TABLE OF CONTENTS

Equal Employment Opportunity Statement ................................................................................................................................. 5

Brief History of Wofford College ................................................................................................................................................ 5

New Hire On Board Processing .................................................................................................................................................. 6-7
  Wofford ID and Property
  Vehicle Registration/Employee ID
  Emergency Phones
  Emergency Alerts
  Passwords and Emails
  Web Directory

Probationary Period/Performance Evaluations ......................................................................................................................... 8

Work Hours/Attendance/Pay ......................................................................................................................................................... 8-9
  Work Hours
  Attendance
  Punctuality
  Time Cards
  Paychecks/Overtime/Deductions
  Unpaid Disciplinary Suspension Deductions Policy
  Prohibition Against Improper Deductions from the Salary of Exempt Employees
  Flexible Work Schedule

Full-Time Employee Benefits ....................................................................................................................................................... 10-15
  Major Medical Insurance
  Employee Wellness Program
  Dental Insurance
  Group Term Life and AD&D Insurance
  Lifestyle Life and AD&D Insurance
  Personal Accident Insurance
  Defined Contribution Plan (RA)
  Group Supplemental Retirement Annuity (GSRA)
  Long-Term Care Insurance
  Long-Term Disability Insurance
  Work-Life Balance Employee Assistance Program
  Worldwide Emergency Travel Assist Program
  Spartanburg Day School Partnership
  BB&T@Work Partnership
  Federal Social Security
  Flexible Spending Account Plan (Section 125 Cafeteria Plan)
  Employee Educational Benefit
  Employee Dependent Tuition Scholarship Benefit
  Tuition Exchange Program
  Retirement Benefits

Holidays and Leave ......................................................................................................................................................................... 16-19
  Holidays
  Vacation/Personal Time

THIS HANDBOOK AND POLICIES WITHIN ARE NOT INTENDED TO AND DO NOT CREATE ANY CONTRACTUAL RIGHTS UNDER STATE LAW NOR DO THEY ALTER YOUR AT-WILL EMPLOYMENT STATUS.
Funeral Leave  
Jury Duty  
Voting  
Family and Medical Leave Act  
Maternity and Paternity Leave  
Military Duty  
Unpaid Leave

### Policies

- Drug/Alcohol/Smoke Free Workplace
- Injury on the Job – SC Workers’ Compensation
- Grievance Procedures
- Harassment
- Sexual Harassment
- Whistleblower Statement
- Campus Conduct Hotline
- Responsible and Ethical Use of Wofford College Technology Resources
- Damage to Personal Property on Campus
- Inclement Weather
- Pets
- Solicitation and Distribution on Campus
- Request for Door Prize and Auction

### Facilities and Services

- Athletic Facilities/Events
- Bookstore
- Campus Ministry/Chapel
- Dining on Campus
- Invited Speakers/Convocation
- Library
- Performing Arts
- McMillan Theatre
- Foreign Films Series

### Termination of Employment

- Resignation
- Discharge
- Exit Interview
- Unemployment Compensation
EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Wofford College to provide equal opportunities and reasonable accommodation to all persons regardless of race, color, religion, sex, pregnancy, age, national origin, disability, veteran status, sexual orientation or other legally protected status in accordance with applicable federal and state laws. The college’s policy of equal employment opportunity and nondiscrimination extends to recruitment, employment, advancement and promotion, compensation and benefits administration, training and development, and other personnel actions.

To implement this program for equal employment opportunity and advancement, the college shall:

1. Recruit, hire, and promote for all job classifications without regard to race, color, religion, sex, pregnancy, national origin, citizenship, disability, age, veteran status, sexual orientation or other legally protected status.

2. Base decisions on employment and promotion solely upon an individual’s qualifications and valid requirements of the position being filled, and further the principle of equal employment opportunity.

3. Ensure that all other personnel actions, such as compensation, benefits, transfers, layoffs, terminations, recall from layoff, college-sponsored training and development, education, tuition assistance, social and recreational programs, will be administered without regard to race, color, religion, sex, pregnancy, national origin, citizenship, disability, age, veteran status, sexual orientation or other legally protected status.

The college’s policy against discrimination also prohibits any and all harassment on the basis of race, color, religion, sex, pregnancy, age, disability, national origin, veteran status, sexual orientation or on the basis of any other protected status. The policy prohibits sexual harassment including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, or when submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

BRIEF HISTORY OF WOFFORD COLLEGE


Wofford has produced six Rhodes Scholars and is home to one of the nation’s 283 Phi Beta Kappa chapters. The college community enjoys 19 NCAA Division I athletics teams made up of student-athletes with some of the highest graduation rates in the country. A member of the Southern Conference, Wofford athletics regularly places the college on the national stage. In addition the college has hosted summer training camp for the NFL’s Carolina Panther for the past 20 years.

A leader in offering high-impact learning opportunities to students, Wofford encourages students to take advantage of all that Wofford, and through it the world, has to offer. Wofford College: It’s Your World.
NEW HIRE ON BOARD PROCESSING

New employees are required to make an appointment with a member of the Office of Human Resources prior to, or on the first day of employment. New hire processing will consist of completing employment forms, enrollment in applicable benefits, issuing of employee handbooks, Summary Plan Descriptions (SPDs), procedures and policy information.

**Wofford ID and Property**

Employees will be issued a Wofford employee identification number. Email accounts, Banner network access, parking permits, vehicle registration, and employee picture ID cards cannot be issued without an ID number. The Office of Human Resources will generate an ID number after appropriate documentation is received and paperwork completed by the employee. Wofford property includes tools, equipment, uniforms, keys, electronic devices (cell phones, pagers PDAs, etc.) long distance codes, credit cards and other work essentials issued by Wofford for job performance. These items will be issued by the department supervisor, Information Technology, Campus Safety, or the Business Office.

Wofford-issued property is not to be given to or shared with anyone else. Employees are to report lost or stolen Wofford property immediately to his/her supervisor.

**Vehicle Registration/Employee ID Card**

The Campus Safety Department seeks to provide safety and security for the campus and the people who live and work here. All officers are trained and certified through the South Carolina Law Enforcement Division. Officers are uniformed for visibility and armed to protect the college community. The department is accessible 24 hours a day, seven days a week by telephone. The staff is also responsible for registering all vehicles, issuing parking stickers, and making ID cards for each member of our campus community.

**Emergency Phones**

Contact Public Safety at or extension 4350 for non-emergency situations and 4911 for emergencies only. There are 9 emergency phones (blue, with blue lights on top) located around the campus grounds. Simply push the emergency button to contact Public Safety. These phones ring directly into radios that our officers carry and provide the exact location of the phone from which you are calling (even if you are unable to speak).

**Emergency Alerts**

Emergency alerts can be delivered directly to your phone through the Wofford Emergency Alert System. The system will deliver messages to mobile phones, pagers, email, web browser and other wireless data devices such as PDAs.

Registration is MANDATORY for all faculty and staff with a college-issued cell phone. All others are strongly urged to register. Registration instructions are available on the following Wofford web address http://www.wofford.edu/newsroom/emergencyManagement/emergencyAlerts/. Questions or problems with registration - contact Laura Corbin in news services, extension 4180 or laura.corbin@wofford.edu.
**Passwords and Emails**

Creation of email addresses and network access takes approximately 24-48 hours. Email addresses are created last name, first and second initial @wofford.edu. (Ex. brownjd@wofford.edu). Your email address will be emailed to you after it is created. Initial logon password to access email and Banner web is **Wofford1**. You will be prompted to change the **Wofford1** password. Passwords must be (1) at least 8 characters, (2) contain upper and lower case characters, (3) contain a number, (4) cannot contain any recognizable part of your name, (5) cannot repeat any of the previous 5 passwords. In the “change password” pop-up screen, you must preface your account name on the first line with **Wofford1**. Passwords have a 6-month lifespan and reminders to change it will occur in your email about 2 weeks before it expires. The same account name and password are used for both email and logging on to networked computers.

Please contact the Information Technology Help Desk at extension 4357 if you experience any problems with your computer, log-on, password, email or network access.

**Web Directory**

Employee contact information (name, title, department, phone number, CPO and email address) and picture will be published on the Wofford web directory. Employees are to contact staff photographer, Mark Olencki, at extension 4176 to schedule an appointment for their web directory photograph.
Probationary Period/Performance Evaluation

Newly hired and rehired hourly employees are subject to an initial review period once they have been on staff for 90 calendar days. This period is designed to acclimate the employee to the college community, job training, and allow a reasonable amount of time for the college and the employee to evaluate the employee’s suitability for the job in question.

All employees will be evaluated annually using the Performance Appraisal and Development Plan form. Depending on the department and circumstances, evaluations of employees and programs may occur more often than annually and use additional sources of information. Employees may appeal any of their performance appraisals in accordance with the appeal/grievance process in this handbook.

Work Hours/Attendance/Pay

Work Hours
The basic workweek is 40 hours. Administrative offices are open 37½ hours each week; however, salaries are based on the 40-hour workweek, and office employees may be required by their supervisor to work 40 hours without additional salary payment.

Attendance
It is the responsibility of the employee to notify his/her immediate supervisor of the inability to report for work within the first hour of scheduled report time. An employee neglecting to “call in” may not be paid for that time. Employees are also responsible for keeping the immediate supervisor informed on a daily basis of the anticipated date of return to work from an illness. Absence without notice for three (3) consecutive days is considered job abandonment and may be grounds for immediate termination.

It is the employee’s responsibility, either personally or through a close family member, to ensure proper notification is given to the supervisor. Asking another employee or friend to give this notification is improper except under emergency conditions and does not release the employee from this responsibility.

Punctuality
It is the responsibility of the employee to be at work on time. Emergencies are understandable, but frequent absences, tardiness and failure to give proper notice of absences impair the value of services and may result in disciplinary action, leading to eventual release from college employment. Non-exempt employees may not be paid for a full day when they do not work a full day due to tardiness.

Time Cards
Each “non-exempt” employee must complete a time card weekly. Supervisors and employees must be certain that all information (accurate hours worked, vacation/personal days, holidays, excused absences, leave without pay, FMLA, etc.) is accurately recorded on the card and properly listed. Both the employee and his/her supervisor must sign the time card. Payroll checks cannot be prepared and released until the properly prepared and signed cards are received.

Pay
Salaried employees are paid once a month by direct deposit on the 25th. If the 25th falls on a Saturday or Sunday, employees will be paid the Friday before, unless notified differently. Hourly employees are paid bi-weekly on Fridays.
Hourly employees may elect to receive payment by direct deposit or manual check. Employees are to contact the payroll coordinator at extension 4221 with questions regarding pay, tax withholding, deductions and discrepancies.

**Overtime**

The college is subject to the Fair Labor Standards Act, which is the federal minimum wage and overtime law and the South Carolina Payment of Wages Law. Each law requires the college to keep accurate records on attendance and work hours for employees not-exempted from payment for overtime. Overtime at one and one-half times the regular rate must be paid for any hours **worked over 40** in a regular workweek. Overtime must be authorized in advance by the supervisor and may be offset by compensatory time off **taken only within the same workweek**.

**Unpaid Disciplinary Suspension Deductions Policy**

If an employee has been found to have violated any of the policies contained in the Wofford College Non-Faculty Employee Handbook, the employee may be suspended without pay, in whole day increments, for a length of time to be determined by Wofford College.

**Prohibition Against Improper Deductions from the Salary of Exempt Employees Policy**

Wofford College intends to pay all exempt employees on a salary basis and will not make deductions from salaries that are prohibited under the Fair Labor Standards Act. It is the college’s intention to pay each employee, exempt or nonexempt, the proper and appropriate pay. If employees believe their salary has been improperly reduced, they may file to have their situation reviewed under the Grievance Procedure. Any employee who is found to have been subject to improper deductions will be reimbursed by Wofford College no later than the first regular payday after such determination is made.

**Flexible Work Schedule**

In some areas of the college, it may be possible or necessary for staff members to work a flexible schedule. This is generally defined as a work schedule different from the standard operating hours of each office. A normal workweek is 40 hours. Requests for flexible working schedules will be considered based on operational needs of the department. Considerations such as service length, hiring agreements and job duties will also be reviewed before a flexible working schedule is considered. A flexible work schedule requires the approval of the staff member’s supervisor and department head. Once established, the flexible schedule may continue as agreed upon until a departmental or personal need arises to revise such a schedule. Human Resources staff should be consulted before implementation of a different schedule to ensure consistent application of the flexible schedule policy and compliance with benefit plan eligibility requirements.

Short-term flexible schedules are for a period of six (6) months or less. Extensions to short-term flexible schedules must be reviewed by and coordinated with the Office of Human Resources. Flexible work schedules consisting of one (1) year or longer must be reviewed annually, preferably during the annual performance evaluation. Flexible schedules are to be documented in writing and a copy forwarded to the Office of Human Resources for the employee file.

Working a flexible schedule is a privilege – not an employee right, and flexible schedules are not appropriate for all job situations. The approval and continuation of a flexible schedule is at the sole discretion of the college. The college reserves the right to suspend, cancel or amend this policy at any time. The college also reserves the right to cancel or suspend use of flexible work schedules at any time and to return an employee to his or her standard schedule if the schedule affects continuity of operations and service. Administrative appeals will be addressed through non-faculty grievance procedures. However, the college’s decision to approve, deny or discontinue a flexible schedule is final.
FULL-TIME EMPLOYEE BENEFITS

The college reserves the right to discontinue, add to or modify any of the benefits described herein. Plan Documents, Summary Plan Documents (SPDs), claim and change forms, links to plan carriers and detailed plan information are accessible 24/7/365 at www.wofford.edu/humanResources/.

Each plan and program has specific eligibility requirements, often tied to the number of hours regularly worked each week. Employees classified as hourly are required to complete a 90-day probationary period before becoming eligible for any benefits. Employees classified as salaried are not subject to the 90-day probationary period.

Major Medical Insurance: Coverage through Planned Administrator’s Inc. (PAI)

Full-time employees and dependents who meet eligibility requirements may enroll in the Wofford College Group Medical Insurance Plan within 30 days following date of hire and upon satisfying the probationary period. The plan includes medical, vision and prescription drug coverage. Premiums are co-shared between the college and employee.

There is no Open Enrollment Period for medical. Changes may only be made within 31 days following a qualified family change of status as stated in the Wofford College Group Medical Plan Document.

Employee Wellness Program

The Employee Wellness Program is administered through the Wellness Center. It is offered to full-time employees who have medical insurance benefits. There are many benefits to joining. The main benefit is the individualized health care profile that is created free of charge. This benefit entails filling out a daily living assessment form, providing a blood sample and having basic biometrics recorded. All of your information is compiled in a sealed confidential comprehensive report. A member of the Wellness Center team will make an appointment with you to review the results and set goals.

Another benefit of the program is that you may choose to use Wellness Center services as your primary care provider, supplemental care provider or only as needed. A minimal co-pay of $15 will not be charged for these visits if you are a participant. If you choose to use our services but not join the Wellness Program, a $15 co-pay will be charged for visits to the Wellness Center. A registered nurse is available during business hours (Monday through Friday 8 a.m. - 5 p.m. during the academic year) to assess health issues. A nurse practitioner is available throughout the week (times can be viewed at www.wofford.edu/healthservices) for more extensive treatment. You may make appointments by calling 597-4370. The Wellness Program decreases the cost of your medical insurance benefit by providing on-site, convenient care in ordinary cases of illnesses and/or as a source of leading a preventive lifestyle. If you would like to make an appointment to begin the process or have additional questions, please contact the Wellness Center office at 864-597-4370.

Dental Insurance: Coverage through SunLife Dental

Employees may select from Basic or Enhanced voluntary dental insurance plans. Both plans offer dependent coverage. Premiums are paid by the employee through payroll deduction. The college does not supplement premiums. Enrollment is offered at the time of hire and during annual open enrollment each November.
**Group Life and Accidental Death & Dismemberment (AD&D) Insurance:**
Coverage through UNUM

Full-time employees may elect term life and accidental death and dismemberment insurance (no cash or loan values) in an amount equal to two times base wages rounded up to the next even $1000. Enrollment is offered at the time of hire and no other time. Application must be made within 30 days of hire. Premiums are shared between the college and employee. There is no Open Enrollment period or change of status provision. The policy includes a Living Benefit. Full-time employees may elect dependent life insurance under this plan. This plan may be converted to a private policy upon termination of employment. The college pays for $24,000 of this coverage.

**“Lifestyle Life” and Accidental Death & Dismemberment (AD&D) Insurance: Coverage through UNUM**

This is a “voluntary” supplemental group life insurance plan. The college does not supplement premiums. This plan is portable upon termination of employment and retirement. Enrollment is offered at the time of hire and during annual open enrollment in November.

**Personal Accident Insurance: Coverage through UNUM**

Full-time faculty and named administrative employees whose jobs require frequent travel on college business receive supplemental accidental death and dismemberment coverage. The amount of coverage per person is $120,000. The college pays the total premium for this coverage.

**Long-Term Care Insurance: Coverage through UNUM**

Full-time employees of the college are eligible to enroll in a long-term care basic plan upon date of hire. The basic plan is funded by the college and provides a $1,000 benefit for 3 years, a face value of $36,000. Employees may elect to purchase additional insurance for themselves and family members at the time of hire and during annual open enrollment in November.

**Long-Term Disability Insurance (LTD): Coverage through UNUM**

Full-time employees are eligible to enroll in a Long-Term Disability Insurance Plan after two years of employment. The plan benefit provides an income of approximately 60 percent of base wages, including Social Security benefits, during a period of total disability. The elimination or waiting period for total disability is 180 days. The college pays the premium for this coverage.

**Work-Life Balance Employee Assistance Program**
*(Participants in the UNUM LTD Plan)*

The Work-Life-Balance program helps to find solutions for the everyday challenges of work and home as well as for the more serious issues involving emotional and physical well being. **CONFIDENTIAL** telephone consultations, face-to-face meetings and educational materials are offered in this program.

- Childcare and/or eldercare referrals
- Personal relationship information
- Health information and online tools
- Legal consultations with licensed attorneys
- Financial planning assistance
- Stress management
- Career development
Worldwide Emergency Travel Assist Program  
(Participants in the UNUM LTD Plan)

Worldwide emergency travel assistance services are available with just one phone call. When traveling for business or pleasure, in a foreign country or just 100 miles or more from home, you and your family can count on getting help in the event of a medical emergency. Emergency travel assistance includes hospital admission, emergency medical evacuation, medically supervised transportation home, prescription replacement assistance, care and transport of unattended minor children and multi-lingual crisis management professionals. Contact the Office of Human Resources for an Emergency Assistance Travel Card.

Defined Contribution Plan: Coverage through TIAA-CREF

The Defined Contribution Plan is non-contributory in that employees are NOT required to make a contribution. The college contributes an amount equivalent to 9 percent of base wages, not to exceed annual limits established by the IRS. Full-time employees are eligible to participate upon satisfying eligibility criteria. The plan provides fully vested retirement annuities.

Group Supplemental Retirement Annuity Plan (GSRA): Coverage through TIAA-CREF

GSRA is the employee tax-deferred plan. Eligible employees may contribute pre-tax money through payroll deduction, not to exceed annual limits established by the IRS. Participation is voluntary and may begin on the first of the month following employment or anytime thereafter. Enrollment is open and available any time. Deferred contributions may be reduced, increased or stopped at any time.

Spartanburg Day School (SDS) Partnership

Spartanburg Day School offers a special 50 percent tuition discount for dependent children of Wofford full-time faculty and staff. For more information about the tuition discount and school tour, contact SDS through their website www.spartanburgdayschool.org or by phone 864-582-7539. SDS applications may be printed from the Human Resources webpage.

BB&T@Work Partnership

BB&T has partnered with Wofford College to offer Wofford employees the BB&T@Work program — an exclusive benefits package of premium financial services. BB&T@Work is a complete banking package that includes checking and savings accounts, exclusive discounts on loans, lines of credit, travel, entertainment and more. You’ll receive dedicated service from BB&T relationship bankers to ensure you have the right combination of benefits to meet your specific needs. BB&T’s Wofford Financial Center is located at 280 North Church Street – 842-342-8660.

Federal Social Security

Federal Social Security provides retirement, survivor, disability and Medicare benefits. The college and employee each pay 7.65 percent (6.2 percent applied to social security programs and 1.45 percent applied to Medicare) on wages subject to the tax. The maximum wage base subject to social security tax rises annually as the average national wage increases.
Flexible Spending Account Plan (Section 125 Cafeteria Plan)

Full-time employees may elect to deposit a tax-free portion of gross income into a savings-like account through payroll deduction. Two types of accounts are available: Medical Spending and Dependent Care Spending. Employees may use their account to seek reimbursement for qualifying medical or dependent care expenses. By using pre-tax dollars, employees can save as much as 25 percent to 40 percent on expenses they would normally have paid for with after-tax funds. Plan enrollment is for the calendar year and is offered at the time of hire and during an annual open enrollment period. Mid-year changes are allowed when a qualified change of status occurs.

Employee Educational Benefit

Full-time employees may take one three- or four-hour course each semester tuition free. The course must not conflict with the employee’s work schedule, and the supervisor must grant permission.

Employee Dependent Tuition Scholarship

SPOUSES:
1. Spouses of full-time Wofford employees are entitled to attend tuition free, on a de minimus basis, provided they are academically qualified. This benefit is for three credit hours each semester and is contingent upon space availability. Available space is determined at the end of drop/add. Example: Spouse enrolls in Spanish class and there are two available seats. By the end of drop/add three additional “non-de minimus” students want to add the class. The spouse would not be able to attend class or receive credit.
2. If an employee dies or is disabled, the enrolled spouse may complete the academic year in which death or disability occurs.
3. If an employee retires, resigns or is dismissed, the spouse’s tuition benefit ends on date of retirement, resignation or dismissal.

CHILDREN: Amended January 1, 2016
1. Dependent children of full-time Wofford employees are entitled to attend Wofford at no tuition charge for eight semesters plus summer school (12 credits per term or 24 hours cumulative) provided that they are academically qualified and subject to conditions specified in the following paragraphs.
2. The definition of “dependent children” shall be the same as the IRS definition.
3. This benefit vests in college employees after three years of continuous service.
4. If the eligible employee dies or becomes disabled, his dependent children may attend Wofford without tuition until such time as the surviving parent remarries.
5. If the eligible employee resigns or is dismissed, the benefit terminates on the date of resignation or dismissal.
6. If the eligible employee retires by reason of age, his or her dependent children may attend Wofford tuition free, provided that retirement followed at least 20 years of continuous employment by the college.
7. The following conditions apply to tuition scholarships for children of employees:
   a. Application shall be made through the Financial Aid Office to ensure that all available outside aid is applied for.
   b. The definition of dependent child shall be the same as the IRS definition.
   c. Each recipient of financial assistance must meet financial assistance policies of the college, including that of maintaining satisfactory progress in his or her course of study.
**Tuition Exchange Program** ([www.tuitionexchange.org](http://www.tuitionexchange.org))

Wofford College engages in the Tuition Exchange program with a number of other colleges and universities in the United States. The program provides opportunities for sons and daughters of Wofford faculty and staff to attend participating institutions tuition-free if Tuition Exchange openings exist at the institutions of their choice, and if they are accepted for admission under Tuition Exchange agreements.

Students who desire to attend Tuition Exchange institutions should apply to the Wofford College Director of Financial Aid (who is our Tuition Exchange Liaison Officer, and has a list of member institutions), and should make individual arrangements to apply and be accepted for admission to institutions of their choice.

An applicant’s eligibility is determined by the policies of his or her own college and by the success of that college in enrolling students from other Tuition Exchange institutions. At any given time there are more openings in the Tuition Exchange pool than there are applicants, in this case, there may not be openings available at institutions of a given applicant’s choice.

Tuition Exchange institutions have their own standards of admission, and when one has more exchange applicants than openings, the institution is free to choose among applicants according to those standards. Inquiries and applications should be made at the earliest possible date. Institutions that anticipate openings usually have only a few places for Tuition Exchange students, sometimes as few as one or two. There are limitations, and there is competition. **Thus, Tuition Exchange does not confer the right to a scholarship; it confers only the right to apply for a scholarship.**

Ordinarily, the scholarship equals full tuition, but some member institutions are permitted to award less than full tuition. Ordinarily, the scholarship does not include any fees or room and board charges; however, Tuition Exchange encourages low-tuition institutions to augment the value of the scholarship by including some non-tuition charges. Tuition Exchange applicants should ask about the dollar value of the scholarship at the institutions to which they apply and about the remaining charges for which they would be responsible.

A Tuition Exchange scholarship can include four years of undergraduate study, but graduate or professional school education is not specifically ruled out by Tuition Exchange. In any event, the applicant’s institution has the right to limit eligibility to less than four years, and **THE APPLICANT’S ELIGIBILITY IS SUBJECT TO RECERTIFICATION EACH YEAR.**

The host institution may withdraw the scholarship if the participant does not meet stated standards of academic performance and/or personal conduct. Tuition Exchange recommends that such standards be the same as those applicable to the host institution’s own faculty and staff children holding tuition-remission scholarships there.

The success of the Tuition Exchange program for Wofford, as for any participating institution, depends in large part upon our maintaining a balance between exports (students from Wofford families attending other Tuition Exchange programs) and imports (students at Wofford from families of other Tuition Exchange institutions). We can continue to export Wofford sons and daughters to the extent that we continue to attract as students to Wofford the sons and daughters of families of other participating institutions. Credits (by importing) and debits (by exporting) are generated on a semester basis: one credit or debit per student in attendance per semester.

The “balance of trade” changes over time, so it is necessary to establish clear procedures for the determination of Wofford’s Tuition Exchange exports in a manner that is fair for all.

The policy and procedures to be followed are these:

1. Wofford will not grant eligibility to any student for more than eight semesters (or equivalent quarters) of tuition remission through any one or any combination of the programs it offers or makes available. Therefore, for example, if a student has received and used tuition remission benefits to attend Wofford or any institution with which Wofford has a private exchange agreement, and subsequently transfers to a Tuition Exchange institution...
and receives tuition remission benefits there, the total remission for which the student is eligible will not exceed eight semesters or the equivalent quarters.

2. If Wofford’s four-year Tuition Exchange projection shows exports in excess of imports, the priority of any new applicants from families who have previously participated in the Tuition Exchange program will be below that of other eligible applicants.

3. If there are still more applicants than export spaces available, the applicants selected to fill the available space or spaces will be determined by giving priority to applicants whose parent has worked at Wofford the longest.

4. Any student who applies for Tuition Exchange benefits and is not selected to receive them will receive priority the next year over all new applicants.

5. All applicants for or recipients of Tuition Exchange benefits through export by Wofford will be subject to all the requirements that apply to applicants for or recipients of benefits under the Wofford tuition remission program.

Post-Employment Retirement Benefits

Effective June 30, 2006, Wofford College amended post-employment retirement benefits. Employees that met eligibility criteria on June 30, 2006, and remained employed in full-time status until normal retirement age 65 or older, may be eligible for certain pre-determined post-employment retirement benefits. Contact the Office of Human Resources to inquire about eligibility. Wofford College cannot promise or guarantee the amended post-employment retirement benefits package or any retirement package will be available in any future year. Wofford College reserves the right to amend or terminate post-employment benefits at any time. All other benefits stop at retirement.
Holidays and Leave

Holidays

The college observes 8 holidays listed below. Faculty members have a somewhat different schedule due to classes. Holidays may not be taken before they are earned. Employees who must work on scheduled holidays should arrange an alternate day off with their supervisor’s consent. Administrative employees are entitled to the stated or announced administrative holidays, but are not entitled to academic holidays (fall break academic holiday, extended Christmas break, spring holidays, etc.) The college reserves the right to discontinue, modify and grant additional days off to the list of holidays.

- New Year’s Day
- Good Friday
- Memorial Day
- Independence Day
- Thanksgiving Day and Day after (2)
- Christmas Eve and Christmas Day (2)

Vacation/Personal Time

Paid vacation time includes “personal” time and should be cleared with the immediate supervisor. The paid leave policy is for 12-month, full-time employees. Effective June 1, 2016, an extra day may be taken during years 6 through 10, for a maximum of 3 weeks until the 25th year.

<table>
<thead>
<tr>
<th>Years of continuous service as of June 1</th>
<th>Weeks of vacation/personal time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 5</td>
<td>2 (10 days)</td>
</tr>
<tr>
<td>6th year</td>
<td>2 and 1 day (11 days)</td>
</tr>
<tr>
<td>7th year</td>
<td>2 and 2 days (12 days)</td>
</tr>
<tr>
<td>8th year</td>
<td>2 and 3 days (13 days)</td>
</tr>
<tr>
<td>9th year</td>
<td>2 and 4 days (14 days)</td>
</tr>
<tr>
<td>10th year</td>
<td>3 weeks (15 days)</td>
</tr>
<tr>
<td>25</td>
<td>4</td>
</tr>
</tbody>
</table>

Employees are not entitled to vacation/personal pay until they have been employed at Wofford College for 12 months from date of hire. If termination of employment occurs before the end of 12 months, there will be no vacation/personal time pay issued in the final check. The timing of vacations should involve both personal consideration and the college’s interests. Vacation/personal time is not cumulative from year to year, and employees cannot receive pay in lieu of time off. For full-time employees who work a schedule less than 40 hours per week, the amount of holiday, vacation, personal pay will be adjusted to the number of hours regularly scheduled. Employees whose work schedules coincide with the nine-month academic calendar do not receive paid vacation/personal time. Vacation/personal days should be taken between June 1 of year earned, and May 31 of the following year. VACATION DAYS MAY NOT BE TAKEN BEFORE THEY ARE EARNED.

Funeral Leave

Full-time employees who suffer the death of a close family member may receive leave with pay for up to five days (if circumstances warrant) so that they may attend the funeral. For these purposes, close family is considered to be a spouse, child, parent, brother, sister, parent-in-law, or son/daughter-in-law. Also, in the event of the death of a grandparent, aunt, uncle, nephew, or niece, the college may offer up to one day with pay so that the employee may attend the funeral. Under extenuating circumstances, the college is willing to work out an appropriate leave of absence (using accrued vacation time or unpaid leave).
**Jury Duty**

The college accepts the privilege of jury duty as a part of the responsible citizenship of its employees. Employees summoned to jury duty must consult with their supervisor. A copy of the summons for jury service must be shown to the supervisor and then be filed with the Office of Human Resources. If reasonable agreements can be developed to provide for the employee’s duties, the employee is allowed special leave with pay for jury service. This special leave is limited to two (2) weeks. Employees appearing in court on their own behalf, or as plaintiffs or defendants, must use personal leave. Employees are expected to report to work during times when their full-time jury service is not required.

**Voting**

Employees who would be unable to vote in a national, state or local elections due to the length of their work schedule, will be paid for up to two (2) hours upon receiving prior supervisory approval. The supervisor must be presented with a valid voter’s registration card.

**Family and Medical Leave Act**

On occasion, an employee may find it necessary to be out from work while he or she is ill or to care for a family member. The Family and Medical Leave Act of 1993 (FMLA) allows employees nationwide to be with family members in their time of need. Under the FMLA, eligible employees may receive up to 12 or 26 weeks of leave during a 12-month period for certain family and medical reasons. Employees are eligible if they have worked for the college for at least 12 months, worked for at least 1,250 hours over the previous 12 months, and if there are at least 50 employees employed by the college within 75 miles of the work site. An employee’s eligibility for FMLA leave will be calculated by the use of a “rolling” 12-month period backward from the first day the Family Medical leave is used.

The FMLA permits you to take leave for any of the following reasons:

1. To care for your child after birth, or placement for adoption or foster care. (12 weeks)
2. To care for your spouse, son or daughter, or parent who has a serious health condition. (12 weeks)
3. For a serious health condition, which makes you unable to perform the functions of your job. (12 weeks)
4. The employee’s spouse, child or parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation (Qualifying Exigency Leave) (12 weeks); and/or
5. The employee is needed to care for the employee’s spouse, child, parent or next of kin who is a covered servicemember (Servicemember Family Care Leave). (26 weeks)

Servicemember Family Care Leave (#5 above) is permitted under certain criteria for a 26-week period in one 12-month period. Although all of the criteria and requirements of FMLA leave of absence (LOA) apply to Servicemember Related FMLA LOA, there are additional criteria that are set out below.

Leave will not be granted to allow you time off to seek employment elsewhere or to work for another employer. Should you take time off from work for one of the above reasons, the time shall generally be unpaid. However, certain kinds of paid leave may be substituted for unpaid leave.

**Advance notice and medical certification:** Should you need to take time off under the FMLA, you must receive authorization from the Office of Human Resources and not from your supervisor or manager. Only the Office of Human Resources and Chief Financial Officer can designate leave as FMLA leave. You must provide 30 days’ advance notice when the need for the leave is “foreseeable” – for instance, if the medical treatments are planned in advance. If the leave is not foreseeable, you must provide advance notice as soon as is practicable.

You must have a medical certification form completed by the attending health care provider to support a request for leave if the leave is to care for yourself or a family member as stated above. A recertification during the leave will also be required.
If you are on FMLA leave because a serious health condition renders you unable to perform the functions of your job, a fitness-for-duty report must be completed by the attending health care provider prior to your returning to work. You will be expected to adhere to other notice requirements should you take FMLA leave. The Office of Human Resources will explain these additional requirements to you.

While on leave, you must contact the Office of Human Resources every Friday. Failure to return to work upon the expiration of FMLA leave may result in termination.

**Job Benefits and Protection:** During FMLA leave, your coverage under the group health plan will continue. However, you must continue to pay your dependent insurance premiums (if applicable) under the group health plan; the Office of Human Resources will explain the deadlines to you. Failure to make timely payments may cause your coverage to lapse. In addition, should the college make any premium payments on your behalf you must reimburse the college for the entire amount. For group insurance benefits other than health insurance, premium payments by the college cease when the employee goes off the payroll.

Upon return from FMLA leave, most employees will be restored to their same or equivalent positions with equivalent pay, benefits and other employment terms.

**Service member Related FMLA LOA**

1. Definitions
   a. “Active Duty” is defined as duty under a call or order to active duty under federal law.
   b. “Contingency Operation” has the same meaning given under federal law.
   c. “Covered Servicemember” is a member of the Armed Forces, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness.
   d. “Armed Forces” includes all branches of the United States Armed Forces, including National Guard or Reserves.
   e. “Outpatient Status” with respect to a covered service member, means the status of a member of the Armed Forces assigned to (a) a military medical treatment facility as an outpatient or (b) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
   f. “Next of Kin” means the nearest blood relative of the individual.
   g. “Serious Injury or Illness” in the case of a member of the Armed Forces means an injury or illness incurred by the member in line of duty on active duty that may render the member medically unfit to perform the duties of his/her office, grade, rank or rating.

2. Servicemember Family Care Leave is for a total of 26 workweeks of leave during a single 12-month period. An eligible employee is entitled to a combined total of 26 weeks of leave under FMLA and Servicemember Family Care Leave. In other words, the maximum LOA is 26 weeks, and this 26 weeks runs concurrently with, not in addition to, the 12 weeks of FMLA leave allowed for non-Servicemember Related FMLA LOA or a Qualifying Exigency Servicemember Related FMLA LOA.

3. Where spouses are both employed, the total number of workweeks of service member’s Family Care Leave or a combination of service member’s Family Care Leave and FMLA leave is 26 weeks during a single 12-month period. If the leave taken by the spouses includes FMLA leave, that leave is limited to 12 weeks, with the remainder of the 26 weeks allowed only under Servicemember’s Family Care Leave.

Please contact the Office of Human Resources as soon as you are aware you may need FMLA leave.

**Paternity Leave:** Two weeks paid paternity leave after one year of full-time employment.
**Military Duty**

Military leave will be given in accordance with all federal and state laws, if applicable.

**Unpaid Leave**

A leave of absence without pay for justifiable reasons and for a reasonable length of time is available to an employee who has completed at least one year of continuous service. This one-year requirement is waived in the case of unpaid emergency leave. Employees are required to submit a formal request for a leave of absence to their supervisor at least one month in advance, if possible, of the beginning date. The employee’s supervisor and the Chief Financial Officer must approve the leave. Unpaid leave requires the use of any accrued vacation time first. **Unpaid leave (other than FMLA) does not count toward accrued annual leave and results in immediate loss of benefits, with reinstatement dependent upon the individual requirements of each plan.** If reinstatement applies, it will occur on the first day of the month following the month in which the employee returns to work. The maximum amount of leave that can be taken at one time is 12 months. Failure to return to work after 12 months will result in immediate termination. This includes FMLA, paid and unpaid leave and workers compensation.

Employees may be placed on leave of absence without pay for disciplinary reasons. This may result in loss of benefits, with reinstatement dependent upon the individual requirements of each benefit plan and the unique circumstances of the disciplinary action. If reinstatement applies, it will occur on the first day of the month following the month in which the employee returns to work.

**Employees taking unpaid leave of absence can apply for continued medical coverage under COBRA.**

Employees are entitled by law to **COBRA medical coverage. COBRA law provides continuation of group health and dental coverage, at the employee’s expense, that otherwise might be terminated due to a qualifying event such as reduction in hours, death, termination of employment, divorce, Medicare entitlement, loss of dependent status or bankruptcy of the employer. Contact the Office of Human Resources immediately should you encounter a COBRA qualifying event**
**POLICIES**

**Drug/Alcohol/Smoke Free Workplace**

College policy states: “Possession and use of narcotic, mind-altering or other illicit drugs (i.e.: controlled substances), except on prescription of a licensed physician, is proscribed by law and is prohibited by the college. The college will cooperate with all law enforcement agencies in the enforcement of such laws on campus” as a part of its policy and efforts to maintain a drug-free workplace.

Thus, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at Wofford College. Disciplinary action, up to and including termination, may be taken against any employee for violation of this prohibition.

Each Wofford College employee, as a condition of employment,
1. will abide by the terms of the college’s policy as stated above.
2. will notify the college in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

There are laws and ordinances pertaining to the sale, possession and consumption of alcoholic beverages. It is well known that Wofford College will not protect any member of the college community from the enforcement of these laws. Indeed, college officials will assist local and state law enforcement agencies in such enforcement in order that the college may not become a sanctuary for those who would violate civil laws. The college passed the following no smoking policy on June 15, 1992: “The academic and administrative buildings, as well as the Campus Life Building and Burwell Center, will be designated as NO SMOKING areas.” The policy has been and will be extended to all buildings constructed since the original policy was adopted.

**Injury on the Job – SC Workers’ Compensation**

Workers’ compensation insurance provides benefits to employees who experience injury or illness in connection with their jobs at the college. Eligibility automatically begins on the first day of employment. Benefit entitlements are governed by South Carolina state law. Any employee who experiences an illness or injury in connection with his/her employment here MUST immediately report it to his/her supervisor. Supervisors must report the claim to the Office of Human Resources.

**Grievance Procedures**

An employee should make every attempt to resolve informally any problems encountered at work, through discussion with the other person(s) involved, and in a spirit of goodwill and cooperation. Potential problems addressed early are less likely to escalate into grievances. The appropriate supervisor and/or department head may be able to help resolve complaints and other problems informally and with little disruption and distress.

**Grievant responsibility:** A grievant shall first attempt to resolve grievances informally with his/her immediate supervisor and, as necessary, with the director of the department.

**Supervisor responsibility:** All supervisors, to the best of their abilities, should inform, listen to and counsel employees on all matters affecting them and resolve informally, if possible, all grievances. In the event that informal attempts to resolve a grievance are not successful and the grievant wishes to pursue the matter, the grievant, supervisor and departmental director shall initiate a meeting with the appropriate officer of the college in charge.
Harassment Policy

In accordance with our commitment to equal opportunity and our sincere belief in the dignity of each individual employee, it is our policy to prohibit all forms of harassment based on race, religion, color, sex, pregnancy, national origin, disability, age, sexual orientation or any other legally protected status, and likewise to prohibit other verbal or physical conduct of a harassing nature when an employee’s response to such conduct affects the employee’s job status or creates a hostile environment for that employee. This prohibition against harassment implies equally to coworkers, supervisory personnel and visitors. Due to the sensitive nature of complaints of harassment, they will be investigated with particular care and remain, to the extent possible, confidential.

The college has adopted the following procedures:

1. Employee complaints of harassment may be made to any department manager or the Office of Human Resources. All such complaints shall receive immediate attention of the person receiving them and should be coordinated through the Office of Human Resources. If an employee does not feel comfortable reporting the harassment to any department manager or to the Office of Human Resources, the employee should report the harassment to the chief financial officer in writing or by telephone at 597-4226. If an investigation reveals that the complaint is valid, appropriate action to stop such harassment immediately and prevent its reoccurrence will be implemented.

2. Harassment of any employee by a coworker or supervisory personnel in violation of this policy will not be tolerated. If such conduct occurs, Wofford College will take immediate and appropriate corrective action.

3. Any employee who is the target of or a witness to harassment must report the harassment immediately. Any employee who subjects another to harassment will be subject to disciplinary action up to and including discharge. Other improper conduct not rising to the level necessary to be categorized as unlawful harassment is also prohibited and may give rise to discipline, up to and including discharge.

Sexual Harassment

Wofford College reaffirms the ideal that its students, faculty and staff will be free from sexual harassment by any member of the academic community.

As defined in Wofford College Sexual Misconduct Policy, sexual harassment is any unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence. Behavior can constitute sexual harassment in the following circumstances:

1. Submission or consent to the behavior is reasonably believed to carry consequences for or be an implicit or explicit term or condition of education, employment, on-campus living environment or participation in a college activity. Examples of this type of sexual harassment include:
   a. Pressuring an individual to engage in sexual behavior for some educational or employment benefit, or
   b. Making a real or perceived threat that rejecting sexual behavior will carry a negative consequence.

2. The behavior is severe or pervasive and has the purpose or effect of substantially interfering with work or educational performance by creating an intimidating, hostile or demeaning environment for employment, education, on-campus living, or participation in a college activity. Examples of this type of sexual harassment can include:
   a. Persistent unwelcome efforts to develop a romantic or sexual relationship;
   b. Unwelcome sexual advances or requests for sexual favors;
   c. Unwelcome commentary about an individual’s body or sexual activities;
   d. Repeated and unwelcome sexually oriented teasing, joking or flirting; and
   e. Verbal abuse of a sexual nature.

Determination of whether alleged conduct constitutes sexual harassment requires consideration of all the circumstances, subjective and objective factors, including the context in which the alleged incidents occurred. A single instance of sexual misconduct is sufficiently severe to create a hostile environment.
The college has established a procedure to receive and respond to complaints of sexual harassment. Individuals who believe they have been sexually harassed are expected to bring their complaint to the Title IX coordinator, Carole Lister (864-597-4230, listercb@wofford.edu). While some attempts for an informal resolution may be considered, if an informal resolution cannot be made, Wofford College will hold formal hearings according to the procedure guidelines set forth in the Wofford College Sexual Misconduct Policy (“The College’s Response Procedure” Section V of the Wofford College Sexual Misconduct Policy).

Complaints about sexual harassment will be responded to promptly and equitably. The right to confidentiality of all members of the academic community will be respected in both informal and formal procedures, in so far as possible. College policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment. An individual found to be guilty of sexual harassment is subject to disciplinary action for violations of this policy. For staff member and faculty members, both tenured and untenured, disciplinary sanctions include reprimand, withholding a promotion and/or salary increases and dismissal.

Sexual harassment in any situation is reprehensible, and it is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherit in faculty/staff relationships to students, whether overtly, implicitly or through misinterpretation, is abused in this way, there is potentially great damage to individual students, to the persons complained of and to the educational climate of the college. Faculty members and other individuals in positions of authority should be sensitive to the questions about mutuality of consent that may be raised and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.

In matters of professional ethics and standards, it is not possible or desirable to delineate each and every type of conduct constituting violation. However, because of the high standard the college seeks in relationships between faculty/staff and students, certain examples should be made specific. Interaction such as amorous relationships, repeated remarks about appearance or sexuality, or even an invitation for a date, all of which might be appropriate in other circumstances, are considered unprofessional by the college when they occur between faculty/staff members and students. Such conduct creates an offensive educational environment, it leads to the perception if not the reality of special treatment, and it undermines the atmosphere of trust upon which the educational process depends. Such conduct, even if it does not rise to sexual harassment as defined the Wofford College Sexual Misconduct Policy, is subject to disciplinary action including dismissal of persons on either untenured or tenured appointments by appropriate officers or committees of the college.

**Whistleblower Statement of Policy**

It is the policy of Wofford College that employees and applicants shall be free without fear of retaliation to report conduct at Wofford College that they reasonably believe may constitute misconduct including but not limited to, the following: wire fraud, mail fraud, bank fraud, securities fraud or questionable accounting and internal controls, auditing matters, harassment, discrimination, hostile workplace, safety and security issues, illegal or unethical business practices, wrongful termination, hate messages, faculty and staff handbook violations, violations of laws, mismanagement, waste of institution resources, and abuse of authority. A representative of Wofford College shall not take or refuse to take any employment action in retaliation against an employee or applicant who reports possible misconduct under this policy in good faith or who, following such disclosure, seeks a remedy provided under this policy or any law or other Wofford College policy. However, employees or applicants who knowingly file false or misleading reports, or without a reasonable belief as to truth or accuracy, will not be protected by this policy, and in the case of an employee, may be subject to discipline, including termination of employment. A copy of the Whistleblower Policy, in its entirety, is published on the Human Resources webpage in “Wofford College Policy.”

**Campus Conduct Hotline**

Wofford College is committed to maintaining the highest ethical standards in our workplace. The Campus Conduct Hotline® does not replace other Wofford policies and procedures contained in the staff and faculty employee handbooks. It is a confidential tool for you to use if you experience, or observe what you believe is inappropriate or unethical conduct.
and are unsure what to do. It is part of Wofford’s continuing effort to promote “zero tolerance” of unethical conduct in the workplace. The Campus Conduct Hotline© is designed to minimize apprehension and make it possible to report concerns about possible violations addressed in Wofford’s Whistleblower Policy. The Hotline© may be used to report other concerns or violations addressed in the Whistleblower Policy. The Hotline© system is available for use around the clock, seven days a week. Because the Hotline© is operated by an independent organization, any calls made through the Hotline© are completely confidential and anonymous. The Campus Conduct Hotline brochure and reporting information can be viewed in its entirety on the Human Resources webpage.

Responsible and Ethical Use of Technology Resources

Wofford College recognizes the important role that information and technology plays in modern society. It is our policy to provide all students, faculty and staff with access to a variety of electronic and technological resources, which furnish powerful tools for communication and access to information for instructional and research use. The college expects that technology use will be conducted in a legally and ethically appropriate way that includes, but is not restricted to the following areas.

A. User Accounts: Authorized users are assigned user accounts and passwords for the college’s network. By accepting a college account users agree:

- To protect the confidentiality of their password
- Not to use another person’s password or to log in to their account without authorization
- Not to mask the identity of a user account or the network identity of a machine
- Not to give others access to technology resources to which they are not entitled
- Not to use college-owned computers and network resources for unauthorized commercial purposes
- Not to damage or destroy college-owned hardware or software, or otherwise interfere with its proper functioning
- Not to interfere with the administration of the campus network
- Not to attempt to breach any network security system, whether with or without malicious intent
- Not to intentionally transmit malicious programs, such as viruses, worms and Trojan horses, or to participate in Denial of Service attacks
- Not to make unauthorized copies of copyrighted software or to use unauthorized copies on college equipment
- The above list should not be construed as comprehensive.

B. Laws: Use of Wofford College network resources must comply with:

- All federal, state and local laws or regulations
- Contracts with our internet service provider and other parties
- All college policies, including the Code of Students Rights and Responsibilities and the college’s harassment policies

C. Electronic Messaging: Users agree not to:

- Forge a signature on an electronic message without consent, or otherwise attempt to misrepresent or obscure the origination of messages or other file transfers.
- Send or post abusive, harassing, threatening or libelous electronic messages to an individual or group.
- Send messages that are deliberately designed to interfere with proper mail delivery and access.
- Send chain letters or mail bombs.
- Attempt to gain access to another person’s message files without his/her prior consent.

D. Personal Web Pages: On Wofford College personal web pages, users agree not to include material in violation of federal, state and local law. Users agree not to violate the rights of any person protected by copyright or other similar intellectual property laws or regulations.

E. Resource Usage: Our technological resources are provided with all due consideration of the principles of free speech and open access to information and communication. Technological resources are community resources, however, and
users are expected to balance their own needs against the needs and expectations of the Wofford community. The college reserves the right to limit access to non-academic, resource-intensive applications if their use threatens to interfere with academic uses of our network resources.

F. Security and Confidentiality: Wofford respects the privacy of all electronic communications and files. We will take reasonable precautions to protect information stored in or on, or transmitted by, our system. We do reserve the right to protect the integrity of our technology resources. In particular we claim the right to monitor system activity, implement procedures, such as virus scans and bandwidth management, to protect the integrity of our system and control the connection of devices that could compromise the security of our network. We claim the right to examine personal computers associated with reported incidents of harassment or other violations of college policies, including this policy. It should be understood that due to the nature and limitations of technology, all electronic transmissions and stored data are inherently insecure. Sensitive, private messages should not be sent by electronic mail.

G. Disciplinary Actions: The college reserves the right to temporarily suspend a user’s access privileges if it appears that this policy, or any other applicable college policy, has been violated or that a user’s activity is a threat to the operation of our network system. A user whose access privileges have been suspended may appeal the suspension to the appropriate vice president. If a student whose access has been denied due to a violation needs access for completion of class work, the student will be allowed limited and temporary access under the observation of a designated Wofford College staff member. Some technology-use infractions also may violate local, state or federal laws, or other Wofford College policies. Civil, criminal and/or college sanctions may be independently applicable. The college reserves the right to monitor previous offenders for further abuse.

The following describes the procedures that generally will be followed in the case of Banner system security violations. However, the college reserves the right to take whatever action is necessary as described in this handbook.

- **First Offense:** The Banner Database Administrator (DBA) will discuss the violation with the offender and notify the vice president for technology (VPT) of that discussion in writing. The written correspondence will include the date, time, parties involved, detailed explanation of the violation and a screen shot documenting the violation if available. Copies of the documentation will be given to the Banner system administrator.
- **Second Offense:** The DBA will notify the VPT in writing. The VPT will notify the offender, his or her supervisor and the Office of Human Resources. The supervisor will send a completed employee warning notice to the Office of Human Resources for inclusion in the employee’s personnel file.
- **Third Offense:** The DBA will notify the VPT in writing and discontinue the offender’s Banner access pending the resolution of the problem. The VPT will notify the offender, his or her supervisor and the Office of Human Resources. Other actions may be taken consistent with college policy up to and including termination.

**NOTE:** Because information technologies change so rapidly, updates to the Reasonable and Ethical Use Policy may be made at any time. It is the responsibility of the user to keep informed of the guidelines, which are posted on the Wofford College website [www.wofford.edu](http://www.wofford.edu). A more detailed explanation of some of the above guidelines is available on this website.

**Damage to Personal Property on Campus**

The college does not assume responsibility for acts of God that result in damage to personal property of students, employees or visitors. Personal property includes but is not limited to cars, trucks and electronic equipment.

By parking near recreational or athletic areas, the driver and owner of any vehicle assume all liability related to theft of articles inside of vehicles, vandalism, falling tree branches and flying objects such as footballs, soccer balls and baseballs.

This policy follows the standard insurance industry practice of owners of personal property insuring all personal property under a homeowners, renters or auto liability insurance policy. To assist you in filing a claim with your insurance company, Public Safety may investigate and file a report if requested. The process of taking the report does not change the
college’s policy or assume responsibility. Questions related to this policy or the enforcement of the policy should be directed to the chief financial officer at 597-4226.

**Inclement Weather**

Wofford College ordinarily does not close because of weather that brings snow and ice to the area. Every effort will be made to hold classes and to have offices open. Commuting students and employees should understand that classes are held, but that they are to run no unreasonable risk to get to the campus. If an exception is made to this policy, Spartanburg radio (WSPA Radio, AM 910) and television stations (WYFF channel 4, WSPA channel 7, WLOS channel 13 and FOX channel 21) will be notified. If there is no cancellation notice on these sources, it is safe to assume that the college is open and conducting classes as usual.

**Pet Policy**

Wofford College is committed to a safe and healthy learning, living and working environment. In keeping with this commitment, pets and other animals are prohibited from all college-owned buildings. Exceptions to this policy include:

- An animal used for an official college research or academic purpose;
- An animal used in the service of a person with a disability;
- An animal that lives in one of three on-campus administrative personal residences;
- Common aquarium fish in tanks smaller than 10 gallons within Wofford residence halls, and;
- A Boston Terrier used by the college as an official mascot for a verified college event or promotion.

Members of the Wofford community and neighbors are free to walk their pets on campus as long as the pets are on a leash at all times and waste is appropriately disposed.

**Solicitation and Distribution on Campus**

**Policy Purpose:** Identify permissible solicitations and distribution of materials on college premises; and to outline approval of such, when applicable.

**Definitions:**

- **Solicitation** – Any approach of one person by another person with requests for time, memberships, goods, services, funds and/or equipment or materials to benefit either college employees or outside organizations.
- **Distribution** – Handing out, circulating, delivery or posting on college or department bulletin boards of leaflets, pamphlets or other printed or electronic material related to drives, campaigns, causes or organizations.

**Policy Statement:** The purpose of this policy is to protect faculty, staff, students, contractors and college guests from commercial and non-commercial exploitation and harassment, preserve the aesthetic atmosphere and protect the reputation of the college, avoid disruption of the college’s educational mission and to promote safety and security in college facilities and grounds. From time to time it will be in the best interest of college employees to permit certain commercial entities access on campus for the purpose of soliciting and introducing new services, products, goods, memberships, equipment and materials that will benefit college employees or outside organizations. These businesses may be cell phone companies, buying clubs, charities and other appropriate businesses. The distribution, sale or solicitation of any products, goods, food, beverage and service by Wofford and non-Wofford individuals and organizations are subject to prior authorization. No use shall be permitted that is inconsistent with the mission of the college or that shall result in undue competition with local commercial enterprises. If the purpose of the on-campus activity is for the benefit of employees, prior approval of the activity must come from the director of human resources. If the purpose of the on-campus activity is for the benefit of students, prior approval must come from the dean of students.

**Guidelines for Approved Solicitations:** Solicitation must not interfere with normal college operations or obstruct the flow of pedestrian traffic.
An approved solicitation, which is subsequently believed to endanger the safety, health or welfare of members of the college community, will be halted immediately.

Approval for the site of a solicitation on campus must be obtained from the college authority responsible for that space, in conjunction with Human Resources and/or Student Affairs or in the case of religious organizations approval of the college chaplain.

**Request for Door Prize/Auction Policy (January 1, 2016)**

Wofford College is fortunate to be surrounded by a generous business community. The college relies on this generosity in a variety of different ways, including the sponsorship of and donation to various Wofford events and causes. It is important, therefore, that the college speak with one voice when seeking sponsorships and donations so as not to overwhelm the community and exhaust its generosity.

Members of the college community are discouraged from requesting items only for the personal gain or pleasure of individual faculty/staff. More appropriate reasons to request door prizes/auction items include incentivizing giving to the college or college-related cause.

Effective January 2016, all office/group special requests for support by local businesses (door prizes, auction items, etc.) must be vetted by the Office of Advancement in conjunction with Wofford Athletics and IMG, its sales and sponsorship partner. If the request is approved, the office/group requesting community support will be given appropriate clearance and instruction to move forward with the request.

Contact Lisa Goings, director of development operations, at goingsle@wofford.edu for more information.
FACILITIES AND SERVICES

Hours of operation, services or programs below are subject to modification or discontinuation by the college at its discretion without notice.

Athletic Facilities/Events

The Athletic Administration Office and Ticket Office are located on the top floor of the Richardson Physical Activities Building. Wofford is a member of NCAA Division I (I-AA for football) and a member of the Southern Conference. Wofford offers numerous sports. The college offers some of the nation’s finest athletics and recreational facilities. A weight room and racquetball courts are located in the Richardson Physical Activities Building. All employees are encouraged to attend athletics events, and to use the wellness facilities (as available) in the Richardson Physical Activities Building.

Bookstore

The Wofford College Bookstore is located at 501 North Church Street next to the Montgomery Music Building. Items available for sale include clothing and imprinted gift items, candy, greeting cards and more. Cash, checks and all major credit cards are accepted. The bookstore also provides shipping and fax services.

Campus Ministry/Chapel

The Wofford College Chaplain’s Office is located on the first floor of Main Building. Regular worship services are held in Leonard Auditorium. These are ecumenical services and everyone is welcome. Holy Communion is celebrated weekly in Mickel Chapel. Wofford staff members are allowed to have weddings in the Chapel, which has seating for approximately 40 people. Prior arrangements must be made and approved. No alcoholic beverages are allowed.

Dining on Campus

“Terrier Bucks” may be purchased in the Burwell Dining Hall and can be used at any Wofford dining facility.

Burwell Dining Hall: “All-you-care-to-eat” meals in our residential restaurant; daily features include traditional home-style meals, freshly cooked pastas with simmering sauces, crisp salad bar, hot and hearty soups and chowders, decadent desserts or warm cookies.

Zach’s Food Court: Chick-fil-A, Grille Works, Montague’s Deli, along with a wide variety of grab and go meals and packaged snacks.

Java City Acorn Café and Campus Life: Locations in the atrium of the Roger Milliken Science Center and Campus Life offer a full line of coffee, a variety of espresso beverages, gourmet pastries and snacks.

Galleria at Phase V: Featuring fresh, innovative sandwich and salad options as well as great daily specials.

The Market at Phase V: One-stop-shop for all essentials; ice cold beverages, grab & go options, apartment essentials like cereal and milk.

Invited Speakers/Convocation

Employees are welcome to attend Convocation, guest speaking events and lectures. Please obtain supervisor’s permission during working hours.
**Library**

The Sandor Teszler Library houses an extensive collection of books, periodicals, and online research resources. Books circulate for three-week periods with renewals. Overdue book fines accrue daily for each book. Borrowers must present a library card each time a book is checked out; renewals must be made in person. An employee may apply for a library card by showing his/her college employee ID card. The first-floor gallery of the Sandor Teszler Library has frequent exhibits, including displays of the college’s own collections of 19th century American portraits and various Hungarian artists.

**Performing Arts**

The superb black-box Tony White Theater is the home of Wofford’s Theatre workshop. For more than 25 years, it has offered a wide variety of experimental drama performances to Spartanburg audiences. Reservations to view these productions are necessary, and may be made by calling the box office at (864) 597-4080. There is an admission charge, with discounts for season passes. Wofford also offers choral groups and several classical music series.

**McMillan Theater**

Named for Marion McMillan ’59, the theater is used for movies, classes, academic and cultural performances and meetings. It seats 102 people and is located on the first floor of the Campus Life Building.

**Foreign Film Series**

The Department of Foreign Languages offers a world film series featuring the best cinema from Africa and Asia as well as Europe. All dialogue is in the original language with English subtitles. An admission fee is charged.
**TERMINATION OF EMPLOYMENT**

**Resignation**

Employees are requested to give a minimum of two weeks notice of resignation to their supervisor. The Office of Human Resources must be notified of the resignation as soon as possible so that necessary paperwork may be completed, final payroll arrangements may be made, and an exit interview may be scheduled.

**Discharge**

Consistent with an employment at-will relationship, the college or the employee may terminate employment with or without cause at any time, unless the relationship is governed by written employment contract signed by the president or a senior vice president of the college. Nothing contained in this section or in any other college document will have the effect of altering the at-will status of employment. Discharge is not a step in performance counseling. It is an action that may be necessary without prior warning if the college in its sole discretion determines that such an action is proper, such as when a major policy violation has occurred that involves dishonesty or that seriously threatens college operations or the safety or well being of the individual or others. The supervisor should have advance discussion with the Office of Human Resources or the chief financial officer before discharging an employee. Reasons for discharge should be documented in writing, with a copy provided to the staff member, the departmental supervisor and the staff member’s Human Resources file. Documentation should include the date of the incident, an explanation of the circumstances resulting in the discharge and reference to all previous performance counseling actions.

**Exit Interview**

Voluntary termination occurs when employees leave Wofford of their free choice. Involuntary termination (i.e. discharge) occurs when the college initiates the separation. For all staff, the termination date is the last date an individual was actively at work or the date on which a leave of absence expired. Employees who leave either voluntarily or involuntarily should participate in an exit interview. Information and suggestions obtained in these interviews can be used to improve the work environment for other employees. The exit interview also provides an opportunity for the departing employee to ask questions related to benefits and other issues.

A Human Resources staff member will attempt to meet with departing employees before they leave the college, usually during the last two weeks of employment. This meeting will include a review of benefits, as well as an attempt to answer any questions that departing employees may have.

By the last day of employment, an employee must return the following items to his/her immediate supervisor:

- All college property borrowed or assigned
- College keys, tools, equipment, uniforms
- Identification and insurance cards, credit cards
- Cell phones, lap tops, data storage devices
- Parking stickers and library card

**Unemployment Compensation**

Wofford College, in accordance with South Carolina law, pays charges for unemployment benefits. Terminated employees are to contact the Unemployment Compensation Division of the South Carolina Employment Security Commission to inquire if they are eligible and how to apply for unemployment benefits.

*Any earned vacation pay or other termination pay shall not extend the effective date of termination beyond the last day worked. Claims filed for unemployment benefits use both the last day worked, as well as the last day compensated by termination pay.*