sign for the key; this responsibility extends to the return of the key when it is no longer needed, either due to transfer or upon leaving Wheaton College.

College keys are for use only by the person to whom they are issued. They are not to be used by friends, family, or students. When an employee is working in a locked building, the Public Safety Office should be informed about location and the approximate length of stay.

• LOSS OF KEYS

When a key is lost, a college email must be sent (by the person who has lost the key) to the Chief of Public Safety describing the facts surrounding the loss; in particular, the approximate location of the loss, whether or not there were Wheaton College identifiers attached to the key, and the area that the key accessed.

A work order must be generated requesting key replacement for the specific lost keys, with a departmental account number attached. This request is to be made by the dean, chair, director or the designated office coordinator.

All costs incurred, such as labor and parts for re-keying, shall be assumed by the department of the individual who has lost keys. It is up to the department to choose to bill the individual involved.

• RETURNING KEYS

Upon termination of employment, keys must be returned to the Facilities department, with the exception of keys for office equipment (office desk, file cabinets, petty cash box). These keys should be returned to the supervisor.

Use of College Resources

College assets, equipment, offices, supplies, etc. are to be dedicated for work-related purposes; they may not be diverted for personal or other non-College use. Employees must handle such assets responsibly and safely.

Use of the telephone for local personal calls, use of the College e-mail system for personal communication and access to the Internet for non-College business are not expressly prohibited, but are to be kept to a minimum during work hours. Excessive time spent on personal matters during work hours may be grounds for disciplinary action.

Computer Equipment and Usage

1.0 Purpose

Wheaton College's technology infrastructure exists to support the organization and activities needed to fulfill the organization's mission. Access to these resources is a privilege that should be exercised responsibly, ethically, and lawfully.

The purpose of this Technology Acceptable Use Policy is to clearly establish the College's position relating to the acceptable use of its technology and the role each member of the organization has in protecting its information resources.

2.0 Scope

This policy applies to all users of technology resources owned, managed or otherwise provided by the organization. Individuals covered by this policy include, but are not limited to, all employees and service providers, students, guests and anyone else with access to the organization's technology and information resources and/or facilities. Technology and information resources include all Wheaton College-owned, licensed, or managed hardware and software, email domains, and related services and any use of the organization's network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

3.0 Privacy and Property

Wheaton College will make every reasonable effort to respect a user's privacy. However, employees and other users as identified above have no expectation of privacy for communications, documents, or other data transmitted or stored on the organization's resources. In addition, in response to a judicial order or any other action required by law or permitted by official Wheaton College policy or as otherwise considered reasonably necessary to protect or promote the legitimate interests of the organization, the College reserves the right to access, review, intercept,

monitor, and/or disclose all data created, transmitted, accessed, and/or stored on the College's network and/or technology. Examples of situations where the exercise of this authority would be warranted include, but are not limited to, the investigation of violations of law or the organization's rules, regulations, or policy, or when access is considered necessary to conduct Wheaton College business due to the unexpected absence of an employee or to respond to health or safety emergencies.

The campus network is maintained and provided to assist in the pursuit of the mission of Wheaton College and to conduct the College's day-to-day operational activities. The network is College property thus all data composed and created by employees and transmitted and/or stored on the network, is and will remain College property, not the private property of any individual. Exceptions to the data ownership clause described includes: student works developed as a part of their academic or co-curricular pursuits; and scholarly work by faculty such as articles, books, music composition, research data, and the like.

Data residing on personally-owned workstations that are connected to the campus network is not considered to be College property, but any data created, transmitted, accessed, and/or stored on the campus network by users of these individually-owned computers is subject to the same policies, procedures, guidelines and constraints as data created, transmitted, accessed, and/or stored through the use of College-owned computers.

4.0 Policy

Activities related to Wheaton College's mission take precedence over computing pursuits of a more personal or recreational nature. Personal, non-job-related use of the College's technology, except for use by students enrolled at the College, should be incidental and kept to a minimum. Any use that materially disrupts the organization's mission or its day-to-day operational activities is prohibited.

The same standards of common sense, courtesy, civility, and the College's Statement of Faith and Community Covenant, that govern the use of other shared facilities, must be adhered to in regard to the use of information technology resources. This includes the individual's right to privacy and to be free from intimidation, harassment, and unwarranted annoyance. All users of Wheaton College's technology resources, whether use is via personally-owned and/or College-owned devices, must adhere to the requirements enumerated below.

4.1 Fraudulent and Illegal Use

Wheaton College explicitly prohibits the use of any information system for fraudulent and/or illegal purposes. While using any of the organization's information systems, a user must not engage in any activity that is illegal under local, state, federal, and/or international law. As a part of this policy, users must not:

- Violate the rights of any individual or company involving information protected by copyright, trade secret, patent, or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of pirated or other software products that are not appropriately licensed for use by Wheaton College or the individual user.
- Use of copyrighted material including, but not limited to, photographs, books, or other copyrighted sources, copyrighted music, and any copyrighted software, in any way that violates copyright law.

Wheaton College is a non-profit organization, and as such use of the College's information systems for commercial purposes is prohibited.

Any user that suspects or is aware of the occurrence of any activity described in this section, or any other activity they believe may be fraudulent or illegal, must notify the Chief Information Officer immediately via cio@wheaton.edu.

4.2 Confidentiality

Wheaton College has both an ethical and legal responsibility to protect confidential information in accordance with its [Data Classification Policy](#). Confidential data is defined as data that has been classified as "Restricted" or "Private" by the Data Classification Policy. To promote confidentiality users must not:

- Perpetrate, cause, or in any way enable security breaches, including, but not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access;
- Facilitate use or access by un-authorized users, including sharing their password or other login credentials with anyone, including other users, family members, or friends;
- Use the same password for Wheaton College accounts as for other non-Wheaton College access (for example, personal home internet, social media, bank accounts);
- Attempt to gain access to files and resources to which they have not been granted permission, whether or not such access is technically possible, including attempting to obtain, obtaining, and/or using another user's password; or
- Make or distribute unauthorized copies of another user's files or Wheaton College's confidential information.

All encryption keys employed by users must be provided to the Chief Information Officer if requested, in order to perform functions required by this policy.

4.3 Harassment

See details and provisions of the College's Discrimination, Harassment and Sexual Misconduct Policy.

4.4 Malicious Activity

Wheaton College strictly prohibits the use of its information systems for malicious activity against other users, the organization's information systems themselves, or the information assets of other parties. Users must not:

- Perpetrate, cause, or in any way enable disruption of Wheaton College's or any other information systems or network communications by denial-of-service, the introduction of malicious programs (e.g. viruses, worms, Trojan horses) or other methods;
- Circumvent or attempt to circumvent the user authentication or security of any information system;
- Add, remove, or modify any identifying network header information ("spoofing") or attempt to impersonate any person by using forged headers or other identifying information; or
- Create and/or use a proxy server of any kind, other than those provided by Wheaton College, or otherwise redirect network traffic outside of normal routing; or use any type of technology designed to mask, hide, or modify their identity for nefarious activities electronically.
- Use a port scanning or network monitoring tool targeting either Wheaton College's network or any other external network, unless this activity is a part of the user's normal job functions, such as a member of the Academic & Institutional Technology (AIT) Department conducting a vulnerability scan, or for bona fide scholarship within a controlled environment, with CIO approval.

4.5 Objectionable content

Wheaton College strictly prohibits the use of organizational information systems for accessing or distributing content that other users may find objectionable. Users must not post, upload, download, or display inappropriate messages, photos, images, sound files, text files, video files, newsletters, or related materials, including but not limited to those that are discriminating; harassing; sexually explicit; violent or promoting violence; and/or anything that would not uphold the values expressed in our Community Covenant.

4.6 Hardware and software

Wheaton College provides technology resources to employees and other personnel for the purpose of ensuring they have a safe and reliable computing environment from which to work. Thus, those who are working with or accessing institutional resources need to be sure that they are operating within the secure platforms that have been vetted and reasonably secured. As such:

- Wheaton College prohibits the use of any hardware or software on institutionally-owned computers that is not purchased by the College; or licensed for College use; and installed, configured, tracked, and/or managed by an authorized employee.

- All employees and service providers must use approved workstations, services, or devices to access the College's data, systems, or networks. This includes the storing of institutional data in cloud-services that have been approved by Wheaton College through AIT.
- Personally owned workstations or devices that store, process, or transmit institutional confidential information must be secured with a minimum of the following:
 - a complex password,
 - up-to-date security patches,
 - working, up-to-date anti-malware protection,
 - an up-to-date web browser to access online services through https protocols,
 - and the Wheaton College virtual private network (VPN) software.
 - Users must not download, install, disable, remove, or uninstall software designed to provide a secure computing environment, including patches of existing software, to any institutional information system without approval of AIT.
- All devices must be physically secured at all times. This includes locking a workstation when not in use and not leaving an unlocked device unattended for any length of time.
- Users must not install, connect, or disconnect unauthorized network devices on the campus network. Examples of prohibited devices include a router, network switch, wireless access point, or wireless printer with WiFi Direct enabled.
- Users must take [appropriate security precautions](#) with institutionally-owned devices, up to and including the utilization of a loaner device from AIT when traveling abroad.

4.7 Messaging

The organization provides a robust communication platform for users to fulfill its mission.

- Employees and students are expected to read their campus email, and must use their campus email accounts in official communication with campus offices and campus community members, to ensure proper identification.
- Employees must not forward wheaton.edu email accounts, or other private or restricted institutional communications, to other email service providers.
- Students are responsible for reading and responding to official information that is sent to their College email account.
- Users must not send unsolicited e-mail messages, including "junk mail" or other advertising material to individuals who did not specifically request such material for commercial ventures, solicitations, religious or political causes, outside organizations, or other non-job-related endeavors.

5.0 Enforcement

Users who violate this policy may be denied access to organizational resources and may be subject to penalties and disciplinary action both within and outside of Wheaton College. The organization may temporarily suspend or block access to an account or information systems prior to the initiation or completion of disciplinary procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of the organization or other technology resources or to protect Wheaton College from liability.

If any user creates any liability on behalf of Wheaton College due to use in a way that the user reasonably knew to be in violation of this policy, the user agrees to be fully responsible, and to be held accountable should it be necessary for Wheaton College to defend itself against the activities or actions of the user.

Users are subject to disciplinary rules described in the Student, Employee, or Faculty Handbooks and any other applicable policies and procedures.

6.0 Exceptions

Exceptions to the policy may be granted by the Chief Information Officer, or his or her designee. All exceptions must be reviewed annually.

Departments may create and enforce more restrictive security policy and processes to meet the business needs of the organization.

To request exceptions or authorizations contact the AIT Service Desk.

7.0 Effective date

Effective: October 1, 2017

Last updated: September 28, 2017

Version	Date	Author	Revisions
1.00	March 30, 2017	GreyCastle Security	Original
1.01	September 29, 2017	Wheaton & GCS	General Revisions

Severe Weather Policy

Wheaton College is a residential undergraduate community, but an entirely non-residential graduate community. Consequently, staff support is needed to enable the College to function normally during all weather conditions. However, occasions may occur when the College finds it necessary to suspend some operations due to severe weather conditions or other emergencies. Decisions to cancel classes will be made by the Office of the Provost (note - decisions to cancel undergraduate and graduate classes will be made independently of each other); decisions to delay office opening times, to provide early releases for staff employees, or to otherwise close campus operations will be made by the Vice President for Finance; decisions to suspend social, cultural, or athletic functions will be made by those directly responsible for the events.

Decisions to cancel classes or to suspend certain operations will be communicated via email and the emergency notification system. If campus remains open, no notice will be sent unless there are specific details to communicate. If a closure notice is not issued, all employees are expected to report to work.

In most instances, even if campus is closed for classes, those employees deemed essential services staff will be asked to report to work in order to meet student needs and ensure continued safe facilities operations. Regardless of weather conditions, these employees should use good judgment and care when reporting to work. Essential employees include but are not limited to:

- Public Safety
- Food service employees
- Select custodial, HVAC, and plumbing employees
- Select Student Health Services employees.

Employees should not take undue risks in order to get to or from work. When the weather prevents an employee from coming to work on time, the employee should notify his or her supervisor as soon as possible and come to work when it is safe to do so. Non-exempt employees who are absent as a result of inclement weather when the College has not suspended operations may make up the time during the same work week with prior approval from the supervisor, or may count the time off as vacation or personal leave without pay. Regular full or part time employees who are absent as a result of a delayed opening, early release or campus closing will be paid their normal pay for the time that they were scheduled to work. Such pay will be treated as paid leave and will not count as hours worked for the purpose of calculating overtime. Essential non-exempt employees who are required to work during periods of suspended operations will be compensated in accordance with normal pay procedures; they will not receive supplemental compensation for their work.

Updated January, 2015

Off-Campus Trips and Excursions

Wheaton encourages the mentoring of students, the fostering of relationships conducive to personal growth, and the building of community.

Any off-campus experience arranged by faculty or staff that involves students or other employees is defined as "official" when it is a formal part of an official College program and has been approved in advance by the appropriate department chair, supervisor, director, or dean. For instance, academic department chairs must review in advance and approve field trips that are scheduled as part of the syllabus for a course; appropriate deans approve in advance summer off-campus programs and their itineraries; internships are governed by various types of approval forms. Prior approval must be in writing and kept on file in the office of the department chair or supervisor. Faculty and staff are expected to exercise prudence, caution, and responsibility in arranging and leading all such off-campus experiences. Trips to unexplored territory and the use of firearms are prohibited (except for ROTC).

Waivers must be used for many off-campus activities. The Department of Risk Management will supply departments and programs with appropriate forms and information. If you are planning an off-campus event, contact Risk Management.

Informal contacts and outings with students are a vital part of the mentoring process that occurs between Wheaton College faculty and staff and students. Such contacts are not prohibited by this policy. Faculty and staff members, however, are prohibited from conducting unofficial excursions, trips, and visits involving Wheaton students unless the faculty or staff member does the following:

- gives evidence to his or her supervisor that the activity does not involve inordinate risk or danger,
- notifies each participant in writing that the activity is not sponsored by Wheaton College, and
- obtains appropriate waivers and proof of insurance from each participant. Blank waivers are available from Risk Management.

If a faculty or staff member engages in such an unofficial excursion without taking these steps, he or she is in violation of this College policy.

Faculty members having questions should contact their department chair and dean; other employees should contact their immediate supervisor. The Department of Risk Management will respond to all technical questions and supply appropriate waiver forms.

Safety and Health

• HAZARDOUS MATERIALS

Employees may obtain specific details concerning hazardous chemicals or other materials with which they work. Manufacturers are required to supply information about potential hazards and safety procedures for every product they market.

Employees who have questions about a specific product should contact their supervisors or Risk Management.

All employees should be aware that:

1. They have a right to know what chemicals are in their work area.
2. A written Wheaton College program for hazard communication is available for review by any employee.
3. If specific training is necessary, an employee's supervisor either will have a copy of the appropriate training program or will work with Risk Management to develop one.

Notice of other information related to safety and health in the workplace is posted in various locations throughout campus.

• BLOODBORNE PATHOGENS

Wheaton College is committed to providing a safe and healthful working environment for all students and employees. To accomplish this and to respond to recent OSHA requirements for protecting employees against bloodborne pathogens, the College has developed an Exposure Control Plan, which is available for review in the Human Resources and Risk Management Departments. The plan focuses on the implementation of universal precautions that prevent exposure to blood or other potentially infectious materials that may contain Hepatitis B Virus (HBV) or Human Immunodeficiency Virus (HIV).

While all employees with occupational exposure have been identified, trained, and offered vaccination against HBV, any employee could potentially become exposed to materials that may be infectious. To minimize this risk, each employee must adhere to the following guidelines:

If you are exposed to blood or blood-derived body fluids, you must proceed as follows:

- Contact Public Safety immediately (x5911)
- Wait for a Public Safety Officer (First Responder) to arrive
- Follow the instructions given by First Responder
- Report the incident immediately to your manager/supervisor
- Report the incident immediately to the Human Resources Department
- Submit to post-exposure and follow-up procedures

• ENERGY CONSERVATION

The conservation ethic of Wheaton College dictates adjustments in personal life-style and corporate policy and practice that reflect good stewardship of the earth's depletable resources. Employees should assist in that endeavor in the following ways:

- Turn off electrical equipment such as computers, typewriters, and duplicating machines when not in use.
- Switch off lights in unused areas and at the end of the workday.
- Keep doors and windows closed in cold weather; control solar heat distribution by wise use of curtains and blinds.
- Limit use of personal electrical appliances, such as coffee pots, space heaters, and radios.
- Use air conditioning conservatively; if you are going to be out of a room for more than an hour, turn off window units.

When air conditioners are in use, building temperatures will be maintained no cooler than 72 degrees; when heating systems are in use they will be set no warmer than 70 degrees. Areas that need to maintain temperatures outside of those ranges because of special requirements for certain equipment and materials will be heated or cooled according to their special needs. Ventilating systems will be turned off and temperature settings turned up/down overnight and on weekends where feasible.

When temperature control is a problem or when other questions arise about energy use, heating, or cooling, contact the Physical Plant Department.

• DRUG-FREE WORKPLACE

By virtue of their annual commitment to adhere to the provisions of the Community Covenant, all employees agree not to possess or use controlled substances unlawfully. The College's obligations to ensure a drug-free workplace are described in the Drug-Free Workplace Act of 1988. In accordance with that Act, the College hereby notifies all employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Any employee found to have violated this prohibition may be subjected to disciplinary action up to and including dismissal or be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. The drug abuse assistance/rehabilitation program shall be one that has been previously approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. The imposition of such disciplinary action or requirement to satisfactorily participate in a

drug abuse assistance/rehabilitation program is premised solely upon a violation of this prohibition and does not require a criminal conviction.

As a condition of employment at Wheaton College, all employees will:

1. Comply with the terms of this statement; and
2. Notify the College (through either their immediate supervisor, or other supervisory administrator) of any criminal drug statute conviction for a violation occurring in the workplace in writing no later than five calendar days after such conviction.

Such conviction may, of course, result in the employee being disciplined or required to satisfactorily participate in a drug abuse assistance/rehabilitation program as specified above. Failure of an employee to report his/her conviction, as required herein, constitutes grounds for dismissal.

The illegal use of controlled substances and abuse of alcohol may cause serious health problems, impair performance, and endanger the safety and well being of students, faculty, staff and members of the general public. Negative health and social consequences which are most likely to occur as the result of the use of alcohol or drugs include accidents, assaults (racial, sexual, verbal) and other problems related to health and productivity. Further information regarding the impact of drug and alcohol abuse may be obtained from the Counseling Center.

Local, state and federal laws prohibit the unlawful possession, use or distribution of drugs and alcohol. The courts may impose strict legal sanctions upon an individual who is found to have violated the legal prohibitions against the possession, use, or distribution of drugs and alcohol. When applicable, available legal sanctions include, but are not limited to: the imposition of fines, imprisonment, forfeiture of property, non-voluntary community service, probation, required medical or psychiatric treatment, rehabilitation, or treatment as approved by the Illinois Department of Substance Abuse, and restitution. An individual's status as a College student or employee or discipline from the College in no way prevents a court from imposing any of these sanctions. Further, the College may be required to refer certain cases for prosecution.

The College is required to distribute this policy annually, and to periodically review it for its effectiveness.

Financial Misconduct and Dishonesty

• PURPOSE

The College is committed to deterrence, detection and correction of financial misconduct and dishonesty. Discovery, reporting and documentation of such acts provide a sound foundation for the protection of innocent parties, taking of disciplinary action against offenders and referral to law enforcement agencies when warranted. This Policy includes specific instructions about appropriate action in case of suspected financial misconduct and dishonesty.

• REPORTING RESPONSIBILITY

Each trustee, volunteer, and employee of the College should report any suspected questionable or improper accounting or auditing matters and other suspected incidences of financial misconduct or dishonesty such as theft or misappropriation of funds and intentional misstatements of financial records (hereinafter collectively referred to as Concerns). Such Concerns may be reported by contacting the independent Call Center established by the College:

EthicsPoint
www.EthicsPoint.com
888.416.1302

Such reports may be made anonymously. All reported Concerns, as defined above, will be referred to the Chair of the Audit Committee. (The Call Center will refer reports of inappropriate behavior not defined above, such as harassment or failure to live up to standards embodied in the Community Covenant, to appropriate College administrators as defined in relevant College policies.) The Chair of the Audit Committee, with the assistance of other Committee members, College administrators and outside counsel as necessary, will investigate all reported Concerns and, if warranted by the investigation, will recommend appropriate corrective action to the Board of Trustees. Following

completion of the investigation the Chair will give to the complainant, if known, a report of the results of the investigation, including corrective action taken, if any.

• **NO RETALIATION**

This policy is intended to encourage and enable trustees, volunteers, and employees to raise Concerns within the College for investigation and appropriate action. With this goal in mind, no trustee, volunteer, or employee who, in good faith, reports a Concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, an employee who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including termination of employment.

• **ACTING IN GOOD FAITH**

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or an incident of financial misconduct or dishonesty. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment.

• **QUESTIONS OR CLARIFICATIONS RELATED TO THIS POLICY**

All questions or other clarifications of this policy and its related responsibilities should be addressed to the Chair of the Audit Committee who shall be responsible for the administration, interpretation, and application of this policy.

Laws and Regulations

Federal, state and local laws and regulations often cover College activities. Employees are responsible to follow such applicable laws and regulations and they carry out their responsibilities. These laws and regulations address such matters as health and safety, discrimination, privacy, etc. Employees must report to their supervisor any failure of their own to follow applicable rules and regulations and they must report to an administrative officer or the Human Resources Department any request from their supervisor or other responsible party not to follow such laws and regulations. Employees must also report any observed financial misconduct or dishonesty. (See Suspected Financial Misconduct and Dishonesty)

Underage Workers

In an effort to protect the life, health and safety of underage workers, children of employees, and volunteers of Wheaton College, the College has taken a more restrictive approach than the U.S. Department of Labor in its regulations regarding the work allowed by these individuals. Wheaton College prohibits individuals under the age of 18 from engaging in the following types of activities:

- Operating, adjusting, cleaning or repairing power-driven machinery including but not limited to woodworking, metalworking, hoisting, baking and cooking, and paper product making machinery
- Operating motor vehicles on public roads that are more than 6,000 pounds gross vehicle weight ♣ Operating a vehicle that is used to transport passengers
- Operating a tractor or other machinery over 20 PTO horsepower
- Operating or working with a power post-hole digger or driver, rotary tiller, fork lift, earth-moving equipment, or chain saw
- Handling or applying toxic agricultural chemical, lead-based paint, or any dangerous chemical
- Transporting, transferring or applying anhydrous ammonia or working with any exposure to radioactive substances or to ionizing radiation
- Operating power-driven knives and meat-slicers in food preparation ♣ Working on a ladder or scaffold over 10 feet
- Roofing or excavating
- Handling or working with blood or body fluids
- Working in silos, barns or pens/stalls that are occupied by potentially aggressive animals

- Any other activity that is potentially dangerous, hazardous, or requires mature judgment

ADMINISTRATION/STAFF POLICIES

This section describes policies that apply to administrative and support staff employees. For policies that relate specifically to employment of faculty members, please see the Faculty Handbook.

Attitude and Conduct

Wheaton College consists of persons who claim particular harmony within a Christian context and, specifically, harmony with the philosophy and goals of this school. Members of the College community are grouped in separate but interrelated areas: administration, faculty, staff, part-time and temporary employees, and students.

Employees are expected to work efficiently, to fully exercise the skills necessary for their jobs, to exhibit attitudes consistent with the philosophy, goals, and objectives of the College, and to exemplify good stewardship. Consistent quality work is good stewardship, and excellence in performance inspires confidence. Both of these characteristics promote the desired working climate at Wheaton College.

Relationships

• WITH OTHER EMPLOYEES

Courtesy, cheerfulness, and cooperation are always to be exhibited to fellow employees and students. We are part of the same team and should be vitally interested in the welfare and progress of Wheaton College and in the education of its students.

• WITH STUDENTS

To some degree, all employees come into contact with students and are therefore encouraged to build amiable Christian relationships with students both during and after working hours.

• WITH THE LOCAL COMMUNITY AND VISITORS

Whether consciously or unconsciously, employees represent the College. Good community relationships are to be continually fostered, since contacts with our neighbors help shape the public's image of Wheaton College.

Many visitors come to the campus each year, for social, academic, or business reasons, and employees' reactions to those visitors strongly influence their opinions of our institution.

Employment System

• EMPLOYMENT OPPORTUNITIES

Notices of job openings are listed on the Internet and posted on several bulletin boards throughout the campus. Employees interested in transferring to another position or wanting to notify others of employment opportunities should check these locations or contact the Human Resources Department.

• CATEGORIES OF EMPLOYMENT

Employees are categorized by position and by work schedule. Positions include administrators, staff, and students. Work schedules are full-time (minimum of 32 hours per week, 9 months per year), part-time, and temporary employees. Temporary employees are those whose term of employment is specifically limited, either by time (six months or less) or by task.

• JOB DESCRIPTIONS

Specific job descriptions for each position have been drafted and copies are on file in the employee's own department

as well as in the Human Resources Department. These documents outline the general responsibilities for each position and are available for examination.

- **JOB PERFORMANCE**

As a general practice, employee performance appraisals are conducted annually. Their purpose is to encourage managers and their workers to share ideas, to mutually evaluate performance, and to develop better understanding of each other. They should also set specific goals together for personal development and future training. Such interaction can provide valuable input for making wise decisions about promotions, wage increases, disciplinary measures, transfers, and other personnel matters.

- **JOB EVALUATION**

The job evaluation process used by the College endeavors to establish internal equity and to be competitive with the general labor market. The College has established a Compensation Committee, headed by the Director of Human Resources to manage this process. Five factors are used in evaluating the job description to determine the internal ranking of the position. These rankings are then compared to benchmarks outside of the College to maintain the structure. These factors are available for review from the Human Resources Department. Employees may also review their job description and discuss with their manager if they feel it needs to be updated. Generally, job descriptions are updated no more than every two years.

- **CLASSIFICATION OF POSITIONS**

Each position has been evaluated by the compensation committee and given a point total and job grade from 16 to 22.

If duties and responsibilities increase or decrease, a position may be reevaluated and reclassified. A change in quantity of work or ability does not necessarily result in a level change.

An employee's beginning salary is based on such things as experience, ability, and previous employment. Because such factors vary greatly and because incorrect impressions can easily be created, salary comparisons should be avoided.

Initial Employment Period

One of the goals of the College is to help employees develop to their fullest potential. This process involves both formal and informal orientation, coaching, training, job enrichment, and performance appraisal. During the first ninety days after hiring, the College endeavors to develop new staff employees into effective workers. At the end of this period, the Ninety-Day Evaluation Form is completed by the supervisor. If performance is satisfactory, the form confirms the employment decision and provides opportunity to evaluate mutual expectations and to build further communication between supervisor and employee. Unsatisfactory performance will result in a course of corrective action or in termination.

A similar review is generally made when an employee transfers to another position or a different department in the College.

Promotions/Transfers

Additional and/or new responsibilities in an employee's present job or transfer to another position may initiate changes in several areas including: classification, title, benefits, and salary. If an employee requests a transfer to another department, the employee must meet the following requirements: possess the necessary skills for the new position, have worked at least two years in the present department, and agree to remain in the new position for an agreed-upon period of time. This policy encourages stability. The current supervisor will be informed of the possible transfer and will be used as a reference.

Some transfers are simply lateral and result in no change in classification or salary. Employees who desire to transfer should make a request to the Human Resources Department.

A half-day orientation program for all new staff employees is conducted by the Human Resources Department and is offered soon after hiring. This includes an overall look at Wheaton College (its history, goals and objectives, operating structure), introductions to various campus leaders, and an expanded presentation of employee benefits, with an opportunity to interact and ask questions.

Orientation for New Personnel

A half-day orientation program for all new staff employees is conducted by the Human Resources Department and is offered soon after hiring. This includes an overall look at Wheaton College (its history, goals and objectives, operating structure), introductions to various campus leaders, and an expanded presentation of employee benefits, with an opportunity to interact and ask questions.

Employee Development

The College encourages all employees to continue to grow and develop both professionally and personally. Administration and staff may be provided outside seminars, as well as in-house professional development opportunities. The College is committed to identifying and developing programs to meet the needs of employees and to facilitate communication between employees and supervisors. The Human Resources Department coordinates Professional Development Opportunities for administration and staff through Administrative Session meetings, conferences, training seminars, brown bag lunches, and discussion groups.

Moving Arrangements

• INITIAL SEARCH

Trips to search for housing and any other moving arrangements will be handled through the Human Resources Department. Funds for the initial search are provided for the following persons who accept full-time employment at the College: administrators, faculty, directors, assistant directors, middle managers, and employees in equivalent positions. These benefits consist of the following provisions:

- One round-trip fare for husband and wife. If the trip is less than 250 miles, reimbursement will be for car mileage; if over 250 miles, it will be for airfare.
- Housing for up to three nights.
- Meals, upon presentation of receipts.
- A rental car for use in the Wheaton area during the initial search.

• EXPENSE SCHEDULE

Reimbursement for actual moving expenses is available only during the first year of employment. Expenses will be paid as follows:

- Administrators, professors, associate professors, directors, and employees in equivalent positions receive reimbursement equal to one and a half (1 1/2) month's salary (1/8 of faculty contract) or actual cost, whichever is less.
- Assistant directors, middle managers, all faculty appointed to tenure-track, permanent positions receive reimbursement equal to one (1) month's salary (1/12 of faculty contract) or actual cost, whichever is less.
- One-year faculty (non-tenure-track) appointments and professional level positions receive reimbursement equal to one-half (1/2) of one month's salary (1/24 of faculty contract) or actual cost, whichever is less.

- All other employees receive reimbursement equal to the actual cost or \$500, whichever is less. No payment is made for articles not moved.
- No provisions are made for moves less than 25 miles.

Any amount paid by the College to reimburse moving expenses constitutes taxable income and will be reported on the employee's Form W-2. Applicable taxes as required by law will be withheld from the employee's paychecks. An employee may be entitled to deduct some or all moving expenses incurred on his or her personal tax return.

Personal Appearance

The College expects employees to be well groomed and dressed in a manner appropriate for their work. Their appearance, grooming, and dress should be modest, in good taste, safe, and suitable for the work they are doing. Appropriate business attire conveys the image of competent professionalism to the public and the College community. The standard for Wheaton College is Business Casual Dress. Business casual dress should look crisp, coordinated and appropriate for business relationships. It does not include clothing that gives an unkempt or sloppy appearance. It should be sharp, clean, pressed and in good condition.

Certain departments provide uniforms for their personnel. Uniforms must be worn during all working hours. Maintenance and custodial personnel are also required to wear hard-soled shoes; and grounds workers and crews who move heavy objects are to wear steel-toed shoes.

Office Hours

• THE WORKDAY

Office hours range from 7:30 a.m. to 5:00 p.m., Monday through Friday, and include the usual eight hours of work and a lunch that ranges from one-half to one hour. As necessary, exceptions may be arranged between staff members and their supervisors. Some departments operate on a 16- or 24-hour day and/or on weekends. These departments have staggered work schedules, as arranged by the supervisors.

• BREAKS

A fifteen-minute break is allowed, but not required, in the morning and in the afternoon. Because this is paid time, it cannot be accumulated for personal time off or used as make-up time.

• LUNCH

Staff employees are required to take a lunch break if their workday is at least six hours long. We encourage taking thirty minutes or an hour for lunch. There are a variety of places available for eating, including Anderson Commons Faculty/Staff Dining Room, the Stupe, front campus, departmental and other facilities in some buildings, and local restaurants.

• BUSINESS MEETINGS DURING MEALS

Individual and committee meetings with fellow employees to discuss business matters should be held during normal business hours and not at breakfast, lunch, or dinner. The College allows expenditures incurred by employees for meals taken in conjunction with College meetings only when approved by the department head or a College Vice President. It is common and acceptable practice, however, to entertain guests, prospective employees, and other professionals or to be entertained at meal times by firms who have business with the College.

• OUTSIDE EMPLOYMENT/ACTIVITIES

Regular full-time employees should not accept outside employment that interferes with their normal work at the College. Outside work must be secondary to employees' College responsibilities and should not affect attendance or the quality or quantity of work. We do encourage our employees to become active in community affairs that are not scheduled during their work hours.

Sunday Work Policy

Wheaton College Community Covenant calls on us to make thoughtful, biblically-guided choices regarding observance of the Lord's Day. As a matter of policy, the College seeks to avoid conducting business as usual on Sundays. Nevertheless, Sunday work may be required of employees to provide essential services to the College's residential community, to respond to emergencies, and to support approved Sunday activities. For some College employees, Sunday work may be required frequently. For example employees in departments such as Residence Life, Dining Hall, Physical Plant, Conference Services, Media Resources and Public Safety are frequently required to provide essential services on Sundays. These services are provided not only to the campus community, but also to churches, conference groups and other off-campus guests.

College supervisors are expected to minimize Sunday work by distributing Sunday assignments equitably, utilizing part-time employees, and employing self-service alternatives when possible. In accordance with Illinois State Law, College supervisors will not schedule individual employees to work more than seven days in a row unless permission is granted by the Illinois Department of Labor. A form to request this approval may be obtained from Human Resources.

Outside Employment and Other Compensated Activities of Employees

Wheaton College administration and staff employees are expected to give primary attention to the assignments for which they are responsible at the College. Occasionally, administration and staff employees have opportunity to be involved in outside employment and other activities that provide additional compensation. While such activities may facilitate professional growth and be beneficial to the College, certain such activities can diminish an employee's effectiveness and create conflicts of interest. Hence, the College has chosen to place the following limitations on outside employment and other activities for which non-faculty employees are compensated.

1. Outside compensable activities may not take place during normal College work hours.
2. Scheduled vacation days and compensatory days off may be used for outside compensable activities.
3. Outside compensable activities that are inconsistent with the College's mission and philosophy are prohibited.
4. College resources, such as office space, secretarial support, telephones, computers, and laboratory equipment may not be used in support of outside compensable activities.
5. Honoraria and other stipends received for College work-related assignments undertaken on College time must be returned to the College.

Functions During Work Hours

Occasionally, groups within the College and others not affiliated with the College sponsor activities during work hours and invite employees to participate. Attendance at a function not officially approved in writing from the Human Resources Department (other than Faculty/Staff Chapel) will be treated as vacation time, personal time without pay, or by allowing employees who are involved to make up the time within the same week, subject to supervisor's approval. Time cards must clearly indicate whether the employee made up the time or took it as personal time. For further clarification about a program or function you would like to attend, please contact Human Resources.

Spiritual Growth

• CHAPEL ATTENDANCE

Chapel services for undergraduate students are held on Mondays, Wednesdays, and Fridays in Edman Chapel, 10:35 a.m.–11:15 a.m. During "Special Services," "Staley Lectures," and "Missions in Focus," chapels may include

Tuesdays or Thursdays. Graduate student chapels are held on Wednesdays in the Billy Graham Center. The chapel program is designed to encourage spiritual development in the context of Christian community and worship.

At the undergraduate chapel, seating for faculty and staff is found in the lower front right-hand section of Edman Chapel and in the visitor's section of the balcony. The College radio station, WETN-FM88, provides a live broadcast of chapel. Faculty members are encouraged to attend chapel. Administration and staff may attend only with supervisor's approval.

- **FACULTY-STAFF CHAPEL**

Once each semester a Faculty-Staff Chapel is held at a time and place that is announced via email and by flier.

- **COLLEGE CHAPLAIN**

The Chaplain is the campus minister who oversees the spiritual life of the College. The Chaplain is available to faculty, staff, and students for pastoral counsel.

Personal Disputes

- **WITH MEMBERS OF THE COLLEGE COMMUNITY**

If a member of the campus community has a grievance of a personal nature, which is not addressed in other parts of the handbook (e.g. harassment, discrimination, etc.), such as a complaint against or a difference of opinion with another member of the community, that person should go directly to the other and try to improve understanding and bring reconciliation.

If that effort fails, the one who has taken the initiative should ask two or three colleagues to join in a second approach to the other party in an effort to achieve better understanding and promote reconciliation.

Only if the first two efforts fail should those who have taken the initiative then seek administrative assistance from their immediate supervisors and the Director of Human Resources, who will either find a solution or refer the issue to the Divisional Vice President for a final decision.

In cases where this procedure is not followed, those in leadership should lovingly but firmly insist that unscriptural methods of resolving the dispute should cease and that the biblical principles described above be applied.

- **WITH SUPERVISOR**

Differences of opinion and misunderstandings between an employee and his or her supervisor may occur at times. When a problem arises, the employee is encouraged to contact the supervisor immediately. The supervisor should attempt to secure whatever information is necessary for solving the problem.

If the employee and the supervisor are unable to resolve the difficulty, the matter is to be referred to the Department Head. If that does not provide a satisfactory solution and the employee still feels the decision is unfair, the employee may discuss the matter with the Director of Human Resources, who will either find a solution or refer the issue to the Divisional Vice President for final decision.

Employee Discipline and Termination of Employment

Employment at Wheaton College begins with an evaluation period. Those employees who satisfactorily complete this initial period of evaluation are granted regular employment status. The College aspires to continuity of employment for regular employees. However, this goal does not create a right to continued employment. The College's employment policies provide for termination of employment when a program is reduced or eliminated and in cases of unsatisfactory work performance. Disciplinary sanctions, including immediate termination of employment, may be imposed for violation of the College's standards, for insubordination, and for other reasons. Unless an employee receives a written contract which provides to the contrary signed by the President or a Vice President of the College, the College may terminate an employee's employment for these reasons or any other reason at any time.

• PROGRAM REDUCTION OR ELIMINATION

From time to time it may become necessary to eliminate an employee's position because of a decision to reduce or eliminate a department or program. In such a case, if the College deems it feasible, the Human Resources Department will attempt to locate another suitable position at the College for the employee. If this attempt is unsuccessful, the Department will often provide outplacement assistance.

• UNSATISFACTORY WORK PERFORMANCE

In general, if an employee's supervisor determines that the employee is not reaching an acceptable level of performance, the supervisor will communicate to the employee specific areas of deficiency and the measures required to correct those deficiencies. If the areas of deficiency are sufficient to merit termination of employment, and if the supervisor believes the deficiencies can be corrected within a reasonable period of time, the supervisor may establish a reasonable probationary period before terminating employment. If a probationary period is imposed and the employee does not achieve an acceptable level of performance by the end of the probationary period, termination of employment will ensue.

• VIOLATIONS OF STANDARDS AND INSUBORDINATION

Each employee must subscribe annually to the Community Covenant and to the Statement of Faith. Failing to abide by the behavioral expectations of the Community Covenant or holding beliefs that are inconsistent with the Community Covenant or Statement of Faith is a violation of the College's employment standards. Other employment standards with which employees must comply are specified in the various policies included in this Handbook.

Insubordination is disobedience of or disrespect for proper College authority.

The College may apply disciplinary sanctions to employees who violate College employment standards, who are insubordinate, or who otherwise fail to live up to their responsibilities as College employees. These sanctions include, but are not limited to, oral reprimand, written reprimand, transfer, suspension, and immediate termination of employment. (In addition, when appropriate, employees may be required to undergo professional counseling.) Disciplinary sanctions may affect promotion and salary decisions.

• DISCIPLINARY SANCTIONS The College may apply disciplinary sanctions to employees who violate College employment standards, who are insubordinate, or who otherwise fail to live up to their responsibilities as College employees. These sanctions include, but are not limited to, oral reprimand, written reprimand, transfer, suspension, and termination of employment. (In addition, when appropriate, employees may be required to undergo professional counseling.) Disciplinary sanctions may affect promotion and salary decisions.

• DECISION MAKING AND APPEAL PROCESS

A decision to apply disciplinary sanctions or to terminate employment is generally made by the employee's Department Head subject to the approval of the Department Head's supervisor. Such decisions will usually be made after consultation with the Director of Human Resources and, if applicable, after an appropriate probationary period.

An employee may appeal a disciplinary decision to his or her divisional vice president. An employee may appeal a termination decision as follows:

- 0-4 Years of Service..... Divisional Vice President
- 5-9 Years of Service..... President
- 10 or More Years of Service..... Ad Hoc Committee of the Board of Trustees

An exception to this process applies in harassment cases. The College's Harassment Complaint Procedure, which is available in the Human Resources Department, specifies the procedure for investigating harassment complaints, for administering disciplinary sanctions and for appealing such sanctions. (See Employee Discrimination, Harassment and Retaliation Policy in this Handbook.)

• PAYMENT UPON TERMINATION OF EMPLOYMENT

Upon termination of employment, employees receive payment for any earned but unused vacation time. There may also be occasions when, depending on an employee's length of service, the reason for termination of employment, and other factors, the College, at its discretion, will pay severance pay. In such cases, the College will ordinarily require the employee to sign a release of claims in exchange for that severance pay.

• EFFECT OF FAILURE TO FOLLOW THIS POLICY

This Termination of Employment and Disciplinary Sanctions Policy includes guidelines the College expects to follow, but, as with other provisions in this Handbook, they are not intended to create any contractual obligation. Unless the College, at its sole discretion, decides otherwise, no disciplinary or termination action will be invalidated because of failure to follow this policy.

Resignation

Wheaton College sincerely trusts that employees will regard their employment as a ministry and a significant contribution to the Lord's work. Although no notice of resignation is required from employees, when an employee finds it appropriate or necessary to resign, a written notice at least two weeks prior to leaving is requested from support staff and one month's notice from supervisory personnel. Such notice not only assists the College in preparing for a replacement for the position but also benefits the terminating employee by allowing ample time for computation of accrued benefits.

Unless specifically authorized by the employee's supervisor and the Director of Human Resources, unused vacation days cannot be taken during the closing-out period but will be paid in the final check. Benefits end the last day of full-time, active employment and cannot be extended by unused vacation days. This closing-out time provides opportunity for the employee to complete projects and to help the supervisor plan for a replacement.

Resignation notices should be directed to the immediate supervisor, with a copy sent to the Human Resources Department.

Policy Regarding Providing Employment References

An employee who is contacted for a job reference regarding an individual whose employment was terminated at the initiative of the College should refer the request to the Human Resources Department (without indicating to the inquirer that the individual was discharged by the College). In response to such an inquiry, the Human Resources Department generally provides only confirmation that the individual was an employee, the dates of employment, and the most recent position held.

In all other circumstances, personnel who are contacted for a job reference (whether regarding a former or current, faculty, administrative, staff or student employee) may provide an oral or written reference subject to the following requirements:

1. All information conveyed must be truthful, related to the individual's job performance, and based on personal observation or knowledge.
2. A negative evaluation of a significant, particular aspect of the employee's job performance or an overall evaluation that is negative must be approved by a member of the Human Resources Department or by the manager of the person asked to provide the reference. (As a practical matter, this may mean that when a manager is contacted by telephone about a former employee as to whom the manager has negative comments, the manager will likely need to (1) request that the inquirer make his or her inquiry in writing (so that a written, approved response can be provided), (2) inform the inquirer that, as a matter of College policy, the manager will need to seek approval from Human Resources prior to discussing the former employee, or (3) decline to provide a reference.)

3. No negative comments relating to, or based on, personal matters (e.g., a manager's dislike for an employee because of the employee's annoying habits or the employee's expression of his or her political views) should be made.
4. Comments regarding personal characteristics that are or may be protected under state or federal law (e.g., sex, race, national origin, religion, age disability, medical leave, marital status, sexual orientation) should not be provided.
5. The response provided should be made as if it will be communicated to the former employee.
6. References should only be given by employees who had oversight over the former employee.

Only references given in compliance with these guidelines are authorized by the College.

Criminal Background Checks

The College conducts Criminal Background Checks on certain positions that work closely with students, donors, money, sensitive information, or that might give an employee access to multiple areas of campus. These checks are conducted after a contingent offer is made to an employee. Any information that requires discussion is shared at that time with the new employee.

Romantic Relationships Between Faculty/Staff and Students

At Wheaton College we aspire for the relationships of our faculty and staff with our students to be characterized entirely by godly care directed toward serving the best interests of the educational and holistic development of our students as men and women made in the image of God. We also aspire to avoid any appearance of impropriety or evil. Amorous, romantic, and/or sexual relationships between students and Wheaton College faculty or staff can present serious ethical concerns around issues such as the validity of consent, conflicts of interest between personal and professional concerns, power imbalances in a relationship, and unfair treatment of others. These relationships have the potential for misunderstandings and negative outcomes that affect not only the individual participants, but also third parties and the climate of the community as a whole; they can undermine the trust and integrity that are essential to teaching, learning, and working at the College.

Therefore, Wheaton College prohibits all consensual amorous, romantic, and/or sexual relationships between students and faculty, and between students and staff members. The primary objective of this policy is to maintain the integrity of the academic process and to maintain a positive educational and work environment. These prohibitions apply to all currently enrolled undergraduate students, and to those graduate students for whom a faculty or staff member has any direct or indirect, current or potential professional responsibility of any kind. These prohibitions extend to such relationships whether in personal (face to face), written, electronic or any other forms.

PAY PROCEDURES

Wheaton College has devised compensation schedules for faculty, administration, staff, and student positions. These schedules serve as guides in determining salaries.

Annual merit increases become effective July 1, the beginning of the fiscal year. Promotions or other job changes during a fiscal year may warrant another salary adjustment, which becomes effective at the time of change.

Administrative and Staff employees generally receive notification of an increase by June 15. Administration, staff, and student employees with questions about salaries or wages should contact the Human Resources Department.

Pay Periods

The College complies with federal and state wage and hour laws concerning minimum wage, equal pay, overtime, and other regulations. All employees are paid bi-weekly on every other Friday. Employees who are exempt from federal overtime regulations are paid to date. Employees who are non-exempt are paid by the hour on a 2-week delayed basis. Staff salaries for the fiscal year are divided into 26.1 equal parts, paid during the July 1 to June 30 fiscal year. Faculty salaries for the academic year of nine months are divided into 26.1 equal installments over the fiscal year.

Payments are made on every second Friday with some exceptions when the payday falls on a holiday. Check the payroll schedule for details.

Overtime Policy

All overtime must be initiated and approved by the employee's supervisor. The Fair Labor Standards Act requires that any time worked in excess of 40 hours in one week be paid at 1 1/2 times the employee's regular hourly rate. This policy applies to all employees except those who are exempt under the FLSA as employed in an executive, administrative, or professional capacity.

Overtime is calculated in the official workweek (Sunday through Saturday). Overtime hours are to be recorded on the employee's time card. At the discretion of the employee's supervisor, overtime incurred during one day may be used as time off during another day in the same week; however, it cannot be taken as compensatory or accumulated time in another week.

Exempt employees may be offered supplementary compensation for temporary assignments in departments other than their own for work not related to their primary responsibilities (e.g., occasional teaching and coaching).

Additional assignments must be approved by the employee's divisional Vice President, and fulfillment of the additional assignment is not to occur during normal working hours.

Deductions from Paychecks

Every paycheck for all employees shows all gross earnings for that pay period, as well as all standard tax deductions.

If authorized in writing by eligible employees, additional deductions will appear according to the following schedule:

- Every paycheck, including the third check in a month when there is one
 - matched retirement plan contributions

- percentage-based unmatched retirement plan contributions
- flexible spending deductions
- First and second checks only each month
 - fixed-dollar unmatched retirement plan contributions
 - gift contributions to the College or United Way
 - medical insurance premiums
- Second check only
 - optional supplemental life insurance premiums

Retirement plan contributions are tax-deferred; income tax is calculated on gross salary minus contribution amounts. Flexible spending deductions are pre-tax; all taxes are calculated on gross salary minus deduction amounts. Health insurance premium deductions may be pre-tax or after tax, as the employee wishes.

Most other deductions are after tax.

• **DEDUCTION CODES**

For questions concerning deductions on your paycheck, please contact the Payroll Office.

Payroll Information

Time Cards/Absence Reports:

- Employees who are exempt from federal overtime laws should use an absence report and report only absences.
- Non-exempt employees who are eligible for overtime are to use a time card or Bannerweb and report hours worked each day and any absences.
- A list of bi-weekly paydays with corresponding pay periods and due dates for time cards and absence reports is available through Payroll or Human Resources, or from the Intranet site.

Paychecks

• **LOST PAYCHECKS**

A check that is lost or missing should be reported to the Payroll Office as soon as possible. The Payroll Office will initiate a stop payment order and determine if and when a replacement check will be issued.

If questions or problems arise about payroll matters, an employee should contact the Payroll Office directly.

• **FINAL PAYCHECK**

The final check for a terminated employee will be issued on the first regular payday following the date of termination. The check will be sent to the employee's home or other forwarding address. In unusual circumstances, a department head or supervisor may request earlier payment. The Director of Human Resources must approve such requests.

Direct Deposit

For credit union and other deposits, account numbers and deposit amounts are listed on the check stub. Employees may have all or part of their net pay deposited directly into any bank or other financial institution that is a member of the Automated Clearing House, whether local or out of state. If the account to which you wish to make deposits is other than a normal checking or savings account, check with the financial institution to make sure it will accept

electronic funds transfers of your pay and to determine the correct format and coding of the account number. Deposits may be made into up to five accounts.

To sign up for this service or to change your existing service, contact the Payroll Office for the necessary form. It is also available for download on the Intranet site. New accounts and changes to existing accounts should be turned in to the Payroll Office at least one week before the desired effective pay date. Each direct deposit that is set up will occur every pay day.

EMPLOYEE BENEFITS

Eligibility for employee benefits is determined by the work schedule of the job an employee is working. Jobs scheduled to work 40 hours per week and 11 or 12 months per year receive full benefits. Job scheduled to work less than 40 hours per week and 11 months per year but more than 32 hours per week and 9 months per year receive reduced benefits.

LEAVE BENEFITS

This section describes the benefits that Wheaton College provides to enhance the welfare of each employee as a member of the College Community.

Holidays

Wheaton College provides fourteen paid holidays which generally include the following holidays:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Christmas Eve through New Year's Day	

Paid holidays apply only to full-time employees. Pay is based on the number of hours normally worked on that day of the week. Specific holiday schedules are determined by the College and designated days off may vary slightly from year to year depending on when holidays fall on the calendar. Holiday schedules are determined and communicated in November/December for the upcoming calendar year so variations will be determined during this process. The current Holiday Schedule can be found on the Benefits tab of the Human Resources intranet page.

If a holiday occurs while an employee is using accumulated vacation, the day is counted as a holiday, not as a day of vacation. If a holiday occurs while an employee is on sick leave, the day will be counted and paid as a holiday, not as a sick day. If a holiday occurs while an employee is on disability leave, the holiday is paid at the employee's disability pay rate (typically, 60% of salary).

If a non-exempt employee is required to work on a holiday, the employee will be paid the pay the employee typically receives for a holiday, plus 1½ times the employee's hourly rate for the hours worked that day. If an exempt employee is required to work on a holiday, the employee will be given equivalent time off within the following 30 days. A terminating employee's last day of employment cannot be a holiday. The last day of employment must be a work day.

Vacation Days

Vacation days are available only to Full-time, Regular employees. Employees earn vacation time on a prorata basis during the current calendar year, earning 1/12 of their annual total each month. The vacation schedule is based upon years of service, number of work hours per week, and level of responsibility:

Administrators receive four weeks of vacation with no increase for years of service.

Employees in exempt positions initially receive three weeks of vacation and, on January 1 in the seventh year of employment, are entitled to four weeks of vacation. If such an employee works less than 40 hours and/or 11 months, the weeks of vacation are reduced in accordance with the table below. (See the portion of the table pertaining to 7 years of service and above.)

All other full-time employees will receive time according to the following vacation schedule.

• VACATION BENEFIT SCHEDULE

Years of Service	Hours Per Week and Months Per Year Worked	Number of Earned Vacation Hours	Hours Accrued Per Month
1-6	32/09-10	48	4
	32/11-12	64	5.33
	40/09-10	64	5.33
	40/11-12	80	6.66
7-13	32/09-10	72	6
	32/11-12	96	8
	40/09-10	96	8
	40/11-12	120	10
14 plus	32/09-10	96	8
	32/11-12	128	10.66
	40/09-10	128	10.66
	40/11-12	160	13.33

• GENERAL GUIDELINES

1. New employees are not permitted to take vacation hours during the first 90 days of their employment.
2. Vacation hours may be used in quarter-hour increments.
3. Increases in vacation days awarded (if applicable) are given in January of the seventh and fourteenth years of employment (with an annual maximum of four weeks for all employees).
4. Vacation must be taken at times mutually acceptable to both employee and supervisor and vacation time should be scheduled as far in advance as possible.
5. While vacation hours are always earned on a pro rata basis during the current calendar year, employees may be permitted to use vacation time yet to be earned.
6. Vacation hours expire as of December 31 (at which time vacation hours are forfeited without pay), except that unused vacation hours up to half of the employee's maximum annual accrual may be carried over for use in the following calendar year, but expire at the end of that year. No more than the employee's normal annual allotment may be taken at one time.
7. Personal leave requires contemporaneous use of, or exhaustion of, vacation hours. See the Personal Leave section.
8. The vacation benefit does not accrue during periods of leave, including Family and Medical Leave, Personal Leave, New Employee Medical Leave, Disability Leave, or Workers Compensation Leave. The remaining balance for the year will be calculated as of the date the employee returns to full-time employment.
9. All unused earned vacation time is paid to separating employees on the final check or to the employee's beneficiary in the event of death. (PLEASE NOTE: The annual allotment of vacation hours indicated on the employee's paycheck stub beginning in January is the maximum amount the employee may earn that calendar year. Vacation hours are earned throughout the year on a prorata basis.)
10. Employees who terminate and are later rehired will receive credit toward the vacation benefit for prior years of service.
11. Employees who work less than 12 months per year must take their vacation days during the period they are scheduled to work.

Family and Medical Leave

The following information constitutes the Family and Medical Leave Policy adopted by Wheaton College on August 5, 1993, as amended effective January 1, 2012.

• INTRODUCTION TO FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act (FMLA) permits eligible employees to take up to twelve weeks of unpaid, job-protected family, medical, or qualifying exigency leave, or twenty-six weeks of unpaid military caregiver leave, in a 12-month period. The ultimate determination of whether an employee is entitled to FMLA leave or whether any time off by the employee may be deemed to be FMLA leave is not governed by this Policy, but rather is governed by the provisions of the FMLA, as well as the applicable regulations and other law interpreting the FMLA. In addition, the College will comply with any applicable state or local law or regulation that provides greater leave or related entitlements to employees. Accordingly, the discussion that follows is only a summary of your rights and obligations under the FMLA. Please review the FMLA poster that is attached to this Policy and located in various campus buildings or contact the Human Resources Department for more information.

• ELIGIBILITY FOR LEAVE

Employees who have worked for the College for at least twelve months, and for at least 1,250 hours during the twelve-month period preceding the initial request for leave for a particular qualifying reason, are eligible for FMLA leave.

• LEAVE ENTITLEMENT

Eligible employees are entitled to take up to twelve workweeks of unpaid family, medical, and/or qualifying exigency leave, and up to 26 workweeks of unpaid military caregiver leave, within an applicable 12-month period for the following reasons:

- The birth of the employee's child or the placement of a child with the employee for adoption or foster care, and in order to care for the child (such leave must be taken within twelve months after the birth or placement of the child);
- Because of the employee's serious health condition that makes the employee unable to perform one or more of the essential functions of his/her position;
- To care for the employee's spouse, child (a minor or a child incapable of self care), or parent who has a serious health condition;
- Because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is a member of the National Guard or Reserves or a retired member of the Regular Armed Forces or Reserves and is on active duty or has been notified of an impending call or order to active duty in a foreign country pursuant to certain statutory provisions; or (b) is a member of the Armed Forces on active duty or call to active duty status in a foreign country ("qualifying exigency leave"); or
- To care for a member of the Armed Forces or a veteran, of whom the employee is the spouse, son, daughter, parent, or next of kin, and who has a serious injury or illness ("military caregiver leave").

- With respect to a member of the Armed Forces, a serious injury or illness is one that was incurred in the line of duty on active duty (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating, for which the servicemember is: undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

- With respect to a veteran (that is, a person who served in the active military, Naval, or Air Service, and who was discharged or released from such service under conditions other than dishonorable), a serious injury or illness is one that was incurred in the line of duty on active duty in the Armed Forces (or which existed before the beginning of the

member's active duty status and was aggravated by service in the line of duty on active duty in the Armed Forces) which manifested itself before or after the member became a veteran, and for which the veteran is undergoing medical treatment, recuperation, or therapy. Additionally, the veteran must have been a member of the Armed Forces (including the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy.

In order to determine the applicable "12-month period" for all types of FMLA leave other than military caregiver leave, the College uses a "rolling" 12-month period measured backward from the date an employee last used FMLA leave. Each time an employee takes FMLA leave the remaining leave entitlement is any balance of the twelve weeks that has not been used during the immediately preceding twelve months.

For purposes of military caregiver leave, the "12-month period" is the 12-month period measured forward from the date an employee's first FMLA leave to care for a covered servicemember begins. Eligible employees are entitled to a combined total of 26 weeks of all types of FMLA leave during the "12-month period" applicable to military caregiver leave, and no more than 12 of those 26 weeks may be taken for qualifying reasons other than military caregiver leave.

Absences for any FMLA-qualifying reason are counted toward an eligible employee's FMLA leave time.

- INTERMITTENT LEAVE

Employees may use FMLA leave in one continuous block of time or, in certain circumstances involving medical necessity or qualifying exigency leave, may use leave intermittently or on a reduced leave schedule.

If an employee's need for leave is foreseeable because of planned medical treatment, the employee must make a reasonable effort, subject to the approval of the health care provider, to schedule the leave so as not to unduly disrupt the operations of the College.

In certain situations involving foreseeable intermittent leave, the College may temporarily transfer the employee to an alternative position that better accommodates the intermittent leave, in which case the employee will continue to receive pay and benefits equal to the employee's prior position. The College will work with the employee to set an appropriate work schedule.

- NOTICE

If the need for leave is foreseeable, the employee must provide at least 30 days prior notice. If 30 days notice is not possible, the employee must provide notice as soon as practicable, which typically should be either the same day or the next business day after the employee learns of the need for leave. If the need for leave is not foreseeable, the employee must provide notice as soon as practicable. Notice of the need for qualifying exigency leave must be provided as soon as practicable.

To obtain FMLA leave, employees are required to follow these steps:

1. Notify the Human Resources Department of the need for leave. When providing such notice, employees must provide sufficient information to permit a determination of whether the leave may qualify for FMLA protection as well as the anticipated timing and duration of the leave.
2. Inform the supervisor of the requested leave.
3. Comply with any requirements about which you are notified, such as the timely submission of an FMLA Certification form to the Human Resources Department.
4. In the event FMLA leave is granted, continue to communicate with both the supervisor and the Human Resources Department about the progress of the leave and return-to-work date, providing additional certifications as requested by the Human Resources Department.
5. In situations where leave is taken intermittently for a reason for which FMLA leave has been granted, report each instance in which leave is taken by submitting a time card or faculty absences report in accordance with payroll submission deadlines. Designate FMLA hours as such on documentation. When reporting such leave, either reference the FMLA or state the approved reason for which leave is being taken.

A failure to comply with all of the foregoing notice requirements may result in the employee's request for FMLA leave being delayed or denied, and may result in other employment consequences if the employee's absence is not otherwise authorized.

As with all communications with the College, the submission of false information to the College regarding the need for FMLA leave, or the fraudulent use or misuse of FMLA leave, may result in discipline, up to and including termination.

Requests for leave will be reviewed by the Human Resources Department and will be granted for qualifying reasons to eligible employees who have not exhausted their leave entitlement.

- CERTIFICATION

An employee seeking leave due to his/her own serious health condition or the serious health condition of the employee's spouse, child, or parent, must provide the College with a medical certification issued by the health care provider of the employee or family member, as appropriate.

An employee seeking military caregiver leave must provide the College with a medical certification supporting the leave request or an Invitational Travel Order or Invitational Travel Authorization.

An employee seeking qualifying exigency leave must provide the College with: (a) a copy of the active duty orders or other military documentation which indicates that the military member is on active duty or call to active duty status in a foreign country and the dates of such service; and (b) a certification supporting the need for leave. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Certification forms may be obtained from the Human Resources Department. Leave will not be granted or may be delayed in the event that a certification is not submitted within 15 calendar days of when the certification is requested, unless submission of such a certification within that time frame is not possible despite diligent, good faith efforts or due to extenuating circumstances. If necessary, the College may seek authentication and/or clarification of a medical certification from the health care provider. The College will seek the employee's authorization to contact the health care provider prior to seeking clarification. Although such authorization is not required to be given, the employee's request for leave may be denied if the employee refuses authorization and refuses to otherwise provide clarification.

With respect to leave due to an employee's own serious health condition or the serious health condition of the employee's spouse, child, or parent, the College, in its judgment, may require the employee to obtain the opinion of a second or third health care provider, which may affect the employee's entitlement to FMLA leave.

During the leave, the College may require periodic reports from the employee regarding the employee's status and intent to return to work.

- PAY AND BENEFITS DURING LEAVE

An employee taking FMLA leave is required to use concurrently all accrued, unused sick days and vacation days. (Short-term disability is additional paid time that may be available to full-time employees for qualifying conditions.) After the exhaustion of paid leave, the remainder of the FMLA leave is without pay.

Vacation time does not accrue during FMLA leave, and scheduled College holidays are not paid during periods of the unpaid portions of the FMLA leave.

During the FMLA leave the College will continue to provide health, dental and life insurance benefits to employees otherwise eligible for these benefits under the same terms that these benefits are provided to active employees. During paid leave the premiums will be processed as a payroll deduction, and when on unpaid leave, the employee must submit a check to the Human Resources Department for his/her portion of the monthly premium. Payments over 30 days late may result in loss of coverage. If the employee chooses not to participate in the benefit plan(s) while on leave (or loses coverage through a failure to make timely payments), the employee may re-enroll, upon return from FMLA leave, in the same plan(s) in which he/she participated prior to leave.

Employees who do not return to work for at least 30 days after an FMLA leave may be required to repay the cost of benefits provided by the College during the FMLA leave.

- RETURNING TO WORK AFTER LEAVE

The College may require that an employee who takes FMLA leave for his/her own serious health condition obtain a fitness-for-duty release from the treating physician in order to return to work from an FMLA leave. The release must state that the employee is able to resume work and able to perform all essential functions of the employee's position.

Upon returning to work from an FMLA leave, the employee will be reinstated to his/her former position, or if the position has been filled, to an equivalent position with equivalent benefits, pay, and terms and conditions of employment. However, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if he/she had been continuously employed during the leave period.

An employee whose leave exceeds the leave time provided by the FMLA has no right to return to his/her former position (or an equivalent one). If an employee is permitted to continue on leave under another of the College's leave policies following the expiration of FMLA leave, when the employee is able to return, the College will attempt to return the employee to an equivalent position. If an appropriate position is not found within 30 days, the employee will be terminated but may reapply for any position that becomes available. See also the Maximum Allowable Continuous Absence from Work policy.

Sick Leave

- ELIGIBILITY

Fulltime staff are eligible for paid leave covering sickness-related absences. For a work-related injury or illness compensable under the College's workers compensation insurance, sick leave pay may be unavailable (or the benefit reduced). For absences that qualify for leave under the FMLA, sick leave and FMLA leave must be taken concurrently (which will result in all or part of the leave being paid, instead of unpaid). (See also the Family and Medical Leave Policy.)

- PROCEDURES

Employees must notify their supervisor each and every day they are absent because of a medical condition no later than one hour before the start of their shift, unless the Human Resources Department has acknowledged receipt of a health care provider's note excusing the employee's absence for a definite period of time. At the end of an approved sick-leave period, the employee must either return to work or comply with the College's policies for obtaining approval for additional leave.

Sick leave exceeding five consecutive days or pertaining to a "serious health condition" under the FMLA must be supported by an FMLA Certification form (or an equivalent certification for employees not eligible for FMLA leave). The College may deny sick leave pay to employees who fail to provide the appropriate certification (but still count the time as FMLA if qualified). If an illness or recovery continues beyond the health care provider's original release date, the employee must provide additional medical certifications to support the duration of the absence. Periodic updates regarding the employee's condition may also be requested, and a fitness-for-duty release may be required to return to work depending on the duration of the absence and the nature of the illness or injury. See also the Family and Medical Leave Policy.

- SICK LEAVE SCHEDULE

Employees are allocated sick days on their first day of employment (prorated based on hire date). At the beginning of each calendar year, additional days will be added to the previous accumulation of unused time. The maximum time that may be accrued is 1040 hours (approximately 130 work days). Although sick time is cumulative, it is forfeited at termination of employment. Sick time may be used in quarter hour increments.

Staff Sick Leave Schedule

Hours Per Week and Months Per Year Worked	Initial Number of Sick Hours (Prorated based on hire date)	Sick Hours Added Each Calendar Year
32/09-10	48	40
32/11-12	64	48
40/09-10	64	48
40/11-12	80	56

• **ELIGIBLE ABSENCES**

The following are approved absences under the sick leave benefit:

1. An employee's own illness or injury (including any period following the birth of a child during which the employee is medically restricted from working).
2. An employee's dental and/or medical examinations. If possible, these appointments should be scheduled near the lunch break or at the start or end of the day.
3. Care for family members (spouse, children, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent) during illness or injury or to accompany them to medical appointments.
4. A maximum of 3 weeks of available sick leave may be taken immediately following the adoption of a child (See ADOPTION LEAVE).

An employee may also take up to a maximum of 24 sick leave hours in a calendar year to care for a parent-in-law, sibling, grandchild, grandparent, stepparent (either living in the employee's home or independently) during a time of illness or injury or to accompany him/her to a medical or dental examination.

Leave for Pregnancy and Childbirth

The College provides leave for pregnancy-related conditions and childbirth to eligible employees under its Family and Medical Leave Act (FMLA) policy, which is described elsewhere in the Employee Handbook. Generally, an employee with 12 months of service and 1250 hours of service within the previous 12 months may take up to 12 weeks of leave. This leave is usually a combination of paid time (including, if available, sick time, vacation time, or short-term disability pay) and unpaid time (which occurs when paid leave is exhausted or unavailable). Please refer to the FMLA policy for details. Please also take particular note of the following provisions.

An employee must communicate existing or anticipated medical restrictions or absences to the employee's supervisor as soon as possible so that accommodations can be made to the employee's needs and so that departmental needs can be addressed.

By the beginning of the eighth month of pregnancy or prior to beginning leave, whichever comes first, the employee should inform her supervisor in writing whether she intends to return to work following her maternity leave. An employee who advises her supervisor that she does not intend to return to work will be considered as having resigned effective the date she is discharged from the hospital and will be continued on leave until that date, at which time she will be eligible for a lump-sum payment equal to her unused sick time, unused vacation and disability time, up to maximum of 6 weeks. Health Benefits pursuant to COBRA will be available from the date of discharge from the hospital.

As specified in the FMLA policy, an employee who returns to work following an eligible FLMA pregnancy and childbirth leave is entitled to return to the same or an equivalent position (at the College's option). We will continue your existing health benefits during your leave. Your portion of the premium will be taken out of your paycheck during paid portions of leave. During any unpaid portions of your leave, we will allow you to run a deficit balance, payable upon your return to work. If you choose not to return to work or resign before paying off the balance, we will bill you for any remaining deficit.

Employees who have not yet been employed by the College the required amount of time to be eligible for FMLA leave may be entitled to leave under the College's New Employee Medical Leave policy.

Adoption Leave

The College provides up to 12 weeks of leave related to the adoption of a child under its Family and Medical Leave policy. As required during FMLA leaves, while the leave is generally unpaid, the employee is required to use up to a maximum of 3 weeks of sick time if available and available vacation time. Adoption Leave cannot be taken intermittently and must be taken within 12 months after the child is adopted. Vacation time does not accrue during Adoption Leave. After an FMLA-qualifying leave, the employee is entitled to return to the same or an equivalent position (at the College's option). (See the Family and Medical Leave policy for additional information.)

Bereavement Leave

When a death occurs in the employee's or spouse's immediate family, the employee may use up to five paid days to make funeral arrangements and/or attend the funeral. The exact number of days must be approved by the supervisor. If additional time beyond five paid days is needed, the employee must use Vacation Days or Personal Leave without pay.

Members of the immediate family for this purpose include the employee's spouse, the employee's or the spouse's parents, grandparents, siblings, children, grandchildren, step-parents, step-grandparents, step-siblings, step-children, step-grandchildren, legal guardians, legal wards and any related person living in the employee's home.

The College will provide an additional five days of unpaid leave, for a total of ten days of bereavement leave, for employees in the event of the death of a child. This time is available in order to make arrangements necessitated by the death, attend the funeral, and/or to grieve.

Military Leave

All employees who are members of the National Guard, Coast Guard, or U.S. Military Reserve Units will be given military leave with full pay for not more than two weeks per year when engaged in training.

Requests for pay from the College must be accompanied by proof of training, from which adjustments will be made on the following paycheck.

Employees entering full-time military service are granted military leave. Past benefits relating to length of service will be retained. Upon completion of military service, an employee may request reinstatement of employment within 90 days of an honorable discharge from military service or medical recovery from injury or illness present at the time of discharge (but only if the recovery period is less than 2 years in duration). Since the employee's military experience may have expanded or altered skill level, the College will reevaluate abilities for new placement.

Victims' Economic Security and Safety Leave

The Victims' Economic Security and Safety Act ("VESSA") provides an employee who is a victim of domestic or sexual violence or who has a family or household member who is a victim of domestic or sexual violence with up to 12 weeks of unpaid leave in any rolling 12-month period to address issues arising from domestic or sexual violence or economic exploitation.

Reasons for a VESSA leave include:

- Seeking medical attention for or recovery from physical or psychological injuries to the employee, family, or household members;
- Obtaining victim services;
- Obtaining counseling services;
- Participating in safety planning including temporary or permanent relocation or other actions to increase the safety of the victim; or
- Seeking legal assistance to ensure the physical and fiscal health and safety of the victim, including participating in court proceedings.

Leave may be taken intermittently, in a block of time, or on a reduced work schedule.

An employee may elect to use accrued sick leave and vacation during an approved VESSA leave.

If the VESSA leave is unpaid, employees must pay for their share of any insurance benefit premiums if they wish coverage to continue during the leave.

Eligibility

All employees, faculty or staff, are eligible to take VESSA leave.

Procedures

Employees shall provide at least 48 hours advance notice of the need for leave and complete the VESSA Leave Request Form (available in Human Resources) unless it is not practicable to provide advance notice. Employees should submit the completed VESSA Leave Request Form and related documents to Human Resources as soon as possible.

In addition to the Request form an employee must provide:

- Documentation from a victim services organization, attorney, health care provider or other professional from whom assistance has been sought
- A police record or
- Other corroborating written evidence.

The College will maintain the confidentiality of information relating to a VESSA leave.

Job Reinstatement

An employee who has taken an approved VESSA leave shall be restored to the same or an equivalent position upon return from VESSA leave. An employee on VESSA leave may be required to report periodically to the supervisor or Human Resources regarding the employee's status and intent to return to work.

Personal Leave

Because the College provides leave in a variety of circumstances (see, e.g., VACATION, FAMILY AND MEDICAL LEAVE, SICK LEAVE, LEAVE FOR PREGNANCY AND CHILDBIRTH, ADOPTION LEAVE, BEREAVEMENT LEAVE, MILITARY LEAVE, and NEW EMPLOYEE MEDICAL LEAVE), leave for other reasons is disfavored and is rarely granted. However, the College may, at its sole discretion, grant a personal leave if, among other things, the following conditions are met: (1) the requested leave does not meet the requirements of any other type of leave offered by the College and the employee has exhausted all available vacation days, (2) the employee's request for leave is made in writing and is based on exceptional circumstances, (3) the employee's duties during the leave can be easily covered with existing department personnel, and (4) no business hardship will result to the College. Personal leave must be approved by the supervisor and the Human Resources Department, may not exceed 5 days

within a calendar year, and is without pay. If an employee is sick and personal leave cannot be approved in advance, the employee will be required to submit medical documentation before the personal leave can be considered for approval. (Medical leaves covered by the FAMILY AND MEDICAL LEAVE policy will be processed under that policy.) Benefits may be affected or adjusted because of a personal leave. An exception to this policy will be allowed when an employee takes Personal Leave to relieve the department budget when overtime has been worked previously in the fiscal year. In this case, the employee must indicate this on their timesheet indicating when the overtime was worked. (See also MAXIMUM ALLOWABLE CONTINUOUS ABSENCE FROM WORK).

Workers' Compensation

Workers' compensation laws provide protection for employees who suffer job-related injuries or illnesses.

Employees who sustain an injury or illness as a result of College work should report the situation to their supervisors immediately. (If the injury or illness is serious and requires immediate medical attention, Employees should call 911, contact Public Safety, and/or seek immediate medical care, which may be available at the Student Health Center.) Accident Report forms are available in the Human Resources Department or on the Intranet and must be completed as soon as practical, but not later than 45 days after injury/illness. (The situation needs to be reported verbally to the Human Resources Department by the employee or supervisor within 24 to 48 hours, if at all possible.)

Employees who are eligible for sick leave benefits will receive compensation for time missed due to the injury/ illness filed under a workers' compensation claim. Full-time employees with an eligible claim will have their time paid at 66% from the College Workers' Compensation insurance carrier (the first 3 days will be paid at 100% of salary from the College). However, if the College's insurance carrier denies an absence claim, then the entire absence will be considered as FMLA leave, sick leave, and/or personal leave as appropriate.

All medical bills relating to the injury/illness claim need to be submitted to the Human Resources Department for processing with the College's workers' compensation insurance carrier. An employee can submit any bills for which payment is denied by the workers' compensation carrier to the employee's health insurance carrier.

Leave taken for work-related injuries and illnesses typically qualifies as FMLA leave also, so the employee may have FMLA rights and responsibilities with respect to leave for a work-related injury or illness.

Workers' compensation leave (as with other forms of leave) is subject to the Maximum Allowable Continuous Absence from Work policy.

New Employee Medical Leaves

Employees do not qualify for FMLA leave unless (among other things) they have twelve months of service with the College. However, the College permits employees who are scheduled to work 1250 hours (and who do not yet qualify for FMLA leave) up to four weeks of leave for a medically necessary absence related their own serious health condition that prevents them from performing the essential functions of their job ("New Employee Medical Leave" or "NEML").

Employees may use their NEML only once (even if the leave lasts for fewer than four weeks) and NEML is only available as a continuous leave. (The College does not provide NEML in the form of intermittent or reduced-schedule leave.)

Employees must use all available paid time off (e.g., sick days and vacation days) during NEML, after which time the leave is unpaid. Employee benefits (e.g., health insurance and the accrual of additional paid time off) during NEML are subject to the same restrictions and requirements that apply to employees on FMLA leave. See Family and Medical Leave, subsection Pay and Benefits During Leave.

Maximum Allowable Continuous Absence from Work

Notwithstanding any other policy of the College, the employment of employees who have been continuously absent from work for any reason for 26 weeks will be terminated. Employees will be deemed "continuously absent from work" if they have not returned to work for at least one full work week during any 26-week period. Exceptions to this rule are made only when legally required (for example, if an exception is required by the Americans with Disabilities Act). Employees whose employment is terminated under this policy and who want to be reemployed by the College must reapply for employment.

Whether employee benefits (e.g., health insurance, long-term disability benefits, and workers compensation benefits) are continued after the termination of employment is dictated by the terms of the relevant benefit plan. See Insurance Benefits.

Voting Privileges

Employees are encouraged to exercise their voting privileges in all national, state, and local elections. Since polling places are generally open before the workday begins, during the noon hour, and after the workday concludes, employees are encouraged to vote during non-work hours. If this is not possible, permission to vote during work hours must be requested prior to the day of the election.

Jury Duty

When a regular full-time employee is summoned for jury duty, paid time off of up to two weeks is granted to permit the employee to serve as a member of a jury. Time off for all other employee classifications is without pay. A copy of the official summons from the appropriate court must be provided to the Human Resources Department.

Employees are entitled to retain both their regular salary and the payment given for the services rendered as a juror. When the jury is not in session, the employee is expected to report for work all or part of the day.

Employees subpoenaed to appear in court as witnesses are given the time off with pay. Appearances in court for traffic or other violations or as a party in a lawsuit are charged to either vacation or personal leave.

Missions Trips for Staff

On occasion, a College department or student organization may wish to have a full-time employee lead or participate in a student missions trip. In such cases, before an employee may be asked to participate, the Vice President for Student Development will request approval of the Vice President of the division in which the employee works. If such permission is granted and the employee agrees to participate, the time off will be treated as paid leave. This paid time off may not exceed one week within a twelve-month period. The employee will be paid for the amount of hours that he or she would normally have worked within that week. If an employee chooses to participate in a missions/outreach trip under any other circumstances, the time taken off must be recorded as vacation or personal leave without pay.

Significant Medical Events (formerly "Hospital Information")

The Human Resources Department would like to be notified of any of the following occurrences:

- Birth of a baby within our College employee family
- Hospitalization of a College employee

- Death of a College employee, employee's spouse, employee's child, or employee's parent

This information is shared with the President's Office and the Chaplain's Office. If flowers or other tokens are to be sent from Wheaton College, it will be done through the Human Resources Department in conjunction with the President's Office, and not by individual departments. If a department wishes to send something in addition to this, it should come from money collected from individuals in the office and not charged to the department.

EDUCATIONAL BENEFIT

The following details the Educational Benefit Program of Wheaton College, revised as of July 1, 2010 and updated as of July 2017.

ELIGIBILITY FOR EMPLOYEE/SPOUSE & DEPENDENT PROGRAM

All non-adjunct/non-guest faculty with a minimum FTE of .75 are eligible, and all regular, active staff with a minimum of FTE of .75 are eligible. Eligibility begins on the first day of the semester or quad coinciding with or following the date of eligible employment.

EMPLOYEE / SPOUSE PROGRAM

Employees with a 1.0 FTE are eligible for the full benefit. Eligible employees with an FTE within the range of .75-.99 qualify for a prorated benefit.

Benefit

The benefit for the employee and his or her spouse is a payment of tuition for regular undergraduate or graduate courses at Wheaton College. The employee and spouse are each eligible for up to four credit hours per semester. If both members of a married couple are full-time employees, then one of them may take two classes (up to a total of 8 credit hours) utilizing both the employee and spouse benefit for one person. This educational benefit does not apply to extension courses, private lessons, tutoring, or off-campus programs. The supervisor's approval is required for classes taken during working hours. The value of benefit for graduate courses is considered taxable income to the employee under Internal Revenue Code Section 127 and may require additional withholding from the employee's wages.

Loss of Eligibility and Benefit

If the employee or spouse finds it necessary to withdraw from a course for which he or she has registered, the employee or spouse must complete the withdrawal process at the Registrar's Office and notify the Human Resources Department. Educational benefit for courses dropped will be forfeited for that semester, and the employee or spouse will be responsible for paying a \$50 fee assessed for the dropped course. Any request that the dropped-class fee be waived for medical reasons must be processed with an Academic Petition through the Registrar's Office.

In most cases, if an employee resigns, is terminated, or loses eligibility due to a work schedule change, all benefits under the program cease (see Retiree Benefits and Death or Disability of the Employee sections). If the employee or spouse wishes to complete the class in which he or she is enrolled, the employee or spouse may do so upon payment of the unearned portion of the benefit, computed on a prorated basis according to the date of termination. For example, if the tuition cost for the class would otherwise be \$2,000 and the employee separates in the eighth week of a 16-week semester, the employee may complete the class upon payment of \$1,000

DEPENDENT PROGRAM

Eligibility

All dependent children meeting the following qualifications are eligible:

1. Must be a dependent of the eligible employee as defined by the IRS tax dependent rules in the tax year of the covered semester.
2. Must be unmarried.
3. Must be a natural-born child of the employee or legally adopted before age 17 and at least five years before entering college.
4. Must be under age 24 at the end of the calendar year in which the covered semester falls.
5. Must apply for need-based and merit-based financial aid and scholarships at the institution, demonstrated by completing (along with the parent-employees*) the Free Application for Federal Student Aid (FAFSA) by November 15th and including Wheaton College on the FAFSA application, even if the student is not considering applying at Wheaton College.
6. Must file appropriate documentation as required under the section "Applying for Benefits."

*Waiver extended for SAC members upon request.

Benefit

The benefit for eligible dependent children is payment of a portion of the tuition for undergraduate studies at Wheaton College or another CCCU governing member institution in the United States. The dependent must apply for need-based and merit-based financial aid and scholarships at the institution, demonstrated by completing (along with the parent-employee) the Free Application for Federal Student Aid (FAFSA). This application must be completed by November 15th. Wheaton College will reduce the amount of the educational benefit by the amount of lost state funding in those situations where a student would have qualified but applied after the November 15th date.

The benefit for dependent children attending Wheaton College will be the lesser of (a) 90% of the cost of tuition at Wheaton or (b) 100% of the net tuition at Wheaton College (the cost of tuition less applicable** institutional grants and other financial aid).

The benefit for dependent children attending another CCCU College will be the lesser of (a) 90% of the cost of tuition at that college (or Wheaton, whichever is less) or (b) 100% of the net tuition (the cost of tuition at the college less applicable* institutional grants and other financial aid).

**The Federal Pell Grant will not be deducted in computing the net tuition.

The educational benefit for dependents of employees becomes available as follows:

<u>FTE Years*** of Service Completed</u>	<u>Scheduled Benefit Level</u>
Less than 4 years	None
4 years	25% of benefit
5 years	50% of benefit
6 years	75% of benefit
7 or more years	100% of benefit

FTE is defined as annual hours worked in an eligible position divided by 2088. ***FTE years of service at Wheaton is defined as the accumulation of FTEs over time. The total FTE years of service, as well as the employee's FTE, will be used to determine the amount of benefit for which the employee is eligible.

If both parents are full-time employees at Wheaton College and each has a minimum of 4 FTE years of service, the benefit will be the aggregate of the two components, not to exceed 100% of net tuition.

The applicable Scheduled Benefit pertains to the years of employment completed by September 1st for fall semester and by January 2nd for spring semester. Employees joining Wheaton from another institution of higher education

may receive credit for the years of full-time employment at the previous institution while actively employed at Wheaton College.

Employees with an FTE of 1.0 are eligible for the full benefit. Eligible employees with an FTE within the range of .75-.99 are eligible for a prorated benefit based on their FTE.

A reduced full-time employee has impacts to both FTE years of service and scheduled benefit level. Consider an employee who is a .80 FTE for 5 calendar years.

- FTE (full-time equivalency) is .80 or 80%
- Accumulated FTE years of service is 4 (5 calendar yrs. x .8 FTE = 4 FTE yrs.) which equates to a 25% scheduled benefit level.
- Benefit is prorated based on both percentages, so 80% of 25% is 20%.
- In this example, the employee is eligible for 20% of the benefit (see definition of benefit on page 2).

Limitations and Loss of Eligibility and Benefit

This benefit for dependents is limited to undergraduate courses in pursuit of a primary undergraduate degree at eligible colleges (CCCU governing member institutions in the United States). The benefit will not be provided for more than 8 traditional semesters or 12 traditional quarters for each child. Benefits are available for credits earned in summer sessions, overseas programs, or other non-traditional terms. These hours will be accumulated across semesters or enrollment period to a maximum of 16 and will count as one semester of the 8 available.

Dependents who have not yet received their high school diploma may receive the benefit for courses at Wheaton College only, and the course hours taken will be applied against the maximum permissible benefit.

In most cases, if an employee resigns, is terminated, or loses eligibility due to a work schedule change, all benefits under the program cease (see Retiree Benefits and Death or Disability of the Employee sections). In order for the dependent to complete the quarter or semester in which he or she is enrolled, the employee must pay to the College the unearned portion of the benefit, computed on a prorated basis according to the date of termination or loss of benefit. For example, if the educational benefit received for the semester was \$8,000 and the employee separates in the eighth week of a 16-week semester, the employee must repay the College the amount of \$4,000.

Applying for Benefits (For additional details, see the Educational Benefit Process sheet available online or in the HR office.)

In order to receive the benefit payment, the employee is required to:

1. File a timely application for all available federal, state, and institutional financial aid by completing the Free Application for Federal Student Aid (FAFSA) by November 15th. All educational benefit applicants must include Wheaton College on their FAFSA application even if the student is not considering application to Wheaton.
2. Complete the Wheaton College Educational Benefit Request Form, available in the Human Resources office, or on the HR intranet page (<http://intra.wheaton.edu/departments/hr/benefits/index.php>). One version is for students attending Wheaton College (submitted once per school year), and the other is for students attending another CCCU school (submitted each semester).
3. For students attending another CCCU school, submit (1) a copy of any financial aid award letter from the attending institution, and (2) a copy of the institution's bill showing the net tuition due after application of all aid (submitted each semester).

RETIREE BENEFITS

Educational benefit of up to 4 credit hours per semester will continue to be available to retirees and their spouses. Children of retirees who were full-time or reduced full-time employees of the College for at least twenty-five FTE years and retired after the full retirement age required to receive full Social Security benefits established by the Social Security Administration will continue to be eligible for the dependent benefit program.

DEATH OR DISABLEMENT OF EMPLOYEE

Depending on length of Wheaton College service (based on accumulated FTE years of full-time or reduced full-time service), the College will provide educational financial assistance to dependents of employees eligible for the educational benefit who die or become permanently disabled (as determined by the long-term disability carrier) while employed by the College according to the following schedule:

- For employees who have completed less than seven FTE years of full-time or reduced full-time service to Wheaton College, a spouse or any children who are participating in the educational benefit program at the time of death or disablement will be allowed to complete the current quarter or semester in the program.
- For employees who have completed seven FTE years of full-time or reduced full-time service to Wheaton College but less than fifteen, all of their children who are currently enrolled and participating in the program at the time of death or disablement will be allowed to complete their current quarter or semester and the remaining quarters or semesters of their academic program up to the maximum allowable quarters/semesters at the full benefit level. Any child that is not yet enrolled and participating will be eligible for a pro-rated amount of the benefit based on the FTE of the employee and the FTE years of service at the time of death or disablement divided by 15. For example, if a 1.0 FTE employee had completed 10 years of service at the time of death or disability, his or her dependents would be eligible for 67% of the benefit; if that employee had completed 12 years of service at the time of death or disability the dependents would be eligible for 80% of the benefit. In addition, the spouse of a deceased employee will continue to be eligible for the spousal educational benefit as long as he or she remains unmarried.
- For employees who have completed at least fifteen FTE years of full-time or reduced full-time service to Wheaton College, all of their children, at the time of death or disablement will be eligible for the full program benefit. In addition, the spouse will continue to be eligible for the spousal educational benefit as long as he or she remains unmarried.

In all scenarios where eligibility remains, the benefit will be paid according to the FTE years of service and the FTE of the employee at the time of death or disability. The dependent must meet the eligibility requirements for admissions and follow current request procedures in order to receive the benefit. The benefit will continue to be the lesser of 90% of tuition (not to exceed 90% of Wheaton's tuition) or 100% of net tuition. All other program provisions will continue to apply. Years of service obtained at alternate institutions of higher education will not be credited in the calculation of the benefit in cases of death or disablement of the employee.

The College maintains the right to modify or terminate this Program at any time.

Educational Grants for Staff

Wheaton College maintains a management development program consisting of in-house training seminars, participation in professional associations and attendance at conferences. It is generally available to all administrators, managers, and other professionals. In addition, the College budgets limited funding for educational grants for graduate studies. These grants may be awarded to selected employees who have been employed full time for two or more years or more at Wheaton College and whose ability to carry out their current and anticipated future responsibilities at the College would be enhanced by graduate education. Details of the program are available in Human Resources.

INSURANCE BENEFITS

Insurance

The College provides several types of insurance benefits to eligible employees. The scenarios below are only general descriptions of these benefits; coverage is determined by the plan documents themselves. Please consult the plan documents or the Human Resources Department for further details.

Medical Insurance

All full-time employees are eligible for medical coverage under the College medical plan with Blue-Cross Blue-Shield of Illinois: the PPO option is available to all employees, and the HMO option is available to employees in Illinois. Employees may waive coverage under the College plan if they sign the proper waiver form indicating that they have coverage from another source. The Summary Plan Description is available on the Intranet or in Human Resources.

Dental Insurance

All full-time employees are eligible for coverage under the College's Dental Plan. The Plan is administered by Blue-Cross Blue-Shield of Illinois and is separate and independent from the medical plan. The plan pays 100% of preventive services without a deductible and 80% of general services after an annual \$50 deductible per person (3 maximum per family). The maximum benefit per person per year is \$1,000. A PPO Network is available. The Summary Plan Description is available on the Intranet or in Human Resources.

Continuation of Health and Dental Benefits

Federal legislation known as the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides that an employee and/or dependents may elect to continue health and dental coverage with Wheaton College at their own expense up to the length of time specified below, after the occurrence of any of the following situations that would normally result in termination of coverage.

Coverage may be continued up to 18 months for an employee and/or dependents in the event of the termination of employment (other than by reason of gross misconduct) or the reduction of hours of an employee. For additional details contact Human Resources.

Coverage may be continued up to 36 months for dependents in the event of:

- Death of the employee
- Divorce or legal separation of the employee from his/her spouse
- The employee becomes eligible for Medicare, at which time dependents are no longer considered eligible for coverage
- A dependent child ceases to be a dependent under the terms of this insurance.

Coverage will be continued only for those employees and/or dependents who were covered under the insurance on the day immediately preceding termination if they elect to continue the coverage.

However, coverage will not be continued beyond the earliest of the following dates:

- The last day of the period for which any required premium has not been paid

- The date the employee or dependent becomes covered under another group health or dental plan or becomes entitled to Medicare, unless the new Group plan has a pre-existing condition exclusion
- The date a dependent's spouse remarries and becomes covered under another group health or dental plan
- The date Wheaton College ceases to provide any group health or dental plan

Adoption Benefit Plan

As an alternative way to begin and/or add to a family, adoption has expanded in recent years to include single parent adoption, international adoption, and adoption of children with special needs. In response to the interest and active participation in adopting among our College family, the Senior Administrative Cabinet has approved the following Adoption Benefit Plan to become effective January 1, 1987, as amended through February 17, 2010.

Eligibility

All full-time employees who are eligible to participate in the group medical plan sponsored by Wheaton College. The adopted child must live with the employee, and no more than two adoptions per employee family in a 12-month period are eligible for this benefit.

Waiting Period

One year of full-time employment

Benefit & Payment of Benefit

80% of all eligible expenses up to a maximum benefit of \$10,500 per child will be reimbursed to the employee after a child is placed in the home. Reimbursement will be made to the employee and may be subject to income tax and FICA tax withholding. Application for reimbursement may be made no earlier than at the time of placement of the child in the home and must be made no later than 90 days after final adoption. Copies of itemized bills for eligible expenses incurred must be provided when reimbursement is requested.

Eligible Adoption-Related Expenses

- Adoption agency fees
- Placement fees
- Legal and court fees
- Foreign adoption fees
- Transportation costs for child
- Certain temporary interim foster care fees (immediately preceding placement of child with adopting family)
- Necessary medical expenses for child or biological mother not covered under any other medical plan

Excluded Adoption-Related Expenses

- Step-parent adoptions (individual marries and adopts spouse's child)
- Adoption of adult
- Professional counseling for biological parents
- Institutional expenses (e.g. orphanage or unwed mother's home)
- Legal guardianship fees
- Illegal adoption services
- Contested legal actions

Adoption Leave

A maximum of twelve weeks' leave is available to the employee for care of the adopted child in accordance with the Family and Medical Leave Act of 1993 (refer to FMLA policy available on the Human Resources intranet site). Adoption leave cannot be taken intermittently and must be taken within the 12 months after the child is adopted. This adoption leave is a combination of paid/unpaid time off: up to 3 weeks (120 hours) of available sick leave must be used, then unused accrued vacation days must also be used, and any additional time off would be without pay. This

leave time is with and/or without pay, but guarantees the right to return to College employment in the same or similar position at the same rate of pay. Vacation time does not accrue during Adoption Leave.

Life Insurance

Effective the first day of employment, the College pays the entire cost of basic life insurance for full-time employees. This is a term policy available as long as the employee is considered full-time. The amount of insurance provided is 1 1/2 times annual base salary. Additional supplemental coverage is available for employees who wish to pay the age-based premium.

The coverage for full-time employees is reduced to 1 times annual base salary at age 70.

A conversion privilege is available to terminating employees and to retirees who request it. Beneficiary changes may be made at any time through the Human Resources Department. The Summary Plan Description is available in Human Resources.

Short-Term Disability

Wheaton College provides a continuation of income for eligible employees during disability absences which extend beyond the regular sick leave allotment. The maximum absence allowed under a single disability claim is 180 days beginning with the date of accident or onset of illness. Disabilities continuing beyond the 180 days are insured by the College's Group Total Disability Insurance Plan.

Definition. Disability is defined as the inability of the employee, by reason of sickness, bodily injury, or pregnancy, to perform with reasonable continuity the material duties of the employee's normal occupation.

Whether the employee meets the definition of "disabled" for purposes of this policy is a determination made by the College's Employee Benefits Manager and must be supported by medical documentation. The employee must initially submit medical documentation establishing that the employee is unable to perform with reasonable continuity the material duties of the employee's normal occupation. The College may then, at its option, seek additional information from the employee or the employee's health care provider(s) or both, or require the employee to undergo an independent evaluation by a qualified health care provider of the College's choosing (at the College's expense).

Eligibility for Coverage. All regular, active full-time employees who work at least 32 hours per week and faculty who teach at least two-thirds load per semester are covered under this plan after one year of continuous employment. The College pays the full cost of this self-insured plan.

Monthly Income Benefit. The monthly income benefit equals 60% of an employee's monthly base salary at the time of disability, up to a maximum monthly benefit of \$13,000. This benefit is reduced by any disability benefit received from Social Security.

Employees must use any remaining sick leave and accrued vacation days before disability income benefits commence. This requirement does not apply to absences due to job-related injury or illness.

If the employee is disabled on January 1, the sick day allotment for the new calendar year must be used during the first days of the year and be included in the benefit duration period.

There is a waiting period of 5 working days between the last day of the sick leave and/or vacation at full pay and the commencement of the disability benefit paid at 60%. This waiting period is waived when the disability is the result of bodily injury from an accident, when the employee is confined in a hospital or has outpatient surgery.

Benefit Duration. The maximum period of benefits for a single disability claim is 180 days from the date of accident or onset of illness.

Reduced Work Schedule. Upon written approval from the attending physician, an employee who returns to work on a reduced work schedule will continue to receive the monthly benefit percentage for those hours not worked until the maximum benefit duration is attained or the employee returns to a full work schedule, whichever occurs first. During the time of reduced work schedule, the employee will receive full pay for those hours actually worked and the sum of compensation for active work and disability benefit will not exceed 100% of the employee's salary.

Medical/Dental Insurance Benefit. During the period of short-term disability, the employee (and any currently covered dependent) is able to retain coverage under the College's medical insurance at the active employee rate.

Retirement Plan Benefit. The monthly contribution made by the employee to the College's matched retirement plan during the period of short-term disability will continue to be matched by the College in accordance with the retirement plan policy in effect at that time.

Recurring Absences as a Result of Continuing Disability. In the event that a return to active work is interrupted by an absence resulting from the same or related cause (illness or injury), a 30 day window of temporary recovery applies. This means that if a return to active work is less than 30 days in length, the Disability will be considered continuous. (Any days of active work will not count toward the 180 day maximum benefit period.) Conversely, if the return to work is greater than 30 days in length prior to a disability absence, a new claim must be filed and the waiting periods would again apply.

Exclusions. Benefits under this plan will not be paid if the disability results from:

- a. War; or
- b. An intentionally self-inflicted condition.
- c. Taking part in a felony; or
- d. Riot

Benefits will not be payable for any period during which the employee:

- a. Is in prison; or
- b. Does not participate in physician recommended rehabilitation; or
- c. Is not under the regular care of a physician; or
- d. Does not provide written proof of disability; or
- e. Fails or refuses to be examined at Wheaton College's request.

Long-Term Disability

Eligible Class(es)

All permanent and active full-time Employees

Work Test

All permanent and active faculty Employees working 2/3's load:

You must work at least 26 hours per week to be considered a full-time Employee under the Group Policy.

All permanent and active non-faculty Employees:

You must work at least 32 hours per week to be considered a full-time Employee under the Group Policy.

Waiting Period

For all Employees eligible for insurance:

1 continuous year of service in an Eligible Class, Coverage begins on the first day of the month coinciding with or following the completion of one year of continuous employment.

BENEFITS

Benefits Start

...as of the first day of the month after the end of the 180 day Elimination Period. The Elimination Period is the period you must be continuously Disabled before benefits become payable. The Elimination Period is the longer of:

(1) 6 months; or

(2) Any period you are eligible to receive payments in each calendar month equal to your full Monthly Wage Base under your Employer's short term disability plan (whether an insured or self-funded plan), or under your Employer's sick leave or salary continuation program.

Benefits Continue

....during a term of continuous Disability until the following age or time limit:

<u>Age When Disability Starts</u>	<u>Age or Time Limit</u>
59 or younger.....	To age 65
60 through 64.....	5 years
65 through 68.....	To age 70
69 or older.....	1 year

Benefit Types and Amounts

A. The Monthly Income Benefit:

....is equal to 60% of your Monthly Wage Base not to exceed a benefit of \$13,000 per month, less the sum of Benefits from other sources (such as Social Security or workers compensation).

In no event will the Monthly Income Benefit be less than \$100; or if greater, 10% of the Monthly Income Benefit before Benefits from other sources are subtracted.

If your Monthly Earnings While Disabled are more than 20% of your Monthly Wage Base, the Monthly Income Benefit will be adjusted.

B. The Monthly Annuity Premium Benefit

....equals to a percentage of your Monthly Wage Base and will be credited to Teachers Insurance Annuity Association of America (TIAA) and College Retirement Equities Fund (CREF) and deposited into the investments that you have selected from the plan's investment menu. The percentage is determined by the contribution made by you and your Employer and is in accordance with the following table:

<u>Your Contribution</u>	<u>Employer's Contribution</u>	<u>MAPB Contribution</u>
1%	2%	3%
2%	4%	8%
3%	6%	9%
4%	8%	12%

If your Monthly Earnings While Disabled are more than 20% of your Increasing Monthly Wage Base, the Monthly Annuity Premium Benefit will be adjusted.

The United States Internal Revenue Code limits contributions for you under your Employer's retirement plan. Standard can pay the Monthly Annuity Premium Benefit only to the extent of those limits.

C. The Survivor Income Benefit

....equals the last Monthly Income Benefit you received, multiplied by 3 and will be paid in a lump sum. It will be paid to your Surviving Dependent(s) if you had been Disabled for at least 12 months.

OTHER FEATURES INCLUDE

Eligibility when you are rehired

Rehabilitation Service

Social Security Disability Assistance

Work Transition Period

DISABILITIES NOT COVERED

No Benefits will be paid

.....if the Disability is caused by:

1. An intentionally self-inflicted condition; or
2. War; or
3. Taking part in a felony; or
4. Riot;

Nor will Benefits be payable for any period during which you

1. Are in prison; or
2. Are outside the United States, its territories and possessions, or Canada; or

3. Do not participate in rehabilitation; or
4. Are not under the regular care of a Physician; or
5. Do not provide written proof of Disability; or
6. Fail or refuse to be examined at Standard's request.

Please see the Group Long Term Disability Insurance Certificate and Summary Plan Description for additional details and definitions. Copies are available in the Human Resources Office.

Travel Accident Coverage

Special accident coverage protects all employees while traveling on business for the College. Any travel assigned by or with the authorization of the College for the purpose of furthering the business of the College qualifies for this protection. Regular travel between the employee's home and the College is not covered, nor is any activity during vacation.

Coverage includes loss of life, dismemberment, and loss of sight. The payment schedule varies according to the employee's classification of position. Contact Human Resources for a copy of the Plan Description.

Survivor Benefits

In the event of the death of an employee, the College provides transitional assistance to the surviving dependents as follows:

Lump Sum Payment:

Faculty and staff will be paid through the date of death plus an additional payment equivalent to four weeks of pay at the employee's rate of pay on the date of death. For example, an employee out on short-term disability receiving compensation at 60% of salary would receive a lump sum payment at the 60% pay rate. Retirement plan contributions do not apply to this lump sum amount. Staff will also receive payment for any earned but unused vacation time. These payments will be added to the employee's final paycheck.

In order to be eligible for this benefit, the employee must either be actively at work or on leave prior to termination. A terminated employee still receiving short or long-term disability pay is ineligible.

Continuation of Medical Coverage:

Surviving dependents enrolled in the College's medical insurance coverage at the time of the employee's death will have the option to continue coverage at the active employee rate for a maximum of six months from the date of death. If elected, the full premium amount will be deducted from the final payment.

In order to be eligible for this benefit, the employee must be either actively at work, on a leave prior to termination, or in the 30-month medical benefits extension period due to disability and enrolled in the College's medical plan at the time of death.

Flexible Spending Accounts

The College offers Flexible Spending Accounts to employees scheduled to work at least 1,000 annual hours. There are two separate accounts available for participation: a Health Care Account and a Dependent Care Account. Both accounts have annual maximums.

Flexible Spending Accounts enable employees to save by allowing them to pay for qualified health care expenses and/or dependent care expenses on a pre-tax basis through Professional Benefit Administrators. This pre-tax payroll deduction is made from each paycheck, and then it is used to pay for eligible expenses as they occur. Contact Human Resources for a copy of the Plan Document for details.

Transit Plan

Wheaton College offers employees who are scheduled to work more than 1000 hours per year and who commute via Metra the opportunity to purchase their train passes on a pre-tax basis. Contact Human Resources for the "Wheaton College Transit Plan" for information on the details of the plan.

RETIREMENT BENEFITS

The College provides several types of retirement benefits to eligible employees. The scenarios below are only general descriptions of these benefits; coverage is determined by the plan documents themselves. Please consult the plan documents or the Human Resources Department for further details.

Retirement Plan

In addition to Social Security, the College participates in a retirement plan with Teachers Insurance and Annuity Association(TIAA).

• THE WHEATON COLLEGE RETIREMENT PLAN

Eligible employees are able to make pre-tax or Roth (after tax) salary deferral contributions into the Wheaton College Retirement Plan, up to the federal limits. After one year of service and a minimum of 1,000 hours worked in a 12 month measurement period, and attainment of 21 years of age, eligible employees will receive an employer matching contribution of 200% on the first 4% he/she contributes. The waiting period for the employer match may be waived for prior full-time experience with an employer that qualifies as a higher education institution or a Code Section 501(c)3 institution. All contributions, both employee and employer, are immediately 100% vested.

The aggregate amount of employee salary reduction contributions is limited by the Internal Revenue Code Sections 403(b) and 415. For individual limitations and options for tax-deferred contributions, consult with Human Resources.

If employees do not begin contributions to a retirement plan upon initial eligibility, they may enroll at any time thereafter. Necessary paperwork must be completed the month prior to making the first contribution. Changes to Salary Reduction Agreements may be made four times per calendar year. The Human Resources Department provides brochures, enrollment forms, and additional information regarding retirement plan investment options.

• PRE-RETIREMENT COUNSELING

The Human Resources Department sponsors periodic seminars that focus on issues and choices involved in retirement preparation for all employees. The seminars are designed to help employees understand the needs of retired family members or friends, to prepare them for their own retirement, and to provide information for future reference. Programs and speakers vary with each seminar, and employees may attend more than once.

• MEDICARE

Employees should apply for Medicare Part A as soon as they are eligible. An application for Medicare automatically notifies Social Security of one's eligibility for benefits. For employees who continue working full-time after age 65 as well as for spouses of these employees, the College plan remains the primary insurance carrier with Medicare as secondary until retirement. Three months prior to retirement, the employee should contact the Social Security office to enroll in Medicare Parts B and D. Contact Human Resources and request a report on Medigap Policies to aid in your selection of a plan.

• RETIREMENT RECOGNITION

The College has set aside funds for honoring retiring employees for faithful service. Specific guidelines have been established, which are based on years of employment. Options include a gift, a reception, and/or a dinner. Use of these funds is at the discretion of the supervisor and the Human Resources Department.

Retiree Benefits

The following information details the Wheaton College Retirement Program as amended through July 1, 2012.

Definition of Eligibility

Employees with 10 years of full-time service are eligible for retiree status upon their 60th birthday. Retiree status will provide the benefits detailed below:

Retirement Health Insurance Options (see attached chart for additional clarification)

Age 60 with 10 years of service:

The College will permit all retirees who are enrolled in the College's employee health plan when they retire and who are not yet Medicare eligible to continue on the College Group Health Plan until age 65. The retiree will be responsible for paying the full monthly premium (plus 2%) which is equivalent to the COBRA rate. If a payment becomes delinquent by more than ninety days, the benefit will be terminated.

The retiree's spouse will be allowed to enroll under the same terms if he or she was on the College's plan at the time of the employee's retirement.

At age 65, the retiree and his or her spouse will be required to enroll in Medicare and move off of the College plan. At this time, they will be eligible to receive a monthly supplement from Wheaton College as per the terms stated below.

For retirements effective July 1, 2013 and beyond, employees who are enrolled in the College's health care plan at time of retirement will be eligible for coverage continuation through COBRA (102% of the full cost of the health care benefit) for up to 18 months but will no longer be able to stay on the College's health care plan until age 65. Likewise, the retiree's spouse would also be eligible for COBRA if he or she is enrolled in the College's health care plan at the time of retirement.

Age 62 with 15 years of service

The College will permit retirees who are at least 62 but not yet eligible for Medicare to continue on the College's employee health care plan if they retire after 15 years of full-time service and are enrolled in the College's health care plan at the time of retirement. The retiree will be responsible for paying a monthly premium equivalent to 120% of the active employee rate for the same coverage. If a payment becomes delinquent for more than 90 days, the benefit will be terminated.

Coverage under this provision is also available for the retiree's spouse if he or she was covered under the College's health care plan at the time of the employee's retirement. Spouses may retain coverage in the College's health care plan under this option until they become eligible for Medicare, or until they have been in the College's health care plan for a maximum of 10 years following the employee's retirement.

Spouses beginning participation in this option effective July 1, 2013 and beyond will now be limited to three years (previously up to ten years) of health care coverage at 120% of the active employee rate. Following those three years of coverage, the retiree's spouse would be eligible for coverage continuation via COBRA (102% of the full cost of the health care benefit) for up to 18 months. The employee and spouse must be enrolled in the College's health care plan at time of retirement to be eligible for this benefit.

This spousal benefit is also available if the retiree is 65 (Medicare eligible) but his/her spouse is less than 65 and not Medicare eligible.

At age 65, the retiree and his or her spouse will be required to enroll in Medicare and move off of the College plan. At this time, they will be eligible to receive a monthly supplement from Wheaton College as per the terms stated below.

Age 65 with 10 years of service:

If the employee and his or her spouse are enrolled in the College health care plan at retirement, they will both be eligible to receive disbursements from the College upon attainment of 65 years of age upon enrollment in a Medigap plan, a supplement to Medicare Part B. Medigap plans have been standardized by the [Centers for Medicare and Medicaid Services](#) (CMS), labeled A through N, and are sold and administered by private companies.. Annual disbursement amounts are based on the following years-of-service schedule:

Years-of-Service Benefit Funds Schedule

<u>Years of Service</u>	<u>Yearly Maximum for Full-time Service</u>
0 - 9	\$ 0
10	160
11	224
12	288
13	352
14	416
15	480
16	544
17	608
18	672
19	736
20 +	800

Years of service will be prorated if two-thirds load is involved for faculty or less than 40 hours/12 months is involved for staff. These years must be in a benefits eligible work schedule. The annual maximum will be prorated the first year according to the date of retirement or medicare supplement enrollment.

Retirees and their spouses become eligible to begin receiving these monthly transfers upon the first of the month following each of their 65th birthdays and upon enrollment in a Medigap policy. The use of these funds is limited to the purchase of a Medigap policy and may not be used toward a private Medicare supplement plan (e.g. other employer or union plan, government plan, etc.). Evidence of the employee's enrollment in a Medigap policy must be demonstrated upon initial enrollment and in December of each subsequent year. A completed response form including all policy and premium information is required to be submitted to the Benefits Manager in the Human Resources Department annually.

Funds will be electronically transferred in accordance with the benefits schedule outlined above in equal, monthly installments directly into the retiree's checking account. This electronic funds transfer will occur on or around the first of each month or the first business day thereafter.

In the event of a retiree death, a living spouse who is currently covered by any of these options may continue coverage on the College plan under the payment terms stated above upon proof of premium payment until re-marriage or death.

Other Retiree Benefits:

Life Insurance - The value of the employee's life insurance policy is reduced to \$2,500.00 at retirement. The premium for this coverage is paid by the College.

Retiree Identification Card - The College will provide a blue retiree identification card for both the retiree and his or her spouse. This card allows the retiree library privileges, a 20% discount in the bookstore, access to campus athletic facilities and events, and use of the dining hall at the employee rate.

Weiss Reports - To aid in an employee's preparation for retirement, the College will provide, free of charge for the employee or retiree (if retired and enrolled in one of the Early Retirement Health Options), one Weiss report. This report outlines Medigap options for the retiree based on demographic and geographic information specific to the individual. Upon request, the College will also provide one Weiss report to the spouse prior to his or her 65th birthday.

Educational Benefit - Educational benefits of one course per semester will continue to be available to retirees and their spouses. Children of retirees who were employees of the College for at least twenty-five years, and who retire after the retirement age established by the Social Security Administration at the time of retirement, will continue to be eligible for the dependent child benefit. (Please refer to the Educational Benefit policy for specific details related to educational benefit for dependent children.)

NOTE: The College retains the right to revise benefit policies at any time.

Wheaton College Retirement Health Care Benefits

(for retirements effective July 1, 2013 or beyond)

<i>Package Options</i>	<i>Retiree Benefit</i>	<i>Spouse Benefit</i>
Minimum Age 60 and 10 Years Full-time Service	-plan choices: a private health plan until age 65, <u>or</u> COBRA (if on the College's health care plan at time of retirement) for up to 18 months. At Age 65: -purchase Medigap plan	-plan choices: a private health plan until age 65, or COBRA (if on the College's health care plan at time of retirement) for up to 18 months.
	-annual benefit maximum of \$800 based on years-of-service schedule with deposits as EFT into your checking account monthly to assist with premium payments if enrolled in the College's health care plan at time of retirement, proof of Medigap policy required	-eligible for same EFT deposit amount as retiree to assist with premiums for Medigap plan if enrolled in College's health care plan at time of employee's retirement

OR

Minimum Age 62 and 15 years Full-time Service and Medicare Eligible within 3 years:	-continue in active employee health care plan until age 65(if enrolled in the College's health care plan at time of retirement)	-continue in active employee health care plan for up to 3 years following retirement with a maximum age of 65 (if enrolled in the College's health care plan at time of retirement)
	-cost is 120% of <i>active</i> employee rate with monthly payments to the College	-cost is 120% of <i>active</i> employee rate due monthly for spouse
		- if any additional years of coverage necessary prior to age 65, spouse may choose a private health plan until age 65 (at their expense), or COBRA (if enrolled in the College's health care plan at time of retirement) for up to 18 months.
	At Age 65: -purchase Medigap plan	
	-annual benefit maximum of \$800 based on years-of-service schedule with deposits as EFT into your checking account monthly to assist with premium payments if enrolled in the College's health care plan at time of retirement, proof of Medigap policy required	-eligible for same EFT deposit amount as retiree to assist with premiums for Medigap plan if enrolled in College's health care plan at time of employee's retirement

Unemployment Insurance

Employees whose employment is terminated by the College may be eligible for unemployment insurance. After the last day of employment, there is a one-week waiting period before these benefits can be received. Regular benefits may be paid for a period of 26 weeks. A brochure will be given to all regular employees at the time of their departure.

Mortgage Assistance

The College Employee Mortgage Assistance Program is provided to assist qualified employees in the initial purchase of a home in the Wheaton area. This benefit applies to full-time tenure track faculty, library faculty whose position is classified at grade 21 and up, and full-time head athletic coaches.

Prior to loan approval, participating employees must be counseled by the College's Investment Department regarding the legal and economic aspects of the transaction. Mortgage Assistance is available solely at the discretion of the College and is subject to availability of funds, assessment of credit risk, and assessment of need.

Details of the terms and copies of the application form are available from the Investment Department.

Benefit Plan Changes

The benefit package provided by the College may be changed or eliminated by the College at any time, including benefits provided to employees who have retired or otherwise left their employment at Wheaton. In the event of conflict between the summary of employee benefits contained in this handbook and the provisions of the benefit plans described in the summary plan description, the latter governs.

Further information about benefits provided by the College is available from the Human Resources Department.

Personal Protective Equipment

When it is determined through PPE (Personal Protective Equipment) assessment that any task an employee may perform under his or her job description requires eye protection and that employee wears prescription glasses, Wheaton College will aid the employee in purchasing a pair of prescription safety eye glasses. This assessment can be requested through the Human Resources or Risk Management Departments. Physical Plant employees should go directly to their supervisor, who will arrange for the assessment if one has not already been completed. The guidelines for this program are available in Human Resources and Risk Management.

PRIVILEGES/SERVICES

Wheaton College offers employees many opportunities to interact with the College community at large. This section describes these programs and services, which can enrich the lives of employees and their families.

Artist Series

Every year Wheaton College offers outstanding concerts on campus, bringing the finest professional musicians and dancers to the greater Wheaton area. Due to the continuing success of the Artist Series among both the local and campus communities, it is advisable to order tickets early. Season tickets (subscriptions) go on sale in the spring for the following school year and individual tickets go on sale in early summer. Special discounts are available to employees, their spouses, and retirees. Tickets may be purchased through the College Ticket Office in the Student Services Building or at x5010, or online at <http://www.artistseries.org/>.

Athletic Events

The College ID card allows employees to be admitted to all College athletic events free of charge. This privilege includes bringing one guest or the employee's immediate family. Most CCIW-sponsored away games involving Wheaton teams are also free. NCAA tournament events are excluded.

Sports & Recreation Complex

The SRC serves the College goal of helping students, faculty and staff develop lifelong personal health and fitness. All faculty, staff and their immediate family members may use the SRC upon showing their Faculty/Staff ID cards to the attending monitor. Please call x5468 for open hours and age restrictions. Employees may bring guests to the SRC for a minimal charge per day. Facilities at the SRC include:

- **STRENGTH & CONDITIONING ROOM**

The Strength & Conditioning Room contains a variety of cardio equipment, weight machines and free weights. Rules for facility use are posted inside the Strength & Conditioning Room.

- **SWIMMING POOL**

Pool hours consist of "Lap Swim" and "Open Swim" times. Children are permitted in the pool only during Open Swim. Two diving boards and a water basketball hoop are available for use during Open Swim.

- **GYMNASIUMS**

Gymnasiums include King Arena, Hendrickson and Pfund. All schedules are posted outside the gyms. Athletic equipment is available at no cost.

The SRC also houses an indoor track, climbing wall, group fitness room and wrestling/boxing training room.

Automobile Regulations

Employees who wish to park their vehicles on campus must register them with the Parking Coordinator at the Chase Service Center. The permits are free and valid during employment.

Vehicle Registration Cards are available from Public Safety at the Chase Service Center. The completed card should be sent to the Parking Coordinator, who will then issue a permit and parking regulations to the employee.

Vehicles parked illegally in fire lanes, service vehicle spaces, disabled spaces, student permit spaces, or overnight in W or W/C lots will be ticketed. Improperly parked vehicles that pose a potential hazard or that block an access are subject to towing at the owner's expense. Employees are responsible for fines assessed for any infringement.

Procedure for Payment of Fines

Payment of fines should be sent in the pre-addressed ticket envelope. Specific directions are on the ticket. Anyone wishing to contest a parking citation must submit a written appeal within five working days of the violation.

If payment is not received, the employee's supervisor will be notified. In the case of faculty members, the appropriate dean will be considered the supervisor.

The Parking Committee, composed of representatives from the faculty, staff, graduate and undergraduate student body, Student Development, and several ex officio members, meets regularly during the school year to discuss parking issues, to review certain appeal situations, and to deal with other matters as necessary. Employees with a parking concern or question that they would like the Parking Committee to address should contact their representative. Names of current Committee members can be obtained from the Parking Coordinator.

Bookstore

The Bookstore is open year around except for campus holidays and Sundays. Wheaton College employees receive a 20% discount on regularly priced and in-stock trade books, apparel, gift items, and textbooks. The discount applies only to employees and their spouses and children, with a current College ID card. Bookstore hours and additional information are available at www.wheatonbooks.com or by calling x51119.

Central Stores

Central Stores, located in the Chase Service Center, warehouses maintenance and custodial supplies for the Physical Plant Department, stocks and distributes office supplies to departments on campus upon request, receives all items purchased by the College, and processes freight and UPS shipments for College departments. A list of available items and guidelines for ordering can be found on the Wheaton College Procedures Manual Web page or on the Intranet.

College Post Office

The College Post Office provides mail and window services similar to a local post office: stamps, registered mail, certified mail, and express mail service. The Post Office does not insure mail or accept CODs.

Personal packages may be sent from the College Post Office via United Parcel Service (UPS) during specified hours, Monday through Friday. Packages are limited to a maximum weight of 100 pounds and a maximum size of 130 inches (length and girth combined). Use only one label, no string or masking tape, and good sturdy boxes. Payment may be made by cash or check.

Food Service

The faculty/staff dining room is located at the southwest corner of Anderson Commons. Brown bagging is prohibited in this area.

Food service at Wheaton College is provided by Bon Appétit Management Company, a catering company based in San Francisco. They have been servicing Wheaton College since 1996 and offer several options for purchasing meals in Anderson Commons:

- **CASH OR CARD PURCHASES**

You may pay the cashier on a per-meal basis, or you may use your identification card as a debit card and add money to it. Meal prices are discounted for faculty and staff at an all-you-can-eat price, and the same cost applies for cash or card.

- **DEPARTMENTAL CHARGES**

All meal tickets must include the department name and account number in order to be considered valid. Generic cards are available through Bon Appétit, or if preferred, a department may create its own unique card.

- **BULK FOOD ORDER**

Bulk orders require a minimum of 48-hour advance notice. The appropriate forms must be completed and are available at the Bon Appétit office in Anderson Commons.

Bon Appétit is also available for on-campus catered events. Call the office at ext. 5839 for more information.

Guest Housing

Campus residence halls are available for guest housing during summer months immediately following commencement in May through the end of July. Accommodations are available for family reunions or wedding guests for groups of not less than 50 or more for at least two nights. Contact Conference Services for more information and arrangements.

Guest housing in homes in the local community can be arranged through the Housing Office.

HoneyRock

HoneyRock, the Camp and Northwoods Campus of Wheaton College is located near Three Lakes, Wisconsin. It is a year round academic laboratory for Wheaton students desiring instruction in ministry and leadership. Nearly 800 acres of beautifully wooded land, trails, and scenic waterways provide an exciting classroom for discovering more about God and working with others. Wheaton faculty and staff can benefit from HoneyRock's services and programs in many ways. For more information on any of these opportunities, contact the HoneyRock office in Schell Hall or call HoneyRock directly. Wheaton College employees receive a 20% discount on cabin rentals and their children receive a 20% discount on any of the youth-oriented programs. Please refer to HoneyRock's website at www.honeyrockcamp.org for the most current information.

- **CABINS**

HoneyRock offers Wheaton College employees the opportunity for a vacation in the Northwoods of Wisconsin on a year-round basis. Housekeeping cabins nestled along Long Lake provide the setting for a time of relaxation, activity, and fun. These cabins are provided with full kitchen, bathrooms and a canoe. Guests can participate in horseback rides, craft shop, swimming and climbing on the wall (summer) and cross-country skiing (winter). The local national forest and towns have many opportunities for families as well. A summer day camp program is available for the younger children of cabin guests.

- **DAY CAMP (GRADES 2–6)**

Campers explore and learn about God's creation through engaging environmental education experiences. From nature study to swimming to crafts, day campers participate in small groups in a variety of activities. This 5-day program runs from Monday–Friday.

- **RESIDENTIAL CAMP (GRADES 5–9)**

This 12-day program uses the outdoor environment, cabin group experiences, and in-camp activities to develop Christian character and commitment. Campers will participate in a 1–3 day wilderness trip and various in-camp activities like archery, kayaking, horsemanship, sailing, mountain biking, climbing and more. Most importantly, they are involved in learning and growing experiences as they get to know others in their cabins, are involved in cabin Bible studies, and learn more about themselves and the Lord.

- **HIGH SCHOOL PROGRAMS**

Opportunities abound for High School students at HoneyRock. From Advanced Camp to the Assistant Counselors program these programs focus on developing character and growth as a believer. The focus of these programs varies from an extended residential camp experience to being completely service centered. Program lengths vary from 4 weeks to 8 weeks. There is a 3-year progression of involvement that takes students from being receivers to givers, from followers to leaders, and from children to responsible adults.

- **HIGH ROAD WILDERNESS PROGRAMS (GRADES 9–12)**

High Road trips are small group expeditions (6-10 participants and 2 leaders) into the deep woods of Wisconsin, Michigan, Minnesota, and Canada. The courses are designed for those who have a spirit of adventure and a desire for challenge. The goal is to develop steadfast faith and character in the lives of young men and women. Program elements common to all High Road trips include wilderness camping skills, ropes course events, and many campfires! There are canoe, backpack, and mountain bike adventures available.

Identification Cards

Public Safety issues identification cards for all employees working a regular schedule (not temporary or on-call).

One family card is available for spouse and dependent children.

Identification card privileges include:

- Free attendance at home athletic events for an employee and one guest, or an employee and immediate family
- Reduced ticket rates for Artist Series, lectures, dramas, and concerts
- A discount of up to 20% at the College Bookstore for the employee and immediate family
- Free use of the Sports & Recreation Complex (SRC)
- Full use of library facilities
- Ability to load funds onto card through Bon Appetit for purchases at Anderson Commons, the Stupe, and Sam's. These funds are accessible with both the employee and the family ID cards.

Additional cards may be purchased through Public Safety for employee children who are at least high school age. A fee is charged to cover the cost of these cards.

Loss of any identification card must be reported to Public Safety immediately. When employees leave the College, all employee and family cards must be returned to the Human Resources Department.

See *Retiree Identification Cards* for additional information.

In-House Communications

• EMPLOYEE PUBLICATIONS

The College produces several in-house publications to keep employees informed. New or modified personnel policies are reported in bulletins published by the Human Resources Department.

Official announcements to students and employees are reported in the *Broadcaster*. Nonacademic materials from departments and chartered organizations should be submitted to the Student Development Office, and academic material should be submitted to the Registrar's Office before 3:30 p.m. on Monday. The advisor of a chartered organization must sign these non-academic announcements. Announcements must be 25 words or less. The *Broadcaster* is printed and delivered throughout the College on Wednesdays during the academic year.

CenterLine is a newsletter published by the Billy Graham Center to share news and feature stories about the Center. *Wheaton* magazine is published by the Alumni Relations and Marketing Communications Departments. It contains news about alumni, students, faculty, and staff as well as features on current campus events and academic programs. The magazine is sent three times per year, to all alumni and some non-alumni as well as to the faculty, staff, and senior students. The Marketing Communications Department also produces *e-Partnerships*, an electronic newsletter sent monthly to parents of current students.

• STUDENT PUBLICATIONS

Three student publications are currently authorized for campus circulation: *The Record*, *Kodon*, and *Tower*. *The Record*, the student newspaper, is published on Fridays during the school year and contains news and editorial comments pertinent to its readers. *Kodon*, a literary magazine, is published once each term and is distributed through campus mail. *Tower*, the College yearbook, reflects the past year's activities and accomplishments. It is printed during the summer for fall delivery and is available for purchase.

Library Privileges

The College makes its library facilities available to students, employees, and their families. The Buswell Memorial Library is the main campus library, and the Graham Center Library houses a special collection that focuses on missions and evangelism. To borrow materials from one of the libraries, a College ID card must be presented. An inter-library loan service makes available resources from numerous college, research, and public libraries through Buswell Library.

Lost and Found

Lost and Found is located in the Student Activities Office located in the lower level of the Beamer Center. Items can be claimed between 8:30 a.m. and 5:00 p.m. Monday through Friday. After a reasonable length of time, unclaimed items are sold to the College community.

Notary Public

Several of our employees offer notary public services. The Human Resources Department can supply names of those notaries. Employees of the College can have documents notarized without charge.

Facilities Management Department

The Facilities Management Department is responsible for the College Physical Plant. This includes custodial and maintenance functions for campus buildings and grounds, maintenance of the rental and service transportation fleet, and project construction remodeling management.

• MAINTENANCE SERVICE

All requests for routine maintenance should be submitted on a Work Request form, which is available upon request from the Work Order Center, ext. 5930. A disaster, unusual occurrence, utility malfunction, or equipment failure that presents imminent danger to life and limb or property is considered an emergency and should be called in to the Work Order Center immediately.

• RENTAL OF COLLEGE VEHICLES

College vehicles are available for official College business only. Vehicle rentals are on a first-come, first-served basis.

The College will pay mileage when private cars are used for College business. The College insurance policy DOES include liability coverage for employees who drive their own automobiles on College business.

Public Safety

The Public Safety Department not only provides uniformed officers who patrol the campus 24/7, they also coordinate crime and fire prevention, vehicle registration, dispatch, switchboard, access control, ID production and the campus shuttle.

The officers have direct radio communication with the Wheaton police, fire and paramedic services.

For Both Emergencies and Nonemergencies, call ext. 5911 immediately. Give your name, your location, and the nature of the incident. Stay on the phone until the dispatcher terminates the call.

Purchasing Department

Procurement services are provided for employees through the Purchasing Office. Before an order for credit buying for the College is placed, it should be submitted for approval on a purchase requisition and sent to the Purchasing Office for an authorized purchase order number. For further information, see the "Employee Procedures Manual." College purchase orders may not be used for personal purchases.

Risk Management and Safety

Risk Management Department works closely with the Wheaton College Safety Committee, a volunteer group of employees from management, support staff, and faculty positions that meets monthly to address safety issues on campus.

• RISK MANAGEMENT SERVICES

If you have questions or need information on issues related to non-emergency safety or potential risks, call Risk Management at ext. 5013. The following are examples of assistance which Risk Management offers:

- Emergency preparedness, including fire prevention, hazard communication, exit routes, and hazardous materials response (chemical spill cleanup, infectious materials, etc.).
- Materials safety, including asbestos, chlorofluorocarbons, hazardous and special waste, recycling, heavy metals, lead paint, pesticides, PCBs, radon, and radioactive materials.
- Personal health, including bloodborne pathogens, ergonomics, hearing conservation (noise levels), and personal protective equipment.
- Workplace safety, including confined spaces, electrical safety, indoor air quality or odors, laboratory safety, lockout/tagout, and machine guarding.
- Safety training, including job hazard analysis, audiovisual resources, safety publications, small group presentations, and help with written programs designed specifically for each department.
- Code requirements, including local building codes (BOCA), Environmental Protection Agency (EPA), Occupational Safety and Health (OSHA), and Wheaton City Codes.
- Questions about College insurance policies and coverage.
- Potential risks or liabilities of programs, equipment, or policies.
- Proper waiver forms and contract language.

Safety Committee Mission Statement The mission of the Wheaton College Safety Committee is to provide safe facilities, safe work and educational practices, and safe recreational activities for the benefit of all who live, study, or work on, or who visit our campus. The committee promotes programs to educate and support all members of the campus community on safety issues and will inspect and help rectify unsafe conditions, practices, or activities.

Safety Committee Goals:

- To select and educate the Safety Committee members in such areas as mission, organizational structure, and purpose and philosophy of the committee, and to foster an understanding of federal and state regulations.
- To instruct the campus community of the need for safe work, educational, and recreational environment; to support the campus community in developing safety knowledge and skills.
- To begin to identify unsafe conditions and practices, and to provide remedies using information from accident investigations and safety audits.

If you have safety issues or suggestions for the safety committee, please contact Risk Management at x5013.

Student Health Services

The primary function of Student Health Services is to meet students' health needs. Services for employees are available only for temporary assistance to enable the employee to remain on the job the day of illness or injury. If further treatment is necessary, the employee must see his/her primary care physician.

Possible services are as follows:

- Overseas travel consultation and travel immunizations can be done through Student Health Services (SHS) for a fee for employees and their eligible dependents covered under the PPO health insurance plan. These employees may show their insurance membership card in order to receive these vaccinations for a fee of 30% of the SHS charge, to be paid at the time of service. (Employees not on the PPO insurance plan must pay the total SHS fee at the time of service.) A receipt will be issued reflecting the amount paid, and the employee may submit to insurance or flexible spending for reimbursement. SHS is not responsible for filing insurance claims.
- No prescriptions can be issued to employees through SHS.
- Blood pressure can be checked per an order from the employee's personal physician.

Women's Organizations

- **WHEATON COLLEGE WOMEN'S CLUB**

The Women's Club is open to all women of the College, including female faculty, staff, trustees, and retirees, and the wives of faculty, staff, trustees and retirees. The Club's purpose is to help enrich the spiritual, social, and personal lives of its members and of the larger College community. The entire group normally meets three times a year, with smaller interest groups meeting periodically throughout the year. The interest groups provide prayer support for the College, maintain a clothing co-op, befriend international students, and help meet other needs of the College community. The Club offers many opportunities for leadership and personal growth. Women who plan to become active members are asked to pay nominal dues on a yearly basis. The Wheaton College Women's Club welcomes new faculty and staff women each fall and enthusiastically encourages their participation.