Walla Walla University

Handbook
For
Non-Teaching Employees
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This handbook has been prepared to provide you with information regarding your benefits and the University's policies and procedures. The provisions of this handbook do not constitute a contract of employment nor are they covenants. The policies may be changed when, in the opinion of the University Administration and/or the University Board of Trustees, circumstances so require. You are encouraged to offer constructive suggestions and ideas that will result in a better school. If you wish to make suggestions, contact your department head or the Department of Human Resources.

Please read the handbook carefully and keep it handy for future reference. One of your first responsibilities is to be familiar with its contents and to review it with your supervisor or the Director of Human Resources if you have any questions.

The University is committed to equal employment opportunities for men and women of all races and does not discriminate on the basis of handicap, sex, race, color or national origin in its employment of non-students. The University does, however, reserve constitutional and statutory rights as a religious institution and employer to give preference to Seventh-day Adventists in employment.
AS YOU BEGIN

Identification Cards: All employees and their spouse receive identification cards. ID cards can be used for charging purchases on campus, Library privileges, P.E. facilities, etc. Identification cards are to be returned to Human Resources at the time of the exit interview.

Regular Full-Time Employees: A regular full-time employee is one who regularly works an average of 38 hours or more per week (1950 hours during the calendar year) or one who works in an approved academic department and has signed a ten-month contract. Regular full-time employees are eligible for employee benefits provided by the University through the plans maintained by the University and according to the terms of the individual benefit plans.

Regular Part-Time Employees: A regular part-time employee is one who regularly works less than 38 hours per week (less than 1950 hours during the calendar year). Regular part-time employees who work more than 20 hours per week may be eligible for certain employee benefits provided by the University according to the terms of their individual contracts.

Temporary Employees: A temporary employee is one who has been hired for a short-term period of time, usually to fulfill a specific duty. Temporary employees may work more or less than 38 hours per week, but they are not in the same category as regular full-time or part-time employees. Temporary employees are not eligible for any employee benefits provided by the University through any of the University’s employee benefit plans.

Employment of Relatives: Employment of relatives in the same department may be restricted. It is the policy of the university that a parent and child, husband and wife, or persons otherwise closely related not be simultaneously employed in positions such that one is under the supervision of the other. It is also understood that the same policy applies to outside contracting, whether to individuals related to an employee or to companies owned or controlled by individuals who are related to an employee.

November 2005
Breaks:

A) Meal periods - An employee will be allowed a 30-minute meal break during a 5-hour work period.

B) Rest periods - An employee should have a 15-minute break during a 4-hour work period. Scheduled breaks are not necessary when the nature of the work allows an employee to take intermittent rest periods equivalent to 10 minutes.

Overtime: Overtime is to be approved in advance by the supervisor, and allowed only in cases of emergency or during peak work periods.

Overtime is paid when an employee is asked to work over 40 hours in any one week. Overtime pay is required according to the Fair Labor Standards Act (FLSA). Therefore, employees must report all hours worked in a given week on their timecard. The law does not allow hours to be carried over to succeeding weeks.

Tardiness: It is important for you to check with your department head if you report late for work. Courtesy requires a word of explanation for your tardiness. Frequent tardiness is sufficient cause for discipline. If you anticipate being late for work, please telephone your department immediately.

Absence: All requests for paid and un-paid absences should be made through and approved by your department head. If an accident, illness or unavoidable delay prevents you from reporting to work on time as scheduled, notify your department head as far in advance as possible. In most cases your absence will be excused. Absence without notice to the department is cause for discipline.

Repeated Absenteeism: Repeated absenteeism for illness will require physician certification of your ability to continue employment.

Termination: Employment at WWU is on an “at-will” basis, meaning for an indefinite period subject to termination by either you or by Walla Walla University at any time, with or without cause or notice. This at-will employment relationship cannot be altered except expressly in writing signed by the Director of Human Resources and either the President or the Vice-President for Financial Administration. There are several types of procedures described below. If you are eligible for paid leave at termination, it is included in your final check. At the time of termination, ID and Medical cards are to be turned in to Human Resources during the Exit Interview. Keys are to be returned to the key shop in Plant Services.

Any suspected criminal activity or conduct will be dealt with immediately and reported as appropriate to the proper authorities.

Resignation: Employees who find it necessary to terminate their services with the University are requested to give at least two weeks written notice to their department head and Human Resources. In this way the department head will have an opportunity to secure a replacement.
Dismissal: There may be several reasons for dismissal; however, there are three general conditions that subject an employee to suspension or dismissal:

A) Lack of adequate job performance

B) Misconduct

C) Reduction in force

Personnel File
Employee personnel files are maintained and kept on file in the Human Resource office. A copy of your personnel file may be requested with advance notice. All personnel records are the property of Walla Walla University.

Harassment: At Walla Walla University we are particularly concerned about harassment of our employees whether it be sexual, racial, ethnic, or of some other type. Harassment in any form - verbal, physical or visual - is strictly against our policy and will result in disciplinary action. If you believe you have been the victim of harassment, report it immediately to your supervisor, department head, the Human Resources Director or any officer of the University.

Sexual Harassment: See Appendix C.

Grievance Process: See Appendix B.

Drug-Free Campus & Workplace Policy & Procedure: See Appendix A.

Reasonable Accommodation Policy for Students and Employees With Disabilities: See Appendix D.

Travel Policy Guidelines and Procedures: See Appendix E.
YOUR RESPONSIBILITIES

Lifestyle: Because Walla Walla University is an integral part of the Seventh-day Adventist Church and exists particularly as an agency to strengthen the spiritual life and commitment of its students and because this is often achieved and reinforced by the models students see within our staff, the following statements are accepted as conditions of employment:

A) A commitment to support the basic tenets of the Seventh-day Adventist Church, coupled with an active endeavor to conduct one's life in a manner, which reflects a consistency and harmony with the church's policies and doctrines.

B) A commitment to regular church and chapel attendance and systematic tithing practices since they constitute important elements of the modeling function expected of all staff.

Personal Appearance: Your personal appearance is important to your overall effectiveness as an employee. You are expected to reflect this school's high standards by keeping yourself neat, clean, and well-groomed at all times. (Make certain that you check with your department head as to the appropriate attire for your area). The following specific regulations are to be observed:

A) Dress: Use good taste in selecting the clothes you wear on the job, avoiding extreme styles. Shorts or other brief attire should not be worn on the job.

B) Cosmetics: The wearing of excessive makeup is not considered in good taste.

C) Hair Styles: Hairstyles are to be in good taste, and should not interfere with the performance of your job.

D) Jewelry: The wearing of jewelry is not allowed. Jewelry is considered to be such items as bracelets, earrings and necklaces. Wedding bands and watches are acceptable.

Change of Employee Information: To keep insurance benefits and records of employment up to date, please notify your department head, and Human Resources immediately of any change in name, marital or dependency status, address, telephone number, insurance beneficiaries, or other information concerning your status.

Department Rules: You are asked to know and observe the rules and procedures developed for the department in which you work. You are also asked to respect and observe the rules of other departments.

Accidents: If an accident, major or minor occurs to you or to someone in your department while on the job, you or another employee should report it immediately to your department head and Human Resources.

March 1990
HOW YOU ARE PAID

Wages: Your rate of pay is based on the pay level you are placed at by Human Resources.

Pay Period: A pay period is a 14-day period beginning at the same time each week. It is used to calculate your hours worked. A paycheck is issued for each pay period you work. There are 26 pay periods a year. Non-exempt salaried employees are paid semi-monthly with 24 pay periods per year.

Time Recording: As an hourly employee you are required to keep an accurate record of your hours worked. Our online timecard system allows you to easily clock “in” and “out” three different ways. You may use the phone, an electronic time clock, or the Internet.

No employee is permitted to clock in or out for another employee; such an offense will be cause for discipline.

Paychecks: You receive your direct deposit earnings statement/paycheck every other week, which covers your time worked the two preceding weeks. Should you lose an actual paycheck, it is important that you report it immediately to the Payroll Department so that payment can be stopped and a new check issued. If you find any errors in your direct deposit earnings statement/paycheck or have any questions concerning it, the Payroll Department will help you. If you change banks or account number for direct deposit please notify Payroll as soon as possible so that you are paid in a timely manor. Salaried employees are paid on the 15th and 30th or 31st of each month. Hourly employees are paid on a bi-weekly basis, every other Thursday.

Payroll Deductions: Required paycheck deductions include such items as Federal Income Tax, Social Security and Workman's Compensation.

January 1995
LEAVES OF ABSENCE

Paid Leave: Paid leave allows the regular employee who averages 20 or more hours of work per week flexible time for use as vacation, holiday, sick and/or personal time off with pay as outlined below. Temporary employees are not entitled to paid leave, even if they work more than 20 hours per week.

A) Accrual: Paid-leave hours begin to accrue for regular employees on the date of hire and become available for use after six (6) months of employment. Paid leave is not available for use during the first six (6) months of employment unless the employee chooses to take paid leave for a university-recognized holiday as listed in section D.

Paid-leave hours are automatically credited to the regular employee’s paid-leave bank until it has reached its maximum. (See table below) Once the maximum is reached, no additional paid-leave hours will be credited until the employee uses some and the total in the employee’s bank drops below the maximum number of accrued paid-leave hours allowable.

Paid leave accrues at the following rates based on reported hours of up to 80 hours per pay period. The maximum number of paid-leave hours an employee’s bank is allowed to contain at a given point is indicated in the “Maximum Accrual” column below.

<table>
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<th>Years Employed</th>
<th>Accrual Rate</th>
<th>Maximum Accrual</th>
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<tr>
<td>First four years</td>
<td>.0967</td>
<td>241 hours</td>
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<tr>
<td>Next five years</td>
<td>.1159</td>
<td>281 hours</td>
</tr>
<tr>
<td>After nine years</td>
<td>.1351</td>
<td>321 hours</td>
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B) Vacation and Personal Time Off with Pay: the supervisor must approve Requests for vacation and personal time off in advance. Consideration will be given to the schedule and welfare of the University as well as the employee. Employees are encouraged to take vacation time annually.

C) Sick Leave: The first (2) full workdays missed due to an illness are taken from the employee’s paid-leave bank. As soon as possible on or before the first working day of the illness, the employee must inform the supervisor that the employee will be taking sick leave. [See the extended sick leave (ESL) policy if more than two (2) sick days are needed.]

Regular employees may take sick leave or vacation to care for a child whose health condition requires supervision or treatment, or to care for a spouse, parent, parent-in-law, or grandparent of the employee who has a serious health or emergency condition. The same policies governing sick leave and vacation apply to such leave.

April 2010
Regular employees are encouraged to maintain an emergency reserve of two (2) days in their paid-leave bank in case of illness. If the reserve of paid-leave time is depleted, the first two days of absence due to an illness will be unpaid days off.

Upon approval from their supervisors, temporary workers may also take time off to care for a child, spouse, parent, parent-in-law, or grandparent, but temporary workers are not entitled to pay for any time missed.

D) Holidays with Pay: A regular full-time employee’s paid-leave bank accrues enough leave for the employee to take nine (9) nine-hour paid holidays during a year. A regular part-time employee’s bank accrues holiday time on a proportionate basis at the rate given in the preceding chart. Temporary employees do not receive pay for holidays. The University recognizes the following holidays:

New Year’s Day
Snow Day (President’s Day)
Memorial Day
Independence Day
Labor Day
Thanksgiving Day (2 days)
Christmas Day (2 days)

E) Time Off without Pay: Taking time off without pay is discouraged and requires prior approval by the employee’s supervisor and Human Resources. The length of time off without pay could affect the employee’s benefits. A temporary employee who receives prior approval from the employee’s supervisor may be allowed some time off without pay.

F) Prior Denominational Service: Employees with years-of-service credit from other denominational organizations are not required to wait six (6) months to begin using paid leave or extended sick leave as long as their service record is on file with HR.

G) Termination: At the time of termination or retirement, all accrued but unused paid leave shall be granted, except that the maximum period of paid leave granted shall be six weeks unless prior arrangements have been made with the employee’s supervisor.

H) Coordination of benefits: The use of accrued paid-leave hours will be coordinated with the use of hours from other leave policies when applicable.

Extended Sick Leave: Extended sick leave allows regular employees who work a yearly average of at least 20 hours per week time off with pay in the event of an illness that lasts longer than (2) working days. Extended sick leave pay is available only after the first two (2) days of an illness. (See paid leave above.) Extended sick leave may also be used to care for the employee’s child, spouse, parent, parent-in-law or grandparent who has a serious health condition or an emergency condition. Temporary employees are not entitled to extended sick leave.

March 2006
A) Accrual: Extended-sick-leave hours begin to accrue on the date of hire and become available for regular employees for use only after six (6) months of employment. Extended-sick-leave hours are automatically credited at the rate of .027 per hour until a maximum of 320 extended-sick-leave hours is reached.

B) Remuneration and Time-Loss Compensation: If an employee is off work due to a possible compensable injury or illness, the first two (2) days after the day of injury of missed work are to be covered by the employee’s paid leave bank. If a third day off is needed, it is to be taken as extended sick leave if hours are available. (See paid-leave and extended sick leave policies herein.) If the employee is eligible for workers’ compensation time loss benefits, those benefits will take effect after the third day; provided that an employee is off work due to a possible compensable injury or illness for at least fourteen (14) days, then time loss benefits will take effect on the first date of the injury.

If an employee is off work due to a possibly compensable injury or illness for at least fourteen (14) days, then the employee, at his or her sole discretion, may buy back some or all of any banked hours or extended sick leave benefits used during the first three (3) days following the day of injury. The employee must bring a check, payable to Walla Walla University, to the Human Resources Department. Any amounts paid to the University will be proportionally credited to the employee’s accrued benefits. Unless the employee specifies, the University will first apply any credit to the employee’s banked hours.

C) Reinstatement: A regular employee who was ill or disabled may be able to return to work on a part-time basis. The employee will work with the supervisor to see if such an arrangement is feasible. If it is, the employee will be asked to submit a written release from his or her physician. The release should address any physical restrictions and should include the physician/s estimate of how long it will take until the employee can resume a full-time work schedule.

These hours may be paid from extended sick leave provided hours are available. If the illness outlasts the hours accrued in the extended sick leave bank; additional sick-leave hours will be deducted from the paid-leave bank until all accrued paid-leave hours have been used.

D) Disability: A regular, full time employee who becomes disabled can apply for long term disability, which includes six (6) months paid short-term disability leave prior to the date LTD begins. The University will continue the employee’s pay during this (6) month period.

E) Family And Medical Leave: If the regular employee, or the employee’s spouse, child, or parent has a serious health condition that requires the employee to take a leave of five (5) days or longer, the employee is to contact Human Resources to discuss application for benefits under the Family and Medical Leave policy described below.

F) Termination: Extended Sick Leave is a non-vested bank, and no payment will be made from it at the time of termination.

April 2010
G) Re-employment: Extended Sick Leave hours remaining in the bank at the time of employment separation will be canceled at the rate of 20% per year for five years. If an employee is re-employed within five years, the remaining portion of extended sick leave hours will be restored to the employee.

H) Denominational Transfer: Accrued extended-sick-leave time shall be transferred if an employee transfers directly to another denominational employer, but there is no transfer of funds. A similar provision is provided for those transferring to the University.

I) Coordination: The use of accrued paid leave hours will be coordinated with the use of hours from other leave policies when applicable.

Family and Medical Leave: An employee who has worked for the University for at least one (1) year and who has worked at least 1,250 hours over the past 12 months (an average of 24 hours per week) is eligible for up to 12 weeks of “family leave” for the following purposes:

To care for the employee’s newborn child, newly adopted child, or newly placed foster child.

To care for the employee’s spouse, child, or parent who has a serious health condition.

To care or receive treatment for the employee’s own serious health condition that leaves the employee unable to perform the essential functions of his or her job.

Family leave taken for the birth or adoption of the employee’s child or placement of a foster child must be completed within 12 months of the child's birth or adoption or placement for foster care. This leave is in addition to pregnancy disability leave, which is allowed for the actual period of the disability associated with pregnancy or childbirth, and is discussed below.

A) Notification of Need for Leave: When the need for family leave is foreseeable (as with childbirth or planned medical treatment), the employee must provide 30 days’ notice of leave. The employee is encouraged to consider the welfare of the University when scheduling a leave.

If the need for a leave could not be anticipated in time for the employee to give 30 days’ notice, the employee is required to give as much notice as possible. If there is no reasonable excuse for delayed notifications, the leave request may be denied until at least 30 days from the date on which the supervisor and/or HR receive(s) notice.

B) Application: The employee should notify HR the intent to take Family Leave and the reason the leave is needed.

If seeking a leave due to the employee’s or a family member’s serious health condition, the employee will be required to provide a Certification of Health Care Provider that explains the need for and probable duration of the leave. The Certification must be provided within 15 days of the date it is requested by the University Human Resources Dept.
C) Eligibility and Duration: If you apply for and are granted family leave, you will normally be given up to 12 consecutive weeks off your regular job. However, in situations where the reason for the leave is to care for your sick family member or for your own serious health condition, you may be permitted to take the leave on an intermittent basis or on a reduced workweek schedule, if it is medically necessary to do so. Regardless of the form of the leave, you may not take more than the equivalent of 12 weeks’ family leave in a 12-month period. The 12-month period is measured forward from the date your first FMLA leave begins.

If you request to take leave on a reduced or intermittent work schedule, you must provide additional medical certification by a qualified health care provider that states that this accommodation is medically necessary. The certification must specify how long the leave on this basis will be necessary. If you are granted this type of leave, you may be required to transfer temporarily to an available alternative position with equivalent pay and benefits that is better able to accommodate your recurring periods of leave or your reduced work schedule.

While on family leave, the University may require that you periodically report your status and intention to return to work. The University may also require that you obtain subsequent re-certification of a serious health condition.

D) Remuneration: The employee must use any accrued paid-leave or extended-sick-leave hours at the beginning of the family leave. Once those sources are exhausted, any additional leave hours will be taken without pay.

E) Status of Benefits During Leave: The employee’s health care and other benefits will continue for up to 12 weeks, uninterrupted and unchanged, as they would have had the employee not taken the leave. Except in certain circumstances, if the employee does not return from a family leave, the employee may be required to reimburse the University for the share of insurance premiums it paid to continue the employee’s coverage during the leave.

If the employee pays for opt-in medical coverage for an eligible spouse, payroll deductions for that purpose will continue during the portion of family leave covered by any accrued paid or extended sick leave. While on unpaid leave, the employee will be required to make the payments for opt-in coverage to HR on a monthly basis. If the employee does not continue these payments, the University will discontinue the spouse’s coverage during the leave or will require repayment at the end of the leave.

The employee will retain all benefits accrued prior to the start of the leave. The employee will continue to accrue leave benefits as long as he or she is using paid leave or extended sick leave and has not been placed on the six-month short-term disability leave that precedes disability retirement. (Any paid or unpaid leave taken pending disability retirement will be counted as part of the six-month elimination period). Benefits based on length of service (e.g., retirement, vacation advancement in accrual rate, etc.) will be calculated as of the last day of pay prior to the start of any unpaid portion of the leave.

F) Reinstatement: At the time an employee returns from family leave for his or her own serious health condition, he or she must provide a job-related Work Release form stating that the employee

April 2010
is able to resume work. The statement is to be provided to HR prior to the date the employee wishes to return to work. The employee will not be permitted to return to work until the written statement is provided.

Upon returning from a family leave of 12 weeks or less, the employee will generally be assigned the same position held when the leave commenced or a position with equivalent pay, benefits, and other terms and conditions of employment.

An employee who takes family leave for his or own illness or disability may be incapable of returning to work on a full-time basis. If this is the case, the employee’s health care provider’s written statement should address any physical restrictions of the employee and should include the physician’s estimate of how long it will take until the employee can resume a full-time work schedule. In the event of such restrictions, the employee must work with his or her supervisor to see if a part-time schedule is feasible or whether alternative positions are available that can accommodate the employee’s restrictions. The University cannot guarantee the availability of part-time positions upon a full-time employee’s return from family leave.

In certain circumstances, a medical leave of absence may be extended beyond 12 weeks upon request, when accompanied by an explanation of the need for an extension from the employee’s health care provider. Group insurance coverage may terminate at the end of the month in which the extended leave begins. If the employee desires to continue group coverage, he or she must make arrangements to prepay the individual and dependents’ premiums each month. These arrangements should be taken care of before beginning the extended leave of absence, but in no case later than 30 days after the end of the month in which the extended leave began. The University cannot guarantee that an employee will be able to return to the same or equivalent job after returning from an extended leave of absence.

Failure to return from a family leave at the end of 12 weeks without having received an extension, or to return from an extended leave on or before the agreed-upon date may result in termination.

G) Disability: The University provides long-term disability coverage for employees working full-time. (See Long Term Disability Income Plan booklet.) The policy provides six (6) months of short-term disability leave prior to beginning disability retirement. If it is determined that the employee will be unable to continue or return to work and he or she applies for disability Retirement, the period of family leave will be included in the six (6) months. The beginning date of the six (6) months will be the date on which the disability or illness began, and any leave benefits used after that date will be part of the six months.

H) Exceptions: Requests that exceptions to this policy be made in order to accommodate extraordinary circumstances will be considered in consultation with appropriate individuals, department(s) and HR.

I) Coordination of Benefits: The use of hours for family leave will be coordinated with the use of hours from other leave policies when applicable.
Pregnancy Leave: At the time the baby is born or at such earlier time that a health care provider declares her physically unable to work, the mother may go on pregnancy disability leave. Although individual cases vary, such leave typically ends about six weeks after the baby is born. If the mother wishes to take more leave to care for the child after being declared physically able to return to work, she may apply for family leave.

A) Remuneration: The employee must use any accrued paid-leave and extended-sick-leave hours at the beginning of the pregnancy leave. Once those sources are exhausted, any additional leave hours will be taken without pay.

An employee may use all her paid-leave and extended-sick-leave hours whether or not she plans to return to work at the end of the pregnancy leave. However, any hours that accrue after the leave begins will not be included in a final payout if the employee does not return to work.

B) Health Care Benefits: Health care benefits will continue at the same level and under the same conditions during the leave, as they would have had the employee not taken the leave. The Health care for the baby is covered by the employee’s health care plan for as long as the employee receives coverage. In order to add the child to the parent’s health care plan, the employee must submit a Change Request (available from HR) to Human Resources.

If the employee pays for opt-in medical coverage for an eligible spouse, payroll deductions will continue. While on unpaid leave, the employee will be required to make payments for opt-in coverage to HR on a monthly basis. If the employee does not continue these payments, the University will discontinue the spouse’s coverage during the leave or will require repayment at the end of the leave.

C) Application: The employee should apply in writing to HR for a leave at least 30 days prior to the date on which the leave is expected to begin. If the need for a leave could not be anticipated in time for the employee to give 30 days’ notice, the employee is to give as much notice as possible.

D) Reinstatement: An employee returning from pregnancy disability leave is entitled to reinstatement in her previous job or in a job with equivalent pay, benefits, and other terms and conditions of employment.

An employee who worked full-time prior to taking the pregnancy leave but who wishes to return to work as a part-time employee is not guaranteed reinstatement in her previous job or a comparable one on a part-time basis. If a satisfactory part-time work arrangement is made, and the employee is granted family leave time, the employee’s full-time benefits will continue for a maximum of 12 calendar weeks or up to the end of the leave, whichever comes first.

E) Coordination of Benefits: The use of hours for Pregnancy Leave will be coordinated with the use of hours from other leave policies when applicable.

F) More Information: See Family and Medical Leave.
Compassionate Leave Sharing: If an employee is facing a medical crisis wherein severe illness, injury, or impairment is likely to result in the taking of unpaid leave (usually family leave) or in termination of employment, fellow employees may offer assistance through compassionate leave sharing.

A) Procedure: If an employee facing a medical crisis needs paid-leave hours, the employee or a fellow employee may alert HR to the need by submitting a Compassionate Leave Sharing Request. This form, available from Human Resources, is to be signed by the supervisor and returned to HR for final approval.

Human Resources will notify the campus when a request for paid-leave donations has been approved. An employee wishing to donate leave hours may then request that Payroll transfer a specified number of hours to the applicant.

If the recipient leaves the University’s employ before using all the donated hours, the unused portion will be returned to the donor. If there was more than one donor, the remaining hours will be prorated and distributed among the donors.

B) Maximum Donations: Full-time hourly employees may transfer up to 40 paid-leave hours to (an) eligible hourly employee(s) each calendar year, provided that doing so does not reduce a donor’s available paid-leave hours to fewer than 40.

Part-time employees may transfer up to the number of hours typically worked in a week, provided that doing so does not reduce a donor’s available paid-leave hours to fewer than a typical week’s work hours.

C) Conditions: Hours are to be donated voluntarily. Employees are not obligated to participate in compassionate leave sharing and are not to solicit donations from other employees.

There shall be no paid-leave transfers between spouses.

The number of paid-leave hours transferred to an employee must not exceed the maximum allowed by family leave policy (480 hours for full-time employees).

Funeral Leave: Regular, full-time employees are granted up to three days off, with pay, to attend the funeral of an immediate relative. An immediate relative includes the employee's spouse, children, brother and sister, brother and sister-in-law, grandparents, mother and father-in-law or others who have acted in loco parentis. Part-time employees who work a minimum of 20 hours per week are granted funeral leave on a prorated basis.

Jury Duty: The university recognizes that you may be called upon for jury duty. If you are summoned for jury duty, you should notify your supervisor immediately. You will receive your regular pay while serving as a juror. If you should receive compensation from the court, it is to be turned in to the Human Resources.
Workers’ Compensation: In keeping with the provisions outlined by Washington State, Walla Walla University provides all its employees with coverage for work-related injuries or illnesses.

When an employee reports a work-related accident, injury or illness, Human Resources will provide the employee with a copy of The Guide to Industrial Insurance Benefits. The employee is encouraged to read the publication carefully in order to understand how claims are handled.

Portland and Montana campus employees will receive workers’ compensation claim information from the third-party administrator of the policy.

A) Incident Reporting: It is the employee’s responsibility to immediately report to the supervisor any work-related accident, injury or illness, whether or not medical attention is sought.

The employee is also required to submit an Incident Report to Human Resources within two (2) days of the occurrence. Incident Reports are available from HR and are to be signed by the employee and the supervisor before being submitted.

In the event that medical attention is sought, the employee is to inform health care providers that the accident, injury or illness may or will result in a workers’ compensation claim being filed.

B) Remuneration and Time-Loss Compensation: If an employee is off work due to a possibly compensable injury or illness, the first two (2) days of missed work are to be covered by the employee’s paid leave bank. If a third day off is needed, it is to be taken as extended sick leave if hours are available. (See paid-leave and extended sick leave policies herein.) If the employee is eligible for workers’ compensation for time loss, those benefits will take effect after the third day.

When an employee receives a time-loss check from the workers’ compensation policy administrator, the University’s payroll department deducts the amount from the employee’s paycheck and credits the employee’s leave bank with the number of hours proportionate to the amount of the check. (To calculate the number of hours to be credited, the number of dollars received is divided by the hourly pay rate.) Employees must supply Payroll with a copy of each time-loss check so that the correct amount is deducted.

C) Vocational Rehabilitation: Retraining may be an option if circumstances meet the criteria given in state regulations.

D) Disability: The University provides long-term disability insurance coverage for full-time workers. (See Long Term Disability Income Plan booklet for more information.)

E) Coordination of Benefits: The use of ours for workers’ compensation will be coordinated with the use of hours from other leave policies when applicable.

F) More Information: See Family and Medical Leave.

April 2010
YOUR BENEFITS

**Medical Policy:** the General Conference Health Care Assistance Plan covers only employees who are classed as regular, full-time employees. See separate booklet.

**Educational Allowance:** Only regular, full-time employees are eligible for tuition assistance for dependent children. See separate policy provided by Human Resources.

**Free Tuition:** Only regular, full-time employees and their spouses are eligible for free tuition. See Appendix F.

**Long Term Disability Income Plan:** Only non-temporary employees working at least 35 hours per week are covered by a disability policy through The Hartford Life Insurance Co. See separate brochure for details.

**Basic Life Insurance:** Only regular, full-time employees are covered by a Group Term Life Insurance plan. See separate sheet for benefit provisions and coverage.

**Retirement:** Regular full-time and regular part-time employees working more than 20 hours a week accrue retirement credit under the General Conference Retirement Plan. A booklet that answers frequently asked questions is available in the Human Resources.
SERVICES OFFERED TO ALL OF OUR EMPLOYEES

Lost and Found Department: All items that are lost or found are to be turned in to Custodial, with the exception of keys. Keys are to be turned in to Plant Services.

Blue Mountain Credit Union: The office of Blue Mountain Credit Union is located at 313 South University Avenue, University Place. For information about membership or loans call 527-2457 or write: P.O. Box 547, University Place, WA 99324.

ID Card Charge Privileges: Staff has the privilege to use their ID card to charge purchases at The Express, University Store and the Cafeteria. A Charging Privilege form must be filled out and the balance will be deducted on a monthly basis from the employee’s paycheck.

Departments of University: A number of University departments offer services for our regular employees. This list is not intended to be inclusive. Please check directly with the following:

- Alumni Center (Guest Rooms)
- Campus Health Services
- Child Development Center
- University Library
- University Store
- Food Service (Sodexho)
- Health & Physical Education
- Plant Service
- Purchasing
- The Express
- Whitman Lodge (Guest Rooms)
I. POLICY STATEMENT

A. Walla Walla University is committed to an environment of learning that supports the fullest possible human development. To achieve this goal, the University holds that a drug-free lifestyle is essential and thus maintains policies that seek an alcohol-, tobacco-, and drug-free campus environment. Employees, whether faculty, staff or students, are expected to practice this lifestyle while in the buildings, on the grounds, and on off-campus sites during a school-sponsored activity, e.g., field trips, club functions, sponsored gatherings in faculty/staff homes.

B. In addition, Walla Walla University maintains a drug-free workplace in harmony with the laws of the land. In particular, the following laws apply:

1. The Drug-Free Workplace Act of 1988, which prohibits "the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace."

2. The Drug-Free Schools and Communities Act Amendment of 1989, which "clearly prohibits, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities."

C. GOVERNMENT GRANTS

Employees working on projects funded by federal agencies will be provided a copy of the Drug-Free Workplace Act and will be required to sign a statement saying they have read and understand the policy and agree to abide by it as a condition of continued employment.

D. SAFETY SENSITIVE POSITIONS

Employees holding safety sensitive positions, e.g., in aviation and transportation, will be included in drug testing in fulfillment of Federal agencies' requirements.

E. STUDENTS

Students working as employees are covered under this policy while on duty. Students are otherwise covered by the Student Drug-Free Campus Policy and Student Handbook.

January 1995
II. PREVENTION

Walla Walla University promotes activities and programs to assist its students and employees in maintaining a drug-free lifestyle. These include intellectual development, spiritual activities, social events, emotional support, and employee wellness.

Employees are encouraged to participate in campus and community drug prevention activities. Specific information concerning drug awareness, identifying and avoiding high risk situations for drug use, and the dangers of drug use and abuse is provided by the Student Assistance Program in conjunction with other campus departments.

III. EMPLOYEE ASSISTANCE

The University will assist its employees in living a drug-free lifestyle. A counselor is provided who is qualified to do alcohol/drug assessments and individual counseling, and to make referrals for more in-depth therapy and rehabilitation on an outpatient or inpatient basis to approved/licensed treatment programs. Such assistance is provided with a maximum of confidentiality to protect the employee. Community organizations can also give assistance to the employee who might wish to seek off-campus help. Employees who believe they are having problems with alcohol or other drugs are encouraged voluntarily to seek assistance.

The University also encourages and provides access to support networks that can assist employees in remaining drug free. A resource library of books, brochures and video tapes are available through the Student Assistance Program. More information or an appointment for assistance can be obtained by calling the Chemical Dependency Counselor.

For financial assistance refer to the Health Care Assistance Plan or the optional student insurance plan.

IV. DETECTION

If an employee is suspected of using controlled substances or alcohol, the appropriate supervisor will gather and document in writing all supporting information, giving reasons for suspicion. The supervisor will then consult with the President or the President's designee. Authorization by the President or the designee is required for a further investigation or search, or for drug testing.

The University reserves the right to investigate employees where reasonable suspicion exists of controlled substance or alcohol use. This includes the right to search an office, locker, or dormitory room, and the right to require drug testing. If a search is to be made, it will be made by an administrator designated by the President with a second administrator as witness.
The University will cooperate with law enforcement officials when the unlawful use or possession of a controlled substance is discovered. The University will confiscate the item(s) and deliver such to proper authorities and may prosecute the offender. These actions are in keeping with legislation that clearly prohibits the possession, use, or distribution of illicit drugs by students and employees on university property or as a part of any university activities.

TESTING

Drug testing for those holding safety sensitive positions, e.g., in aviation and transportation, will be in accordance with Federal agencies' requirements.

In the event that a drug test is positive, a second confirmation test will be made. The University conducts any drug screening under the direction of the Student Health Service and uses only laboratories certified to do drug screening tests. Federal agencies governing safety sensitive positions may require the services of a Medical Review Officer (MRO). In addition, in the case of an employee who is or has been in a drug treatment program, or is under an agreement for continued employment as a result of response to violations, drug testing can be required following a subsequent relapse or breaking of the agreement.

The entire process of drug investigation will be treated in accordance with federal and Washington state laws.

V. CONFIDENTIALITY

All drug investigation and drug testing information is confidential. A Medical Review Officer/Student Health Director relates to employees under the usual confidential doctor-patient relationship and so maintains all drug testing information, with the provision that if there is no reasonable medical evidence supporting a positive result, such result will be disclosed to the referring supervisor. If it is determined with reasonable certainty that there is a legitimate medical or other reason supporting positive laboratory findings, no information identifying the specific employee will be disclosed. Any medical information provided will be treated as confidential.

PERSONNEL ACTIONS

All records and information of personnel actions taken on employees under investigation, or discipline, shall be maintained by the President or the President's designee in a secure, locked file. Only the President and the designee shall have access to them; any compilation of statistical reports shall be handled in an anonymous manner.

VI. RESPONSE TO VIOLATIONS

A. TOBACCO

The use of tobacco on campus or in the workplace is cause for review of continued employment. Employees using tobacco are encouraged to seek assistance through
the chemical dependency counselor or other professionals that are available on campus and in the community.

B. CONTROLLED SUBSTANCE AND ALCOHOL

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on campus or in the workplace is grounds for a full range of discipline up to and including dismissal from employment under the policies of termination of an employee.

The employee who is determined to be using controlled substances or alcohol will be referred to the campus chemical dependency counselor or another certified chemical dependency counselor for professional assessment. A decision will be made by the employee and administration as to continuation of employment and/or the desirability of treatment on the basis of the assessment recommendation. The employee will have the option to follow the assessment recommendations or to resign from employment.

If continued employment is planned, at the conclusion of treatment an agreement for continuing employment will be developed with the employee. The employee is expected to remain drug free. Subsequent relapse or breaking of the agreement may result in terminating employment. The University reserves the right to terminate employment following completion of therapy and rehabilitation if the administration judges that such would be in the best interest of the institution.

Dismissal procedures will follow guidelines under the policy of termination of a faculty member for adequate cause or the policies for termination of other employees. (See termination policies in the GOVERNANCE HANDBOOK or FINANCIAL POLICIES FOR HOURLY EMPLOYEES for procedures).

C. PROFESSIONAL ASSISTANCE

When professional assistance is recommended as a result of the assessment of employees, the University will provide that assistance to them within the limits of the Health Care Assistance Plan for those entitled to that benefit. Student employees should refer to the Student Assistance Program and optional student insurance plan.

VII. CONVICTIONS OF CRIMINAL DRUG STATUTE VIOLATIONS

If any regular or temporary employee is convicted of any criminal drug statute violation in the workplace, that employee is obligated to notify the University through the immediate work supervisor no later than five (5) calendar days after such conviction. Failure to give such notification may be grounds for termination of employment. The supervisor is responsible for notifying the appropriate vice president or the Human Resources Director immediately. Within (30) calendar days of receiving notice the employee is to be provided professional assessment with the option to choose to cease from the use of controlled

January 1995
substance or to resign from employment as provided in the Response To Violation section in this policy.

If the wages of the employee are supported by a federal agency, the agency is to be notified within ten (10) calendar days of receiving such notice of criminal drug statute conviction. The Human Resources Director or a vice-president will notify the appropriate agency as required.

VIII. DEFINITIONS

ASSESSMENT - a clinical impression of frequency and severity of drug involvement as determined by a qualified chemical dependency counselor which leads to recommendations as to needed actions to halt substance abuse.

CAMPUS/WORKPLACE - Walla Walla University's buildings and grounds, and off-campus sites used by the University in any university-sponsored activity, e.g., field trips, club functions, sponsored gatherings in faculty/staff homes.

CONTROLLED SUBSTANCE - a substance placed under Federal law (21 U.S.C. 812) for control or dispensing. This placement is based upon the substance's medical use, potential for abuse, and potential for leading to physical or psychological dependency.

CRIMINAL DRUG STATUTE - a federal law relative to the manufacture, distribution, dispensing, possession, or use of a controlled substance.

CONVICTION - a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by a judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

DRUG-FREE CAMPUS - campus buildings and grounds as well as off-campus sites used for a school-sponsored activity, e.g., field trips, club functions, sponsored gatherings in faculty/staff homes.

DRUG-FREE LIFESTYLE - avoidance of mind-altering drugs such as alcohol, tobacco, and controlled substances.

DRUG-FREE WORKPLACE - defined by the Federal government as company property.

EMPLOYEE - faculty, non-teaching salaried staff, hour-time workers, contract teachers, temporary hourly workers, and student employees of Walla Walla University.

FEDERAL AGENCY - any department, agency, or unit of the federal government.

MEDICAL REVIEW OFFICER - a physician knowledgeable in the medical use of prescription drugs and the pharmacology and toxicology of illicit drugs. The MRO will be
used where required by government agencies for drug testing. The primary responsibility of the MRO is to review and interpret positive test results which may be obtained from such analysis in order to determine whether alternate medical explanations could account for the positive test results.

REASONABLE SUSPICION - suspicion based upon at least one of the following: (1) observable phenomena such as direct observation of drug use or possession and/or physical symptoms of being under the influence of a drug; (2) a pattern of abnormal conduct or erratic behavior; (3) arrest or conviction for a drug-related offense or identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking; (4) information provided by reliable and credible sources or independently corroborated; (5) newly discovered evidence that an employee has tampered with a previous drug test. Reasonable suspicion does not require certainty, but mere "hunches" are not sufficient to meet this standard.

SENSITIVE POSITIONS - jobs with responsibilities that are designated by federal or state agencies to require drug testing in order to assure public welfare and safety.

Voted by WWU Board of Trustees -- May 21, 1991
<table>
<thead>
<tr>
<th>VIOLATION SUMMARY</th>
<th>PENALTY</th>
</tr>
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<tbody>
<tr>
<td>Possession, use, manufacture or sale of narcotics, cannabis, hallucinogens,</td>
<td>Depends on amount, known and potential medical value, potential for dependence, and risk, if any, to public health; ranges from $250 minimum fine and 24 hours minimum jail up to $4 million fine and life imprisonment. Between ages 18 and 21, these offenses may also result in driver license revocation for one to two years.</td>
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<tr>
<td>depressants and stimulants</td>
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<tr>
<td>Use, possession with intent to deliver, or manufacture of drug paraphernalia</td>
<td>24 hours imprisonment</td>
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<tr>
<td></td>
<td>First conviction: $250 fine</td>
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<td>Second conviction: $500 fine</td>
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<tr>
<td>Possession/Consumption of alcohol by a minor (under 21 years of age)</td>
<td>First conviction: $25 to $100 fine and up to 30 days imprisonment</td>
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<tr>
<td>Selling, serving alcohol to a minor, assisting a minor to lie about their age,</td>
<td>24 hours imprisonment</td>
</tr>
<tr>
<td>or providing false identification for obtaining alcohol</td>
<td>First conviction: $250 fine</td>
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<td></td>
<td>Second conviction: $500 fine</td>
</tr>
<tr>
<td>Driving while impaired by alcohol and/or other drugs (0.10% blood or breath</td>
<td>First conviction: 24 hours to 1 year imprisonment $475 to $1,600 fine, 90-day license suspension, alcohol/drug evaluation resulting in either Alcohol/Drug Information School or treatment</td>
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<tr>
<td>alcohol content or under the influence of alcohol or other drugs)</td>
<td>Second conviction: 7 days to 1 year imprisonment, $950-$3200 fine, 1 year license suspension (same as above) and evaluation as above</td>
</tr>
<tr>
<td>Under age 19 driving when impaired</td>
<td>License suspension for 90 days or until age 19, whichever is longer</td>
</tr>
<tr>
<td>Consent to a chemical test of breath or blood to determine alcohol content by</td>
<td>Refusal to take the test results in a one-year license revocation. Second and subsequent refusals will result in a two-year revocation.</td>
</tr>
<tr>
<td>anyone with a driver's license</td>
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</tbody>
</table>

More information about laws governing the sale and possession of alcohol and other drugs, as well as penalties for violations of these laws, may be obtained from the library or the Student Assistance Office.
# HEALTH RISKS OF DRUG USE

<table>
<thead>
<tr>
<th>DRUGS</th>
<th>DEPENDENCE</th>
<th>POSSIBLE SHORT-TERM EFFECTS</th>
<th>POSSIBLE LONG-TERM EFFECTS</th>
<th>EFFECTS OF OVERDOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NARCOTICS</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Opium, Morphine, Codeine, Heroin, Hydromorphone, Meperidine (pethidine), Methadone, Other Narcotics</td>
<td>High</td>
<td>Euphoria, drowsiness, respiratory depression, constricted pupils, nausea, watery eyes, itching</td>
<td>Lowered resistance to infection malnutrition, babies born with physically dependent if mother's use during pregnancy, birth defects</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
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<tr>
<td><strong>DEPRESSANTS</strong></td>
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<tr>
<td>Chloral Hydrate, Barbiturates, Benzodiazepines, Methaqualone, Glutethimide, Other Depressants, Valium</td>
<td>Moderate - High</td>
<td>Slurred speech, disorientation, drunken behavior without odor of alcohol</td>
<td>Weight loss, liver function impairment, reduction of white blood cells</td>
<td>Mood swings, shallow respiration, clammy skin, dilated pupils, weak pulse, coma, possible death</td>
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<tr>
<td><strong>STIMULANTS</strong></td>
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<tr>
<td>Cocaine, Amphetamines, Phenmetrazine, Methylphenidate, Other Stimulants</td>
<td>High</td>
<td>Increased alertness, excitation, euphoria, increased pulse rate, blood pressure and temperature, insomnia, loss of appetite, dilated pupils, sweating, headache</td>
<td>Weight loss, heart failure, respiratory failure, aggressions, hostility, severe anxiety, psychosis, paranoia, vitamin deficiencies, chronic insomnia</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death, heart failure, paranoia</td>
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<tr>
<td><strong>HALUCINOGENS</strong></td>
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<tr>
<td>LSD, Mescaline and Peyote, Amphetamine Variants, Phencyclidine, Phencyclidine Analogs, Other Hallucinogens</td>
<td>Unknown</td>
<td>Illusions and hallucinations, poor perception of time and distance, tremors, dilated pupils, insomnia, loss of appetite, impaired coordination, violent behavior, incoherent speech</td>
<td>Impaired memory, mental confusion, convulsions, heart and lung failure, ruptured blood vessels in the brain, flash-backs</td>
<td>Longer, more intense &quot;trip&quot; episodes, psychosis, possible death, depression, paranoia, convulsions, coma</td>
</tr>
<tr>
<td><strong>CANNABIS</strong></td>
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<tr>
<td>Marijuana, Tetrahydrocannabinol, Hashish, Hashish Oil</td>
<td>Moderate</td>
<td>Increase heart rate, blood-shot eyes, dry mouth &amp; throat, euphoria, relaxed inhibitions, increased appetite, disoriented behavior</td>
<td>Birth defects in babies conceived by men who use, memory loss, mental confusion</td>
<td>Fatigue, paranoia, possible psychosis, memory loss, amotivation</td>
</tr>
<tr>
<td><strong>ALCOHOL</strong></td>
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<tr>
<td>Wine, beer, wine coolers, liquor</td>
<td>Moderate - High</td>
<td>Impaired judgement, impaired coordination, slow reactions, slurred speech, memory loss, relaxed inhibitions</td>
<td>Liver, heart, pancreas disease, gastrointestinal irritations, sexual dysfunction, lowered resistance to disease, irreversible brain &amp; nervous system damage</td>
<td>Unconsciousness, convulsions, decreased respiration &amp; heart rate leading to possible death</td>
</tr>
<tr>
<td><strong>TOBACCO</strong></td>
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<tr>
<td>Cigarettes, smokeless, cigars, pipe</td>
<td>High</td>
<td>Restricted blood vessels, stimulated central nervous system, impaired breathing</td>
<td>Chronic bronchitis, emphysema, coronary heart disease, stomach ulcers</td>
<td>Heart disease, lung cancer, emphysema</td>
</tr>
</tbody>
</table>

Mixing of any two or more substances may significantly increase the risk of negative effects.

January 1995
APPENDIX B

WALLA WALLA UNIVERSITY
GRIEVANCE POLICY

A prescribed grievance process insures the right of all students, faculty members, and staff members who feel that they have been treated in an unfair, unethical, or discriminatory manner by any person acting for Walla Walla University to present their grievances without fear of censure or reprisal to the appropriate supervisors or administrators for redress, and, should these persons fail to satisfactorily resolve the complaint, to present their grievances to an impartial Grievance Committee (see BYLAWS). If the Grievance Committee should find that an injustice has occurred, it will forward recommendations for correction to the appropriate administrator or supervisor. The Grievance Committee will also review any follow-up action to insure that no retaliation is taken against any person appealing to the committee. It is required that any person with a grievance shall seek formally to resolve any complaint before appealing to the Grievance Committee. It is also understood that an appeal to the Grievance Committee in no way casts reflection on either the grievant or any other person involved in the complaint. Grievance policies and processes shall be published in the faculty, staff, and student handbooks.

I. Grievance Process

A. Informal Grievance Process

Persons with grievances should seek first to resolve their disagreements privately with the persons involved or with their immediate supervisors. If a grievance is not resolved in this manner within a reasonable time, both parties involved in the grievance should choose another person to sit with them in further discussions. Each party will brief the third person on the facts of the grievance, and the three of them will seek to resolve the grievance.

If an agreement cannot be made, students, faculty members, and staff members who feel that they have been treated in an unfair, unethical, or discriminatory manner should follow the channels of authority outlined below:

1. Students in matters of student life, services, and discipline should appeal first to the residence hall assistants and the resident hall dean if the complaint involves residence hall administration, then to the Vice-President for Student Administration, and finally to the Government Committee.
2. Students in matters of discipline may ask the Government Committee to reconsider its voted action and/or may appeal to the President of the University.

3. Students in matters of academic program policies or procedure should appeal first to the Director of Records, then to the Associate Academic Dean, and finally to the Academic Standards Committee. Graduate students should appeal first to the Director of Records, then to the Dean of the Graduate School, and finally to the Graduate School Council.

4. Students in matters of grading, instruction, and faculty relations should appeal first to the department chair, then to the Associate Academic Dean, and finally to the Academic Standards Committee. Graduate students should appeal first to the department chair, then to the Dean of the Graduate School, and finally to the Graduate School Council.

5. Faculty members in matters of personal relations, policy, or procedure should appeal first to the department chair, then to the Vice-President for Academic Administration, and finally to the President.

6. Faculty members in matters of academic freedom should follow the procedure outlined in 3 below.

7. Staff members in matters of personal relations, policy, or procedure should appeal first to the supervisor, then to the industry or department head, then to the Vice-President for Financial Administration, and finally to the President.

B. Formal Grievance Process

If the grievance cannot be resolved by the informal grievance process, the grievant may formally appeal to the Grievance Committee. The following procedure shall be followed:

1. Within thirty days of the failure of the informal appeal process, the grievant must file a written complaint to the chair of the Grievance Committee, describing the alleged grievance(s). The written complaint must include the relevant facts relating to the grievance, including who, what, where, and when, and must also describe why this event is thought to be unjust, unethical, or discriminatory. It must also describe the redress desired. The chair of the Grievance Committee will provide a form that may be used for filing this
complaint, though the form need not be used, providing the written complaint contains the information required.

2. Within one week the chair of the Grievance Committee shall notify the grievant in writing that the chair has received the complaint and shall inform the grievant of the date the complaint will go to the Grievance Committee for consideration. Committee consideration shall occur within two weeks from the submission of the complaint.

Upon receiving a written grievance, the chair shall also

(a) Screen complaints to determine their nature: i.e., policy, procedure, or administration of policy or procedure, or any combination of these;

(b) Notify the person accused in the grievance and give him or her a copy of the written complaint;

(c) Give the person accused an opportunity to respond in writing;

(d) Give the grievant a copy of the accused's response;

(e) Secure copies of pertinent policies/procedures for the committee's use;

(f) Take care not to prejudice the committee or any others against the position of any party to the complaint and remain neutral until a judgment is reached;

(g) Take care to keep all matters pertaining to the grievance in strict confidence;

(h) Be responsible, after judgment has been reached in any case, for ascertaining what actions have been taken to comply with the recommendations of the Grievance Committee;

(i) Determine and rule on questions of procedure.

3. In processing a grievance, the Grievance Committee shall

(a) Review the complaint and relevant documents;

(b) Determine how and when the grievant will be heard;

(c) Hear the parties face to face, conducting no hearings without the presence of both parties;
(d) Take care to keep all matters pertaining to the grievance in strict confidence.

4. When a grievance is presented before the Grievance Committee, either party may

(a) Bring another person to speak on his or her behalf, who typically should be an employee or student of the University, but exceptions can be made by a two-thirds vote of the committee;

(b) Have opportunity for an opening statement;

(c) Bring witnesses or documents to support his or her position;

(d) Have opportunity to respond to questions raised and statements made in the course of the hearing;

(e) Have opportunity for a summary statement;

(f) Question the other party and his or her witnesses.

5. After all evidence has been heard, the parties to the grievance will be asked to leave. At such time the committee will deliberate on the case. The committee on the basis of a two-thirds majority vote of all members may take any of the following actions:

(a) Dismiss the case should there be insufficient evidence.

(b) Engage in more formal fact-finding or mediation or both.

(c) Conduct further hearings.

(d) Render a judgment noting the validity of the grievance and the redress recommended and refer the case to the next higher administrative officer as outlined in the GOVERNANCE HANDBOOK, (BYLAWS I.D.). Only in cases of conflict of interest involving the President will the grievance be taken to the Board. In this case, the grievant will appeal to the Board with the reason(s) he/she feels there is conflict of interest.

(e) Ask the grievant to make sure all steps in d. above have been followed.
(f) Separate elements of a case and take two or more actions simultaneously.

(g) Forward the case to a special hearing committee (see section f).

The committee shall record its judgment in writing, with the provision for a minority report. All voting on other than procedural matters shall be done by secret ballot.

The committee shall render a decision within sixty days from receipt of the complaint. Final action on the case should occur within sixty days of the first hearing. In all cases the Grievance Committee shall make efforts to resolve conflicts as rapidly as possible.

6. Special Hearing Committee

A hearing committee may be appointed at the request of grievant or the committee in cases involving major issues and/or severe sanctions or in instances in which the Grievance Committee believes circumstances of the grievance are such that a special hearing committee would better serve justice.

A hearing committee shall be composed of one member named by the grievant, one member named by the accused, and three members named by the grievance committee, one of whom is appointed by the grievance committee to serve as chair. All five members must be chosen from the university community.

All policies pertaining to Grievance Committee hearings apply to a special hearing committee.

7. Records

The chair of the Grievance Committee shall keep all records pertaining to grievance procedures. These records shall include the following:

(a) The written complaint, the written response to the complaint, and all documents related to the case.

(b) The judgment rendered by the Grievance Committee and/or the hearing committee.

(c) Documentation of redress taken.

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Records relevant to the grievance process shall be kept on file for three years. All records pertaining to the grievances shall be kept in strict confidence and shall be available only to the Grievance Committee, parties to the grievance, and the Walla Walla University President and Vice-Presidents.

8. Each party and witness who appears before the Grievance Committee or any special hearing committees will be asked to sign in the presence of two witnesses a statement which reads as follows: "Out of consideration for the benefits that I and other members of the university community receive from the grievance process, I will not use the information given to the committee in any defamation suit."

C. Grievance Process in Matters of Academic Freedom Involving Church Beliefs

In the context of the university's policy on academic freedom (CHARTER III.A.5.a.) allegations that a faculty member is teaching or publishing material which is basically different from the beliefs of the Seventh-day Adventist Church are dealt with through the normal channels of counseling (prescribed in the institution's working policy). This process involves the faculty member, the department chair, and other academic officers of the institution. As long as these allegations are deemed by the officers of the institution to be of insufficient consequence to warrant actions, the faculty member's employment, promotion, continuous appointment, or opportunities for professional development will not be affected.

If allegations that a faculty member is teaching or publishing material which is basically different from the beliefs of the Church become so serious that administrative officers wish to take them into consideration in making decisions regarding the faculty member's employment, promotion, continuous appointment, or opportunities for professional development in the institution; or if the faculty member believes that the allegations are affecting such decisions, then the President shall arrange for an ad hoc committee of professional peers to hear the matter fully. The committee shall consist of from four to six persons chosen by the full professors of the faculty and one person chosen by the faculty member involved. This committee must proceed with serious purpose, complete honesty, and a scrupulous fairness in adjudicating the points at issue and in protecting the freedom of the faculty member, the rights of the academic community, and the integrity of the Church. Prior to the hearing, the faculty member shall be informed in writing of the charges against him or her. A complete written record of the hearing shall be available to the parties concerned.

If the hearing committee finds that the views of the faculty member have scriptural basis and are compatible with the cardinal beliefs of the Church, it will so report to the President. If the committee finds that the faculty member's teachings are unscriptural or basically at variance with fundamental church positions, it will then inform him or her and advise the faculty member to (a) restudy the matter, and (b)
refrain from presenting the views in question, or (c) make such other report as seems proper to the committee. A written report shall be made to the President and to the faculty member. At this point the matter is terminated, and the officers of the institution shall, insofar as possible, protect the faculty member from intimidation and unfair consequences, which may result from the matter.

Inasmuch as these proceedings are strictly collegial in nature, at no stage of the hearings will either the administration or the faculty member be represented or accompanied by legal counsel.

II. Grievance Committee

A. The Grievance Committee is responsible to the President.

B. The committee consists of six members and a non-voting chair. The six members include two faculty members elected by the faculty; two students selected by the ASWWU; and two staff members elected by the staff by a method recommended by the Nominating Committee and approved by the staff. There must be one man and one woman in the representatives from each faculty, student, and staff group. For each member of the committee an alternate is elected to serve in the absence of the member. The chair is appointed by the Nominating Committee.

C. The term of membership is two years. The terms are staggered for the members of the student, faculty, and staff groups.

D. The work of the committee and the grievance procedure are outlined in BYLAWS I.E.

E. The committee meets when called by the chair. Meetings are called within two weeks after the submission of a grievance. All members or their designated alternates must be present in order for the committee to act.
APPENDIX C

WALLA WALLA UNIVERSITY
SEXUAL HARASSMENT POLICY

INTRODUCTION

Walla Walla University recognizes its responsibility to maintain an academic and work environment in which all employees, volunteers, and students are protected from sexual harassment. (For information about this policy as it relates to students, refer to the Student Handbook). Sexual harassment will not be tolerated in any form at any time. Such harassment is demeaning and degrading. It affects an individual’s self-esteem and can have a negative impact on performance at work or in class. It can make an individual feel angry, powerless, and fearful.

It is expected that incidents of sexual harassment will not occur on the campus of a Christian University. If they do occur, it is hoped that the individuals involved can reach resolution. If that is not the case, the University is prepared to act according to this policy.

The Equal Employment Opportunity Commission, empowered by Title VII of the Civil Rights Act of 1964, has issued guidelines for defining sexual harassment. Walla Walla University complies with these guidelines through this policy.

SEXUAL HARASSMENT DEFINED

Sexual harassment includes but is not limited to unwelcome sexual advances; requests for sexual favors; and other verbal, visual, or physical conduct of a sexual nature, when:

1. Subjection to such conduct is either explicitly or implicitly made a condition of one's status as an employee or student; or

2. Such conduct continues despite complaint by the complainant and has the purpose or effect of unreasonably interfering with a person's performance or of creating an intimidating, hostile, or offensive environment.

Conduct that constitutes sexual harassment includes but is not limited to the following:

1. Threats or suggestions that a person's grade, job, future promotions, wages, etc. depend on whether or not he or she submits to sexual demands or tolerates harassment;

2. Unwelcome sexually-oriented oral or written comments (e.g., kidding, teasing, jokes, or sexually explicit writing);

3. Unwelcome touching of a person (e.g., patting, pinching, repeatedly brushing against another person's body);

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4. Demand for sexual favors; or

5. Intimate physical relationship between supervisors and subordinate employee or between teacher/staff member and student if one party offers or threatens to withhold a desirable professional or academic outcome (e.g., a wage increase, promotion, or grade change) contingent upon the other party’s involvement in the relationship.

EMPLOYEE AND STUDENT RIGHTS

In cases of sexual harassment it is usually in the best interest of all parties to come to resolution and settle any differences through the processes contained in this policy. However, all individuals have a right to use the formal Grievance Policy (See Walla Walla University Governance Handbook Bylaws).

SEXUAL HARASSMENT DESIGNATED OFFICER AND SEXUAL HARASSMENT COMMITTEE

To provide the campus with professional expertise and consistent administration of this policy, the president will appoint a Designated Officer who will chair the Sexual Harassment Committee (SHC) and who will be fully trained to conduct the procedures outlined in this document.

The president will appoint three additional members (women and men) to the Sexual Harassment Committee, a standing committee representing the University. Present appointees are:

- Darold Bigger, Designated Officer 527-2389
- Bunny Reed 527-2560
- Patrick Smart 527-2045
- JoAnn Wiggins 527-2901

When a student is involved in a complaint either as accused or complainant, the president will appoint a student representative as a temporary additional member of the SHC.

PRINCIPLES AND CONCEPTS OF THIS POLICY

1. Every person in the University community has a right to seek redress for perceived sexual harassment. All accusations of sexual harassment will be taken seriously and carefully investigated by the SHC. No accusation will be dismissed without a response, and all will be processed in a timely manner. The accused and the complainant will be treated with respect.

2. All students or employees of Walla Walla University who observe or are involved in incidents of sexual harassment are responsible for reporting such incidents as soon as possible to any member of the SHC. Complaints filed with the SHC more than 90 days after the incident will not be pursued, unless there are extraordinary circumstances which prevented a timely report.

3. Due to the serious nature of sexual harassment, the process described herein will be handled expeditiously.

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4. At all times throughout the procedures outlined below, confidentiality will be maintained insofar as possible.

5. False accusations, whether malicious or fanciful, have serious far-reaching effects. A deliberately false accusation will be regarded as a very serious matter subject to disciplinary action.

6. Filing or failing to file a complaint or to respond to one will not be deemed evidence of any issue.

7. To protect the integrity of the proceedings outlined in these guidelines, the Designated Officer and the members of the SHC shall be free of apparent bias, prejudice, predisposition, or conflict of interest that may be material to the issues, proceedings, or individuals involved. Concerns of bias, prejudice, predisposition or conflict of interest will be submitted to the president or appropriate vice-president.

8. When the case has been brought to a close through either the informal or formal procedure, and a decision has been rendered and responses, if any, filed, the Designated Officer will send a summary of the findings to the complainant and the accused, and will prepare and seal a confidential file to be kept in the President's office for faculty, in the Human Resources office for staff, and in the office of the Vice-president for Student Administration for students. All records relevant to the case will be kept in this file. On the exterior of the sealed file will be the names of the complainant and the accused, the date of file closure, and a succinct description of the decision and actions, if any, regarding the case.

9. Only the president or appropriate vice-president will grant access to the sealed file. Access by others (e.g., those involved in a grievance process) will only be granted if a compelling need-to-know is demonstrated in a written petition approved by the president.

10. Expenses incurred in conjunction with implementing this policy will usually be borne by the University.

**HANDLING SEXUAL HARASSMENT CLAIMS**

**Reporting a Sexual Harassment Complaint**

1. The formal process of handling a sexual harassment complaint begins when complainant reports a perceived sexual harassment incident(s) to any member of the SCH. The initial complaint may be written or oral. Both parties should conduct the discussion in an objective, thorough and confidential manner.

2. The SHC member receiving the complaint will make a brief written report of the complainant's visit, and, if not the Designated Officer, will notify the Designated Officer of the report or of knowledge of the allegation. The receiver of the complaint, if not the Designated Officer, will take no further action after providing the information to the

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Designated Officer. From the point at which the Designated Officer is informed of the allegation, he or she is responsible for all administrative functions and the implementation of this policy.

3. When appropriate, the Designated Officer shall immediately provide a report of all allegations of sexual harassment to local authorities as required by local, state, or federal reporting statutes; and to liability insurance carriers, as appropriate.

4. The Designated Officer will visit with the complainant and request that the complainant prepare a written complaint with a complete case history of the complaint to-date. The complaint will include name of the accused; such details as the date(s), place(s), and nature of the offense(s); and verification by the complainant. The written complaint will be verified as follows:

I, _______________, do verify and affirm that the accusations of sexual harassment contained herein are true and correct to the best of my knowledge.

Dated this _____ day of __________, 20___

____________________________________
SIGNATURE

In addition, the Designated Officer will:

a) request the complainant’s permission to use the written complaint and the complainant’s name in discussion with the accused;

b) ask the complainant to meet with the Designated Officer to discuss the allegations of the signed complaint;

c) explain to the complainant that whether or not the complainant at any time chooses to participate, the process may continue if there appears to be sufficient evidence that an act of sexual harassment may have occurred;

d) as soon as practicable, convene a meeting with the accused to present the accused with a copy of the signed complaint, explain to the accused the process to be followed in response to the complaint, provide a copy of this policy to the accused, and request that the accused submit a written signed response to the complaint.

INFORMAL HEARING PROCEDURE

1. The Designated Officer will meet with the complainant and the accused, then review the statements of each. With the concurrence of the complainant and the accused, the
Designated Officer may initially choose to conduct an informal hearing with the parties, and/or may attempt mediation, education, or other appropriate solution.

2. If the informal hearing satisfies both the complainant and the accused, the Designated Officer will prepare a statement of findings and actions. The complainant and the accused will sign the statement attesting that the case has been satisfactorily concluded. If either the complainant or the accused does not either return the signed statement of findings or submit a reply within 14 days, the case will be closed and terms of the statement will stand.

3. The Designated Officer will prepare and seal a confidential file of the findings and actions to be kept in the President’s office for faculty, in the Human Resources office for staff, and in the office of the Vice-president for Student Administration for students. All records relevant to the case will be kept in this file. On the exterior of the sealed file will be the names of the complainant and the accused, the date of file closure, and a succinct description of the decision and actions, if any, regarding the case.

FORMAL HEARING PROCEDURE

1. If the informal hearing procedure outlined above is rejected, is not appropriate or has not been satisfactorily followed and concluded, the Designated Officer will immediately convene a meeting of the SHC and distribute to each member a copy of the signed complaint and signed response, along with a short written report from the Designated Officer as to his/her discussions with the complainant and the accused.

2. Meeting as a group only, the SHC will fully investigate the allegations through information and documentation from the complainant, the accused, and other appropriate sources. In the course of this initial investigative process, the Designated Officer will take steps to maintain the integrity of the University and of those involved in the dispute. These steps may include recommending to the president that the accused be placed on administrative leave with pay and without prejudice or, if a volunteer, that he or she be prohibited from carrying on his/her duties. Under such circumstances, the accused will not engage in any University-related duties until the SHC has issued its findings or the matter is otherwise satisfactorily resolved.

3. In general, the SHC will meet with the parties and witnesses; receive and consider written documents, photographs, and other relevant materials; and may determine at its own discretion the manner and form in which the evidence is received, subject to the guidelines contained in this policy.

4. Because these proceedings are administrative in nature, the SHC shall have complete control over the hearing format and proceedings. The Designated Officer will serve as chair and the complainant and the accused may each choose another person, typically an employee or student, but not an attorney, to attend the hearing.

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5. With rare exception, witnesses will testify in person and may be questioned by the complainant, the accused, or members of the SHC. A witness’s written statement may be considered if the witness is unavailable for good cause.

6. The hearing will be conducted by the SHC. The order of proof will commence with a statement of the case by the complainant, followed by the presentation of such witness testimony and written evidence as the complainant may wish to provide. The accused will follow with a statement of his/her case and with such live testimony and written evidence as is consistent with this policy. There will be an opportunity for each party to cross examine the other’s witnesses. Following the completion of the accused’s case, the complainant shall have an opportunity to make a short rebuttal.

7. The SHC may convene additional hearings as necessary to fulfill its duties and responsibilities and may invite or recall witnesses on its own initiative or at the request of the complainant or the accused as often as necessary to ensure a fair outcome. Where there appears to be sufficient evidence to conclude that an act of sexual harassment may have occurred, the SHC will continue with the process whether or not the complainant or the accused chooses to cooperate.

8. The SHC may or may not choose to record the hearing(s) on video and/or audiotape. If they choose to do so they will retain possession and full control of the tape(s) which will be governed by the same confidentiality protection as other information about the case.

9. Upon any criminal disposition adverse to the accused, whether by verdict or plea of guilty or no-contest of charges of sexual harassment, the SHC will presume the allegations involving the disposition substantiated, and the Designated Officer will report the finding to the university administration for appropriate disciplinary action. A finding of not guilty in the criminal court will not of itself affect the process, findings, or disposition under these guidelines.

The decision process will begin upon completion of the formal hearing procedure.

The SHC will determine whether the charges contained in the complainant's signed complaint are supported by evidence showing that the charges are more likely than not to be true. The determination of the SHC will be by a majority vote. Unless otherwise agreed to in writing by both parties, the SHC will issue its findings within thirty (30) calendar days from the date of the final hearing. The findings of the SHC will be based solely upon the live testimony, documents received at the time of the hearing(s), and, where appropriate, written statements.

The decision process will result in one of the following actions:

1. If the allegations of sexual harassment are found to be more likely untrue than true, no further investigatory action will be taken, and reasonable efforts will be made to exonerate the accused and clear his/her name. These efforts may include placing the SHC's findings in the accused's personnel record file, if the accused so chooses. All entities and organizations that were notified of the initiation of these proceedings will
also be notified of the SHC’s findings. The SHC, through the Designated Officer, will send a summary of findings to the complainant and accused.

2. If the allegations of sexual harassment are found to be more likely true than not, the SHC, through the Designated Officer, will relay those findings to the University administration. All entities and organizations that were notified of the initiation of these proceedings will also be notified of the SHC’s findings.

The matter of discipline will be determined by the University administration in discussion with the SHC in the event the SHC’s determination is that the allegation of sexual harassment is more likely true than not, or that the accusations were false, malicious, or fanciful.

The factors considered may include one or more of the following:

1. severity of the offense(s);
2. frequency of the offense(s);
3. severity of the injury(ies);
4. number of victims;
5. attitude of the perpetrator;
6. duration of the injury(ies), and
7. nature of the relationship between the parties.

Based upon these factors, discipline shall be imposed and may include one or more of the following:

1. educative warning;
2. written reprimand;
3. public censure;
4. mandatory counseling;
5. suspension for a limited period or expulsion from university; and/or
6. termination of employment or volunteer relationship.
7. Reimbursement of expenses incurred by the parties or the SHC may be required.

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DEFINITION OF TERMS

ACCUSED – University administrator, faculty or staff member, other employee, student, or volunteer who is alleged to have committed sexual harassment while in the course and scope of his/her employment, enrollment, or volunteer status.

UNIVERSITY – Walla Walla University

UNIVERSITY ADMINISTRATION – Group responsible for the discipline of a university administrator, faculty or staff member, or other employee, student, or volunteer.

COMPLAINANT - Accuser, person alleging sexual harassment by a University administrator, faculty or staff member, other employee, student, or volunteer. (A complainant may also be a minor's parent or guardian or any other representative of the minor or guardian who is recognized by the Sexual Harassment Committee).

DESIGNATED OFFICER – Walla Walla University employee appointed by the president of Walla Walla University; responsible for initiating and administering the procedures set forth in this policy and serving as the Sexual Harassment Committee Chair.

SEXUAL HARASSMENT COMMITTEE (SHC) – A body of four members, (including the Designated Officer) appointed by the president of the University to consider a complaint in connection with this policy.

SEXUAL HARASSMENT COMMITTEE CHAIR - (see Designated Officer).

VOLUNTEER – An individual whose labor or service is requested by and donated to the University and who is under the University's direction and supervision. (The existence of a monetary stipend for reimbursement of expenses does not negate volunteer status.)
APPENDIX D

WALLA WALLA COLLEGE
REASONABLE ACCOMMODATION POLICY FOR STUDENTS AND EMPLOYEES WITH DISABILITIES

Walla Walla University does not discriminate against qualified individuals with disabilities or handicaps with respect to employment or admission practices, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 (ADA). Applicants and/or existing employees with disabilities or handicaps may request reasonable accommodation to enable them to perform the essential functions of their job. Students and/or student applicants with a handicap or disability may request reasonable accommodation to enable them to successfully function in the university environment. If a student or employee wishes to receive information or request reasonable accommodation, they should contact a compliance officer. The compliance officer for employees is the director of Human Resources; for students needing learning and other support services, the Disability Support Services coordinator.

I. Qualifications

A. Person is considered qualified if he/she:

1. Meets all eligibility criteria.

2. Is able (with or without accommodations) to perform the essential functions of an academic program, activity or job and, with respect to students, have attributes (apart from any disability) and academic ability which qualify them for admission to Walla Walla University.

3. Is able to utilize reasonable accommodations in a manner which allows the individual to perform the essential functions of an academic program, activity or job without imposing a direct threat to the health and safety of

   a) himself/herself or others, if an employee.

   b) others, if a student.

II. Reasonable Accommodations and Procedures for Students with Disabilities

A. Accommodation

1. Qualified individuals with handicaps or disabilities may request reasonable accommodations to enable them to successfully function in the university environment.

B. Documentation

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D.2

1. All requests for documentation must be accompanied by a statement of the student’s disability from a physician, clinical psychologist, or learning specialist. The documentation must be current, usually within three years.

C. Procedures

1. Upon admission to the university, students should self-declare their known and/or suspected disabilities to the Disability Support Services office in order to be informed of available accommodations on this campus. The Disability Support Services coordinator and other entities serving the disabled student will begin making appropriate plans to accommodate the incoming student prior to his/her arrival. Letters or telephone calls from the Disability Support Services coordinator will allow the coordinator and the student to determine the best accommodations to serve the student’s needs. Appropriate records of diagnostic work and past services will be sent to the coordinator at this time, and further testing, if appropriate, will be arranged.

III. Reasonable Accommodations and Procedures for Employees with Disabilities

A. Accommodation

1. Qualified individuals with handicaps or disabilities may request reasonable accommodation to assist them in performing the essential functions of their job or making application for a job.

B. Procedures

1. An applicant with a disability who needs special assistance in applying for an opening should request accommodations through the human resources office.

2. An employee or applicant who is disabled should notify his/her immediate supervisor and/or the human resources office of what accommodation he/she is requesting. The individual may be asked to provide written documentation from a physician, psychologist, rehabilitation counselor, occupational or physical therapist, or other professional with knowledge of the person’s functional limitations.

3. The director of Human Resources or his/her designee, in consultation with the supervisor, will identify potential reasonable accommodations through the following process:

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a. Determine the purpose of a particular job and its essential functions.

b. Consult the individual with a disability to determine his/her specific physical, sensory, or mental abilities and limitations as they relate to the essential job functions.

c. In consultation with the individual, identify potential accommodations and assess how effective each would be in enabling the individual to perform essential job functions.

d. The University will consider the preference of the individual with a disability and select the accommodation that best serves the needs of the individual and the University. In determining which, if any, accommodation to offer, the University will consider the following questions.

   1) What is the cost of the accommodation, and will it pose an undue hardship on the University?

   2) What is the impact of the accommodation on the operation of the department making the accommodation?

   3) Will it pose a direct threat to the health or safety of the individual or others?

e. If none of the available accommodations are reasonable in view of the factors listed in d above, the employee/applicant will be notified that no reasonable accommodations are available to the employee/applicant.

C. Return to Work Procedure

1. During the absence of an employee from work due to an injury from either on or off the job, or other illness, the supervisor and/or department chairperson will remain in close contact with the employee.

2. Before the employee is ready to return to work, he/she must report to his/her supervisor and the human resources office for the purpose of planning his/her re-entry to the workplace.

3. The employee must obtain from his/her physician a report addressing the following items, as part of the documentation, as they relate to the employee’s job description:

   a) list of temporary or permanent restrictions

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b) the requirements for and length of light duty

c) job description modification that may assist the returning employee.

d) any other recommendations from the physician

4. The employee will sign an agreement to follow the physician's requirements before the employee returns to work.

5. If a returning employee is not able to perform the essential functions of his/her position or if the accommodations needed to enable the returning employee to perform the essential function are not reasonable due to the extent or as a result of the illness or injury, other options will be considered according to the terms and conditions of employment and other benefits that the employee might be eligible for, if any.

IV. Complaint Mediation/Resolution Resources

A. Appeals

1. If a student or an employee disagrees with the outcome of any request for accommodation, he/she should first contact the appropriate compliance officer (i.e., the director of Human Resources or the Disability Support Services coordinator). If the compliance officer is not able to satisfy the accommodations for the student or employee, he/she may request that the University ADA Committee review the matter. An employee or student has the right to refuse an accommodation. This may mean that the employee cannot perform the essential functions of the job and is, therefore, not qualified for the position.

B. When Making a Complaint

1. Be specific. Provide a detailed written summary of the incidents or actions taken which you perceive as discriminatory. Include dates, times, names of individuals and what offices they work for. Describe and explain your interactions with these individuals or offices. If you are in contact with multiple offices, please notify each office of what efforts the other offices have made to resolve your complaint. Keep a record of all written correspondence between yourself and the various offices with whom you work.

V. Office/Phone Number Directory

Walla Walla University
Disability Support Services Coordinator..........................................................(509) 527-2366

June 1998
Teaching Learning Center, Lower level of Village Hall

Director of Human Resources.........................................................(509) 527-2202
Administration Building Room 11

Associate Vice President for Academic Administration/Chair, ADA Committee ...(509) 527-2395
Administration Building Room 108

Other Resources
Washington State Human Rights Commission............... (206) 464-6500 voice, 587-5168 TDD
1511 Third Avenue
Seattle, WA 98101

Office for Civil Rights, Department of Education.......... (206) 220-7900 voice, 220-7907 TDD
915 Second Avenue, Room 3310
Seattle, WA 98174

Office of Federal Contract Compliance...............................(206) 553-7182
1111 Third Avenue, Suite 745
Seattle, WA 98101

Equal Employment Opportunity Commission......................(206) 220-6883
909 First Avenue, Suite 400
Seattle, WA 98104-1061

U.S. Department of Labor, Wage and Hour Division SEA...................(206) 553-4482
1111 Third Avenue, Suite 755
Seattle, WA 98101

June 1998
APPENDIX E
WALLA WALLA UNIVERSITY
TRAVEL POLICY GUIDELINES AND PROCEDURES

I. General Guidelines

Walla Walla University reimburses its regular employees for university related travel. Approval is granted by the person responsible for the travel budget such as the Department Chair.

The Payroll Office encourages prepayment of airfares and where applicable, registration fees. Expenses for mileage, hotel and per diem allowances are submitted on a travel expense report by the employee once the trip is completed.

Travel expense reports should be submitted to the Payroll Office within a month of incurring the expenses, along with the original receipts. Expense reports must be approved prior to reimbursement by the Department head or department budget manager. All expense reports are subject to review by Administration. Reports submitted more than three months after the travel require approval by the University’s Administration. Expenses turned in to Payroll by Wednesday noon will result in a reimbursement check on Thursday.

Convention and Professional Development approvals from Academic Administration will serve as authorization for expenditures. Each expenditure will be checked by Payroll against the letter verifying that it pertains to the approved convention or professional development. The recipient’s signature would be the only one required on the expense report and the paperwork would not have to pass through Academic Administration for approval again.

II. Air and Ground Transportation

In order to stretch limited travel budgets, air travel arrangements are to be reserved as far in advance of the travel date as possible in the most economical class available.

Walla Walla University's travel guidelines allow frequent flyer rewards to be retained by the employee. (If the IRS classifies these rewards to be an additional tax burden, the employee will be responsible for the resulting tax liability.) University related air travel must follow the shortest most direct and economical route to the desired destinations. The University will not reimburse you for use of personal frequent flier reward that is used for business purposes.

Ordinarily, the use of taxis should be limited, in favor of public transportation, downtown shuttle/bus service, or car rentals.

III. Laundry Expense

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A laundry expense allowance of $25 per week is available when an employee travels overseas for more than seven days at a time.

IV. Spouse Accompaniment

As a general rule Walla Walla University does not reimburse travel costs for spouse accompaniment.

V. Travel Expense Reports

Original Receipts are required. Personal checks submitted as proof of payment must be bank canceled. If your bank does not return your checks, make a copy of your original check and attach your bank statement showing the amount paid.

The University complies with the Internal Revenue Service regulations for employee business expenses. The guidelines and procedures outlined below meet these regulations. Specific expenses may be submitted as follows:

A. Passenger ticket for travel including passenger name, purpose of trip, origin, destination, and cost. Electronic ticketing will need a confirmation or itinerary stating the price of the ticket and that it was paid. A boarding ticket with this information will also be accepted.

B. Itemized motel or hotel receipted bills, limited to a single room rate unless the room is to be shared with another authorized Walla Walla University employee. Any additional non-business related charges incurred, e.g., non-approved spouse accompaniment, personal meals, entertainment and personal phone calls, with the exception of one phone call home per day, are to be excluded from the expense report. Phone calls and other items that are business related should be marked accordingly.

C. Per Diem.

D. Receipts for miscellaneous items such as parking.

E. Taxi or shuttle fares (without receipt unless unusually large amounts are involved).

F. When entertaining, receipts from restaurants are to include the name of the person or group being entertained, the purpose and/or occasion.

G. Actual miles traveled in a privately owned car at current mileage rate (see Appendix D in the Governance Handbook). Only one set of mileage may be reported regardless of the number of passengers.

September 1999
E. Employees may use the following table or turn in actual miles.

<table>
<thead>
<tr>
<th>Location</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walla Walla Airport</td>
<td>6 miles</td>
</tr>
<tr>
<td>Ellensburg</td>
<td>320 miles</td>
</tr>
<tr>
<td>Eugene, Oregon</td>
<td>782 miles</td>
</tr>
<tr>
<td>Gladstone</td>
<td>520 miles</td>
</tr>
<tr>
<td>Lewiston</td>
<td>218 miles</td>
</tr>
<tr>
<td>Milton Freewater</td>
<td>18 miles</td>
</tr>
<tr>
<td>Missoula</td>
<td>760 miles</td>
</tr>
<tr>
<td>Mivoden</td>
<td>438 miles</td>
</tr>
<tr>
<td>Olympia</td>
<td>604 miles</td>
</tr>
<tr>
<td>Pasco</td>
<td>90 miles</td>
</tr>
<tr>
<td>Pendleton Airport</td>
<td>84 miles</td>
</tr>
<tr>
<td>Port Angeles</td>
<td>742 miles</td>
</tr>
<tr>
<td>Portland</td>
<td>480 miles</td>
</tr>
<tr>
<td>Pullman</td>
<td>260 miles</td>
</tr>
<tr>
<td>Rosario</td>
<td>735 miles</td>
</tr>
<tr>
<td>Salem, Oregon</td>
<td>560 miles</td>
</tr>
<tr>
<td>Seattle</td>
<td>560 miles</td>
</tr>
<tr>
<td>Spokane</td>
<td>328 miles</td>
</tr>
<tr>
<td>Vancouver, BC</td>
<td>838 miles</td>
</tr>
<tr>
<td>Wenatchee</td>
<td>362 miles</td>
</tr>
<tr>
<td>Yakima</td>
<td>246 miles</td>
</tr>
</tbody>
</table>

**Academies**

<table>
<thead>
<tr>
<th>Location</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auburn</td>
<td>562 miles</td>
</tr>
<tr>
<td>Gem State</td>
<td>482 miles</td>
</tr>
<tr>
<td>Laurelwood</td>
<td>530 miles</td>
</tr>
<tr>
<td>Milo</td>
<td>938 miles</td>
</tr>
<tr>
<td>Mt. Ellis</td>
<td>1080 miles</td>
</tr>
</tbody>
</table>

H. No expense reports will be accepted for reimbursement until the approved trip has taken place.

I. Do not include any expenses in your expense report that have been paid in advance by the University.

VI. Travel Advances

A. Travel advances may be arranged through the Payroll Office. Reimbursable Advance Request forms need to be completed before an advance check can be issued. Payroll needs the advances turned in before noon in order for the check to be ready that day. Those turned in after noon will be processed the following day. No advance requests will be honored on Friday.
B. In the case of a travel advance, IRS guidelines require that an approved expense report be submitted within 60 days following the trip. Any unused portion of the advance is to be returned to Payroll. If expense reports are not submitted within 60 days following travel, the reimbursable advance is considered wages by the IRS, and will be reflected as a deduction on the first paycheck thereafter.

VII. Lodging with Relatives or Friends

Occasionally employees will stay with relatives or friends while traveling on University business. If some type of gratuity for the host is desired the University employee may either:

A. Request Payroll to send the host the amount allowed by policy (see appendix D of the Governance Handbook for information). Request forms can be obtained from the Payroll office. A thank you card is sent with the check.

B. Submit a receipt for a host gift of comparable value.

VII. Credit Card Provided by Walla Walla University for Business Purposes

A. Certain administrative employees are allowed a separate credit card for their business travel. Walla Walla University will pay the annual fee. The credit card is to be used for business purposes only.

B. The credit card statement is to be submitted with charge tickets attached, which indicate the date, purpose and place. In addition, airfare charges are to include the passenger's name.

C. The credit card statement is to be approved by the department head or budget manager.
APPENDIX F

WALLA WALLA UNIVERSITY
FREE TUITION POLICY FOR REGULAR FULL-TIME EMPLOYEES

UNDERGRADUATE LEVEL – Regular full-time employees of the University may enroll without charge for up to six (6) hours of undergraduate credit each quarter.

GRADUATE LEVEL – Regular full-time employees of the University may enroll without charge for up to twelve (12) hours of graduate credit per year, fall through summer quarters, in any convenient combination. Any undergraduate courses taken that apply to the graduate degree will count toward the twelve hour limit. There must be six (6) tuition paying students in a particular class or the class cannot be taught.

COMBINATION OF UNDERGRADUATE AND GRADUATE LEVEL – Regular full-time employees of the University may enroll without charge for a maximum of twenty-four (24) free weighted units per year, fall through summer quarters. Weighted units are calculated by multiplying undergraduate hours by 1 and graduate hours by 2. There must be six (6) tuition paying students in a particular class or the class cannot be taught.

TAXABILITY – Under IRS Code Section 117, free tuition for undergraduate courses is excludable from taxable income. Under IRS Code Section 127, only the first $5,250 of free tuition for graduate courses is excludable from taxable income; amounts in excess of $5,250 will be reported as taxable income and subject to payroll taxes.

LIMITATIONS -- The free tuition policy does not apply to fees and rentals, private music lessons, flying, skiing, or other courses where instruction results in a specific cost to the institution by the individual enrolled. ASWWU fees are normally waived.

It is understood that when an employee's position requires maintaining specific working hours, permission must be requested of the supervisor if the employee wishes to take classes during the normal work day. Permission may be granted or withheld at the discretion of the employment manager. Employees will not be paid while they are attending classes.

Regular full-time employees may not enroll for more than six (6) hours per quarter free or otherwise.

Free tuition hours are not transferable to other people and do not accumulate from quarter to quarter.

All classes are open first to tuition paying students. As space is available, free tuition participants may join. Those taking the class free would not be counted in the minimum number of students required to offer the class.

An individual is eligible for free tuition under only one section of the policy (i.e., an individual may be eligible as an employee, or as a spouse, not both).

If classes are audited or challenged they will be applied to the number of free hours available for that quarter.

Recipients of free tuition benefit must have all their student loans, WWU co-signed loans and WWU accounts receivable current.

January 2002
WALLA WALLA UNIVERSITY
FREE TUITION POLICY FOR SPOUSES OF REGULAR FULL-TIME EMPLOYEES

UNDERGRADUATE LEVEL -- Spouses of regular full-time university employees may enroll without charge for up to six (6) hours of undergraduate credit each quarter.

GRADUATE LEVEL – Spouses of regular full-time university employees may enroll without charge for up to twelve (12) hours per year, fall through summer quarters, in any convenient combination. Any undergraduate courses taken that apply to the graduate degree will count toward the twelve hour limit. There must be six (6) tuition paying students in a particular class or the class cannot be taught.

COMBINATION OF UNDERGRADUATE AND GRADUATE LEVEL - Spouses of regular full-time university employees may enroll without charge for a maximum of twenty-four (24) free weighted units per year, fall through summer quarters. Weighted units are calculated by multiplying undergraduate hours by 1 and graduate hours by 2. There must be six (6) tuition paying students in a particular class or the class cannot be taught.

TAXABILITY – Under IRS Code Section 117, free tuition for undergraduate courses is excludable from taxable income; free tuition for graduate courses is not excludable from taxable income and will be reported as taxable income and subject to payroll taxes. The IRS regards tuition reduction for graduate studies of a spouse as a fringe benefit to the employee and as such will be reported as taxable income to the employee. For payroll tax purposes, the benefit will be prorated over the quarter that the benefit is received and taxes withheld accordingly.

ADDITIONAL BENEFIT AFTER THREE YEARS -- After the employee completes three (3) years of regular full-time employment at the University the spouse may enroll for a full load of undergraduate or graduate credits each quarter on the following basis: the first six (6) hours are without charge; additional hours are charged at 50% of the per quarter hour rate used for 1-12 quarter hours. The spouse applies to the Director of Human Resources for this additional benefit.

LIMITATIONS -- The free tuition policy does not apply to fees and rentals, private music lessons, flying, skiing, or other courses where instruction results in a specific cost to the institution by the individual enrolled. ASWWU fees are normally waived.

Free tuition hours are not transferable to other people and do not accumulate from quarter to quarter.

All classes are open first to tuition paying students. As space is available, free tuition participants may join. Those taking the class free would not be counted in the minimum number of students required to offer the class.

An individual is eligible for free tuition under only one section of the policy (i.e., an individual may be eligible as an employee, or as a spouse, not both).

If classes are audited or challenged they will be applied to the number of free hours available for that quarter.

Free Tuition and graduate assistantships are coordinated so that the individual does not receive more than the total tuition charge.

Recipients of free tuition benefit must have all their student loans, WWU co-signed loans and WWU accounts receivable current.

January 2002