



WAKE FOREST
UNIVERSITY

STAFF HANDBOOK

2010

This handbook contains brief summarized statements of policies, procedures, and programs that are applicable to staff (non-faculty) employees of Wake Forest University (Reynolda Campus). These policies, procedures, and programs are also applicable to administrators who hold faculty rank but work primarily as 12-month administrators, e.g. Deans, Associate Deans, Assistant Deans, etc.

Please understand that these statements are intended to serve as an overview and do not, in many cases, provide detailed information. For this reason, you are encouraged to visit the Human Resources Department website at www.wfu.edu/hr for online access to all University Human Resources Policies applicable to staff employees. For employees without access to computers, departments have copies of these policies on hand. In the event you are unable to locate hardcopy policies, please contact the Human Resources Department at 758-4700 for assistance.

The information contained in this booklet is subject to change by the proper authorities. It should be understood that explanations in this handbook cannot alter, modify, or otherwise change the controlling legal documents in any way, nor can any right accrue by reason of any statement or omission of any statement in this handbook.

North Carolina is an "at will" employment state which means the University or the staff employee can terminate the employment with or without cause. Therefore, this handbook is not a contract for employment and does not guarantee employment for any length of time.

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INTRODUCTION

THE HISTORY OF WAKE FOREST UNIVERSITY

On February 3, 1834, the school was founded as Wake Forest Institute. Located in the town of Wake Forest, North Carolina, the school was rechartered as Wake Forest College in 1838. In 1894 the School of Law was established. The School of Medicine, founded in 1902, offered a two-year medical program until 1941. In that year, the school moved from the town of Wake Forest to Winston-Salem, became associated with the North Carolina Baptist Hospital, and was named the Bowman Gray School of Medicine. This facility is located approximately four miles from the main campus. In 1942, Wake Forest admitted women as regular undergraduate students.

In 1946 the Trustees of Wake Forest College and the Baptist State Convention of North Carolina accepted a proposal by the Z. Smith Reynolds Foundation to relocate the college in Winston-Salem. The late Charles H. Babcock and his wife, the late Mary Reynolds Babcock, contributed a campus site, and building funds were received from the Z. Smith Reynolds Foundation and other sources. In 1956 the College moved all operations. The old Wake Forest campus is now home to the Southeastern Baptist Theological Seminary.

A School of Business was established in 1948; in 1969, the undergraduate school was succeeded by the Department of Business and Accountancy (which was reconstituted as the School of Business and Accountancy in 1980, and renamed Wayne Calloway School of Business and Accountancy in 1995) and the Department of Economics in Wake Forest College. The Division of Graduate Studies (now the Graduate School) and Babcock Graduate School of Management were established in 1961 and 1969, respectively. In February 1996, the trustees approved the opening of a Divinity School. A full-time dean was hired in July 1996 with the first class enrolling in fall 1999. In October 1997, the Bowman Gray School of Medicine was renamed the Wake Forest University School of Medicine, while its campus is now known as the Bowman Gray Campus. The School of Business and Accountancy and the Graduate School of Management were joined to create the Schools of Business in 2009.

THE MISSION AND PURPOSE OF WAKE FOREST UNIVERSITY

(As approved by the Board of Trustees – October 6, 2000)

Wake Forest is a university dedicated to the pursuit of excellence in the liberal arts and in graduate and professional education. Its distinctiveness in its pursuit of its mission derives from its private, co-educational and residential character; its size and location; and its Baptist affiliation. Each of these factors constitutes a significant aspect of the unique character of the institution.

The University is now comprised of two main campuses: Reynolda Campus, home of the undergraduate College, the Schools of Law, Divinity and Business and the Graduate

School; and the Bowman Gray Campus, home of the School of Medicine and Wake Forest University Medical Center. It seeks to honor the ideals of liberal learning, which entail commitment to transmission of cultural heritages; teaching the modes of learning in the basic disciplines of human knowledge; developing critical appreciation of moral, aesthetic and religious values; advancing the frontiers of knowledge through in-depth study and research; and applying and utilizing knowledge in the service of humanity.

Wake Forest has been dedicated to the liberal arts for over a century and a half; this means education in the fundamental fields of human knowledge and achievement, as distinguished from education that is technical or narrowly vocational. It seeks to encourage habits of mind that ask “why”, that evaluate evidence, that are open to new ideas, that attempt to understand and appreciate the perspective of others, that accept complexity and grapple with it, that admit error, and that pursue truth. Wake Forest College has by far the largest student body in the University, and its function is central to the University’s larger life. The College and the Graduate School are most singularly focused on learning for its own sake; they, therefore, serve as exemplars of specific academic values in the life of the University.

Beginning as early as 1894, Wake Forest accepted an obligation to provide professional training in a number of fields, as a complement to its primary mission of liberal arts education. This responsibility is fulfilled in the conviction that the humane values embodied in the liberal arts are also centrally relevant to the professions. Professional education at Wake Forest is characterized by a commitment to ethical and other professional ideals that transcend technical skills. Like the Graduate School, the Schools of Law, Business, Divinity and Medicine are dedicated to the advancement of learning in their fields. In addition, they are specifically committed to the application of knowledge in solving concrete problems of human beings. They are strengthened by values and goals, which they share with the College and Graduate School, and the Schools of Law, Business, Divinity and Medicine enhance the work of these schools and the University as a whole by serving as models of service to humanity.

Wake Forest was founded by private initiative, and ultimate decision-making authority lies in a privately appointed Board of Trustees rather than in a public body. Funded to a large extent from private sources of support, it is determined to chart its own course in the pursuit of its goals. As a co-educational institution, it seeks to “educate together” persons of both sexes and from a wide range of backgrounds – racial, ethnic, religious, geographical, socioeconomic, and cultural. Its residential features are conducive to learning and the pursuit of a wide range of co-curricular activities. It has made a conscious choice to remain small in overall size; it takes pride in being able to function as a community rather than a conglomerate. Its location in the Piedmont area of North Carolina engenders an ethos that is distinctively Southern, and more specifically North Carolinian. As it seeks further to broaden its constituency and to receive national recognition, it is also finding ways to maintain the ethos associated with its regional roots. Wake Forest is proud of its Baptist and Christian heritage. For more than a century and a half, it has provided the University an indispensable basis for its mission and purpose, enabling Wake Forest to educate thousands of ministers and laypeople for enlightened leadership in their churches and communities. Far from being exclusive and parochial, this religious tradition gives the University roots that ensure its lasting identity and

branches that provide a supportive environment for a wide variety of faiths. The Baptist insistence on both separation of church and state and local autonomy has helped to protect the University from interference and domination by outside interests, whether these are commercial, governmental, or ecclesiastical. The Baptist stress upon an un-coerced conscience in matters of religious belief has been translated into a concern for academic freedom. The Baptist emphasis upon revealed truth enables a strong religious critique of human reason, even as the claims of revelation are put under the scrutiny of reason. The character of intellectual life at Wake Forest encourages open and frank dialogue and provides assurance that the University will be ecumenical and not provincial in scope, and that it must encompass perspectives other than the Christian. Wake Forest thus seeks to maintain and invigorate what is noblest in its religious heritage.

STATEMENT OF PRINCIPLE ON DIVERSITY

Wake Forest University is a community of men and women that seeks the enlightenment and freedom which come through diligent study and learning. Its higher goal, however, is to give life to the University motto “Pro Humanitate,” as members translate a passion for knowledge into compassionate service.

The community shares a tradition that embraces freedom and integrity and acknowledges the worth of the individual. The heritage, established by the school’s founders and nurtured by succeeding generations, promotes a democratic spirit arising from open-mindedness and discourse.

Wake Forest fosters compassion and caring for others. Its collective strength and character are derived from the values and distinctive experiences of each individual; therefore, it affirms the richness of human intellect and culture and its contribution to knowledge, faith, reason, and dialogue. Furthermore, it strives toward a society in which goodwill, respect, and equality prevail. To that end, Wake Forest University rejects hatred and bigotry in any form and promotes justice, honor, and mutual trust.

HUMAN RESOURCES DEPARTMENT – MISSION AND VISION

The mission of the Human Resources Department is to develop and implement innovative human resources management strategies and programs to attract, compensate, develop, motivate, and retain the best-qualified employees whose diversity and skills contribute to and sustain Wake Forest University’s stature as an outstanding educational institution.

Through the efforts of a committed and empowered departmental staff, we will be a recognized contributor to the creation of a workforce of employees who willingly serve and contribute to the excellence of the University. This requires our attention to changes in workforce demographics and to the needs of the

University as well as a willingness to advocate and implement appropriate change when needed. To encourage excellence, we will promote fair and equitable treatment, provide continuing opportunities for training and development, value and recognize productivity and achievement, and respect the worth and dignity of all individuals who comprise Wake Forest University.

ADMINISTRATIVE ORGANIZATION CHARTS

[..\Administrative Org Chart\President's Organizational Chart.pdf](#)

[..\Administrative Org Chart\Provost Org Chart.pdf](#)

GETTING STARTED AT WAKE FOREST UNIVERSITY**EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

The University recognizes a moral, economic, and legal responsibility to ensure equal employment opportunity for all persons, regardless of race, color, religion, gender (except when gender is a bona fide occupational qualification), sexual orientation, age, national origin, physical or mental disability (except when making reasonable accommodations for physical or mental disabilities that would impose undue hardship on the conduct of University business), or status as a disabled or Vietnam Era Veteran. Nondiscriminatory consideration is to be afforded applicants and employees in all employment actions including recruiting, hiring, training, promotion, placement, transfer, layoff, leave of absence, and termination. All personnel actions to include such matters as compensation, benefits, transfers, layoffs, return from layoffs, University-sponsored training, education, tuition assistance, and social and recreational programs is to be administered according to the same principles of equal opportunity. Promotion and advancement decisions are to be made in accordance with the principles of equal opportunity, and the University, in general, attempts to fill existing position vacancies from qualified persons already employed by the University. Outside applicants may be considered concurrently at the discretion of the selecting official.

To facilitate the University's affirmative action efforts on behalf of disabled workers, disabled veterans, and veterans of the Vietnam Era, individuals who qualify and wish to benefit from the Affirmative Action Plan are invited and encouraged to identify themselves. Unless otherwise required by law, the information obtained will be kept confidential, except that supervisors and managers may be informed about restrictions on the work or duties of disabled persons and about necessary accommodations.

The University is committed to the effective implementation of its equal employment opportunity policy and to aggressive affirmative action efforts in all areas at all levels of employment. This standard is based on the premise that effective education depends on the quality of the faculty and staff and that faculty and staff can render the best service when they work under employment conditions that are conducive to maintaining high-quality performance. The continued high quality of the University depends, in part, on the successful recruitment and retention of ethnic minority group members and women for positions in which they have been underrepresented in the past.

Questions or concerns about equal opportunity should be referred to the Director of Equal Opportunity at 758-4814 or mclaugda@wfu.edu.

EMPLOYMENT OF PERSONS WITH DISABILITIES

The University encourages employment of individuals with disabilities who meet all requirements of a position, and who can perform the essential functions of the position with or without reasonable accommodations. The University's commitment is strengthened by the Americans with Disabilities Act signed into Federal law July 26, 1990 and the American with Disabilities Amendment Act of 2008. The University will not eliminate an otherwise qualified applicant or employee from consideration on the basis of disability, and will provide reasonable accommodations for disabled persons. For general information about the employment of persons with disabilities, contact the Human Resources Department at 758-4700 or www.askHR@wfu.edu.

ESTABLISHING IDENTITY AND EMPLOYMENT ELIGIBILITY

Employees must complete the "Employee Information and Verification" section of the U.S. Immigration and Naturalization Service Form I-9 and submit certain original documents for examination in order to verify and certify identification and employment eligibility. The University requires that this be done prior to or within the first three (3) days of work.

As a matter of University policy, all newly hired staff employees are required to verify their social security number by presenting a copy of their social security card at the time of employment.

DRUG SCREENING AND BACKGROUND CHECKS

All applicants selected for regular staff employment must undergo and successfully complete a drug-screen as a condition for employment. Successful completion means the applicant tested negative for illegal drugs or substance abuse. Such applicants are also subject to verification of prior employment and a comprehensive background check that may include criminal, driving, and credit history depending on the duties of the position offered to the applicant.

Employees selected for promotion or transfer may be subject to additional background checks depending on the duties of the new position.

Temporary employees are also required to successfully complete a drug-screen as a condition of employment.

APPLICATION INFORMATION VERIFICATION

Education and certification credentials are verified shortly after employment begins. If a falsification of the employment application is discovered after employment begins, disciplinary action (including written reprimand, reduction in pay, demotion, or dismissal) may be considered. Factors such as the effect of the false information on the hiring decision, the advantage gained over other applicants, and the effect on starting salary are considered in determining disciplinary action.

CATEGORIES OF STAFF EMPLOYMENT

There are four categories of staff employment at Wake Forest University:

- Full-time Regular Employment - the employee is regularly scheduled (budgeted) to work between 1400 and 2080 hours annually. All such employees are referred to as “full-time employees” and they are eligible for “full-time employee benefits.” Time-off benefits (PTO and Holidays) are pro-rated for full-time employees who are scheduled to work less than 1950 hours annually.
- Part-time Regular Employment - the employee is regularly scheduled (budgeted) to work at least 1000 hours annually but less than 1400 hours annually. All such employees are referred to as “part-time employees” and they are eligible for “part-time employee benefits.”
- Part-time Employment with No Benefits – the employee is employed to work less than 1000 hours annually with no limitation on the duration of the employment period. Employees who are hired on this basis normally receive no significant benefits other than Worker’s Compensation Leave.
- Temporary Employment – The employee is employed to work for a period that does not exceed nine (9) months and/or 1000 hours. Such employment must be for a specified term at the conclusion of which the employment is terminated unless a request for continuation is submitted and approved. Employees who are hired on a temporary basis are entitled to receive no significant benefits other than Workers’ Compensation Leave.

FIRST DAY OF WORK

Upon completion of employment-related paperwork, a representative of the Human Resources Staff will arrange for newly hired staff employees to attend the next available New Employee Orientation Program presented by the Human Resources Department. Questions about the employment process should be referred to the new employee's supervisor or a representative of the Human Resources Staff at 758-4700 or www.askHR@wfu.edu.

NEW EMPLOYEE ORIENTATION

New regular staff employees are scheduled to attend the New Employee Orientation Program conducted by Human Resources. Each session includes an overview of University policies and procedures. A Benefits Specialist from Human Resources also discusses various benefits plans, such as retirement, health, dental, life, disability insurance programs, and other payroll deduction options. During the orientation, new staff employees have the opportunity to select and enroll in various benefits plans with the assistance of the Benefits Specialist. It should be noted that there are differences in some of the benefits provided to employees of the Graylyn Conference Center and the Reynolda House Museum of American Art. Employees of Graylyn Conference Center who have questions regarding their benefits should initially contact their Human Resources Partner. Employees of Reynolda House who have questions regarding their benefits should initially contact the Reynolda House Business Manager. Both Graylyn and Reynolda House supplement the University's New Employee Orientation with additional new employee information.

SUPERVISORS

Most departments are made up of small work units managed by a supervisor. Supervisors are responsible for setting work schedules and objectives, assigning work, handling communications to and from employees, conducting employee performance reviews, and other duties. A staff employee should bring any work-related problem or question to the attention of his or her immediate supervisor as soon as possible.

INTRODUCTORY PERIOD

The introductory period is an extension of the employment selection process. Newly hired staff employees serve a six-month introductory period unless otherwise stated in an employment contract. During this time,

employees receive information and instructions on the duties of their position. Supervisors review the employee's progress and performance during this period, and at the same time, new employees can review their own level of satisfaction. If either the supervisor or the employee is not satisfied with these reviews, employment may be terminated. Introductory periods may also be extended at the supervisor's discretion, usually not longer than 90 days.

NEW EMPLOYEE PERFORMANCE MANAGEMENT

Written performance reviews are prepared by supervisors for newly hired non-exempt staff employees upon completion of three (3) months of service and again upon completion of six (6) months of service. Newly hired exempt staff employees receive a written performance review upon completion of six (6) months of service. Annual performance reviews are completed for all staff employees.

PERSONNEL RECORDS/CONFIDENTIALITY

The Human Resources Department maintains employment and benefits records for all staff employees. Records include both "hard copy" documents and data entered into the Human Resources Information System (HRIS). Employees are encouraged to advise Human Resources immediately whenever there are changes in home address, telephone number, marital status, number of dependents, or University insurance beneficiary. Incorrect information could cause problems concerning pay, benefits, or state and federal taxes. If an employee acquires additional education or training, he/she should notify the Human Resources Department and the information will be entered in the personnel record.

Staff, former staff, or a designee of a staff member may review the staff member's employment records during regular business hours. Employment records shall be available to all University employees who supervise the staff member and to any Human Resources representative acting in the normal course of business. Benefits records and medical information are considered confidential.

From time to time, the University may be asked to furnish information regarding a staff member's employment status or income information. The University may verify to a prospective employer of a present or former staff member the dates of the individual's employment with the University and the present or previous position(s) held and the department in which the staff member was or is employed. Other information, including salary verification, may be released to prospective employers, credit bureaus or financial institutions upon specific authorization by the current or former staff member. Information requested by federal or state agencies, including law enforcement agencies, will be released as required by law. Supervisors should refer all reference checks and requests for verification of employment information to the Human Resources Department.

PERSONAL VEHICLES AND UNIVERSITY-OWNED VEHICLES

Employees who intend to operate and park a vehicle on campus should register the vehicle with the University Police Department on the first day of employment. At that time the employee will receive a copy of the University's traffic and parking regulations. Employees are expected to read and observe these regulations to assure an orderly flow of traffic on campus.

It may be necessary for a staff employee to use a University vehicle to conduct University business. In such cases, the employee is expected to observe all motor vehicle laws as well as all regulations relating to the use of University vehicles. This includes the possession of a valid driver's license, the observation of safe speed limits, the use of seat belts, and all other requirements as documented in the University's Vehicle Safety Policy (<http://www.wfu.edu/hr/docs/vehicle-safety-policy.pdf>).

If an employee is required to use his or her personal vehicle to conduct University business, the employee is reimbursed on a per mile basis. If out-of-town travel is required, the employee is also reimbursed for meals and lodging. If the employee is asked to travel in connection with his or her job, the employee should check with his or her department or office administrative assistant for travel information and assistance.

When a personal vehicle is used to conduct University business, the University's insurance does not cover physical damage to the vehicle or injury to third parties. Any such damage is a personal responsibility and should be covered under the staff employee's personal automobile insurance policy.

HEALTH AND SAFETY

The University makes significant efforts to provide safe, healthful working conditions because of its genuine interest in the continued well being of employees and in accordance with legal requirements. Employees should become aware of possible hazards in their workplace and use prescribed safety equipment to protect themselves and their fellow employees. Employees are to be watchful for unsafe conditions and immediately report any on-the-job accident, no matter how slight, to the appropriate supervisor. Safety awareness training is conducted as part of the New Employee Orientation Program. For information on special safety classes, contact the Environmental Health and Safety Office at 758-7189.

DRUG-FREE WORKPLACE

The University maintains a drug-free workplace. Individuals who suspect they may have a drug or alcohol problem are encouraged to seek help through the Employee Assistance Program (716-5493) before the problem affects their work performance or conduct. Anyone reporting to work under the influence of alcohol or illegal drugs, or using alcohol or illegal drugs on duty, may be dismissed without warning. In addition to disciplinary action by the University, violation of the University's drug-free policy may be cause for criminal prosecution by government or law enforcement agencies. Certain equipment operator positions on campus are subject to periodic drug and alcohol testing as required by Federal law. Employees and their family members are encouraged to access the University's Drug and Alcohol Abuse Prevention website at: <http://www.wfu.edu/hr/drug/index.html>

WEAPONS ON CAMPUS

It is a violation of North Carolina State Law (General Statute 14-269.2) and University policy to possess or carry – whether openly or concealed – any weapon on the University campus or any other property owned, used, or operated by the University. The prohibition also extends to the possession or carrying of a weapon to University-sponsored curricular or extracurricular activities. The only exceptions to this prohibition are for law enforcement and military personnel carrying out their official duties, and for weapons used in the conduct of ceremonial or educational activities authorized by the President.

The definition of the term “weapon” as used in this policy statement includes not only all firearms, but also powerful explosives and devices such as knives, clubs, and other instruments intended for use in personal combat. Paintball guns are banned by Winston-Salem city ordinance and thus are prohibited on the campus of Wake Forest University.

SMOKING

To promote a safer and more healthful working and learning environment, tobacco smoking is prohibited inside many campus buildings.

EMPLOYMENT OF RELATIVES (NEPOTISM)

Members of an employee's immediate family may accept employment at the University, provided that neither employee supervises the other or has influences over the other's employment, transfer, promotion, salary administration, or other related management or personnel matters. This restriction extends to others living in the same household or so closely identified as to suggest the potential for difficulty in the employment relationship. Prior review and approval by the Director of Operations is required when hiring immediate family members within the same department.

TRANSFER AND PROMOTION OPPORTUNITIES

Staff employees who have completed one year (12 months) of service are eligible to apply for other staff position vacancies. If an employee has not completed the one year (12-month) service requirement but has completed the required six-month introductory period, then he or she may apply for other staff position vacancies **provided** the current department or office head agrees to waive the one year (12-month) service requirement. The waiver is to be provided in writing to the Human Resources Department prior to the employee applying for vacant staff positions.

If an employee is interested in a posted position, he/she should contact the Human Resources Department. If the employee meets the requirements, the employee's credentials will be referred to the department and an interview may be scheduled.

After an initial interview, the employee should determine his/her interest and inform the present supervisor if there is continued interest in the position. Until this has been done, no decision/offer should be forthcoming from the department seeking to fill a position. After the offer has been made and accepted, the two supervisors and the employee will negotiate a transfer date. A two-week notice for non-exempt employees and a four-week notice for exempt employees is required; however, extenuating circumstances may necessitate a longer or shorter agreed-upon period. When an employee moves to another position, he/she must remain in that position for one year (12-months) before requesting another opportunity to transfer, as explained above.

SECONDARY EMPLOYMENT

Secondary employment is defined as "outside" or "non-University" employment held by a regular full-time staff employee. Staff employees of Wake Forest University may accept employment outside the University

as long as it does not interfere with their normal work schedule, affect their work performance, or represent a conflict of interest. Staff employees are to give written notice to their supervisor prior to beginning any such outside employment.

REEMPLOYMENT (CONTINUOUS SERVICE CREDIT)

Regular staff employees will receive credit for service previously performed as a regular staff employee of Wake Forest University (WFU) or Wake Forest University Health Sciences (WFUHS).

Staff employees who have previously worked at WFU or WFUHS as regular full-time or part-time employees for at least one continuous year and who have a break in service of twelve (12) months or less are eligible to receive credit for service previously performed.

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination involving unwelcome sexual or sex-based conduct that interferes with the employment of others. Harassing behaviors can be verbal, non-verbal, or physical, and range from subtle innuendo of a sexual nature to coerced sexual activity.

Some examples of workplace behavior that are sexually harassing include:

- Unwanted sexual remarks or inferences;
- Offensive comments about sex or gender-specific traits;
- Unwelcome sexual propositions, threats, bribes, written notes, or phone calls;
- Unwelcome gestures or sounds;
- Unwanted physical contact of a sexual nature (e.g. touching, pinching, kissing, holding).

Sexually harassing behavior creates an intimidating, offensive, or hostile work environment and should be reported immediately by the employee to his or her department head, the supervisor or administrator most directly involved (excluding the alleged harasser), the Human Resources Partner or the Director of Equal Opportunity.

Sexual harassment violates University policy as well as Federal law, and employees should be aware that substantiated incidents of such behavior can result in disciplinary action for offenders as severe as dismissal. In addition to University sanctions, people who engage in sexual harassment may be subject to civil or criminal action. Either men or women can be sexually harassed by someone of the same or opposite sex, and the law protects both sexes equally from this discrimination.

Faculty or Staff who have questions about the University's Sexual Harassment Policy and Procedures, about options for responding to sexual harassment, or about the confidentiality and resolution of complaints, are encouraged to call the Human Resources Department at 758-4700.

UNLAWFUL HARASSMENT

The University does not practice or permit harassment in employment on the basis of a person's age, sex, race, color, creed, religion, national origin, or disability. Further, it is the responsibility of every employee in the University community to conduct himself or herself in a manner that contributes to an environment free of unlawful harassment.

Unwelcome advances, requests for favors, and other verbal or physical conduct by one in a position of authority at the University or by a peer employee constitute unlawful harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

In determining whether alleged conduct constitutes unlawful harassment, the record as a whole will be considered, as well as the totality of the circumstances, such as the nature of the alleged conduct and the context in which it occurred. If unlawful harassment is discovered and substantiated, the offender may be subject to disciplinary action, up to and including dismissal. In addition to University sanctions, the offender may be subject to civil or criminal action.

Staff employees have a number of options for addressing harassment complaints. For more information, please contact your Human Resources Partner or the Director of Equal Opportunity at 758-4814.

COMPLIANCE OFFICE HOTLINE

The Hotline is an alternative source for reporting suspected violations of laws, regulations, rules, policies, procedures, ethics, or any other information employees feel uncomfortable reporting to their supervisor. Employees calling the Hotline may remain anonymous. Calls will not be traced and no effort will be made to identify the caller. The Hotline operator, who is not an employee of the University and is located off-site, will discuss employee concerns with the caller. Information gathered from this call will be reported directly to the University Compliance Office. An appropriate response to each call will be available through a later call to the Hotline. To access the Hotline, callers should dial 877-880-7888 (toll free), Monday – Friday from 9 am – 8 pm.

VIOLENCE IN THE WORKPLACE

Wake Forest University is committed to providing a safe and healthy workplace for all employees. To that end, it is the policy of the University that workplace violence in any form is unacceptable. Any form of violence by an employee against another employee, student, vendor, or visitor to the University, including but not limited to physical attack, intimidation, threats, or property damage, will be cause for disciplinary action up to and including dismissal as unacceptable personal conduct.

A University employee who experienced or observes an act believed to constitute workplace violence is to report such immediately to your Human Resources Partner, and if necessary, to University Police.

EMPLOYMENT-AT-WILL

Employment with Wake Forest University is based on mutual consent; both the staff employee and Wake Forest University have the right to terminate employment-at-will, with or without cause, at anytime. The most common circumstances under which employment is terminated include:

- Resignation: employment termination initiated by the employee;
- Discharge: employment termination initiated by the University;
- Reduction-in-Force: involuntary employment termination initiated by the University for non-disciplinary reasons;

- Retirement: voluntary retirement from active employment initiated by the employee.

CONDUCT AND WORK PERFORMANCE

Employee conduct and work performance should support and promote University and department goals. Employees who exhibit inappropriate conduct or unsatisfactory work performance are subject to appropriate disciplinary action.

Inappropriate conduct is behavior for which no reasonable person would expect to be forewarned that such behavior is wrong and subject to severe penalty. Examples include, but are not limited to, insubordination (willfully refusing to carry out a reasonable work assignment), stealing University property, fighting, or involvement with illegal drugs. Inappropriate conduct includes activities both on and off the job that may affect an employee's ability to perform duties according to the expected standards. Unsatisfactory work performance includes lack of quality, quantity, or timeliness in work assignments, irregular and inconsistent attendance, and failure to observe safety and operational rules and practices.

DISCIPLINARY/CORRECTIVE ACTION POLICY

The University administers a corrective disciplinary policy designed to help employees improve work performance or conduct that has become unsatisfactory. The emphasis is on resolving problems and conflicts in order to restore harmony and productivity to the work environment. This policy applies to all staff employees who have successfully completed their introductory period.

Work Performance – If an employee's work performance falls below required standards, a written warning may be issued and performance expectations are reviewed. If performance does not improve, a final written warning may be issued and a written performance improvement plan implemented. If performance does not improve, further disciplinary action, up to and including dismissal, may be taken.

Grossly Inefficient Job Performance – Disciplinary action, up to and including dismissal, may be issued if an employee's job performance results in serious bodily injury to others, or the loss of or damage to the University's property or funds that has a serious impact on the University and/or the work unit.

Personal Conduct – Disciplinary action for unacceptable personal conduct need not be progressive. Depending on the severity and the egregious nature of the misconduct, an employee may be warned, suspended, demoted, or dismissed.

STAFF EMPLOYEE GRIEVANCE PROCEDURE

The University is committed to fair and equitable treatment for all employees; therefore every regular full and part-time staff employee with a work-related complaint has the opportunity to present a grievance in accordance with the grievance procedures, free from reprisal. The following issues are not considered to be work-related complaints for purposes of this procedure: wages and salaries, classification actions, reduction in force (RIF), termination, and reorganization that does not result in loss of pay.

The grievance process consists of the following four steps:

- Step 1 – Informal discussion of the grievance between the staff employee and the immediate supervisor;
- Step 2 – Filing a formal grievance for review by a higher level supervisor;
- Step 3 – Appeal to the Staff Employee Grievance Committee; and
- Step 4 – Final Review

The staff employee grievance and appeal process is not available to Introductory and temporary staff employees absent allegations of discrimination.

WHISTLEBLOWER - NON-RETALIATION

Wake Forest University encourages all faculty, staff, students, and volunteers, acting in good faith, to report suspected or actual wrongful conduct. The University is committed to protecting individuals from interference with making a protected disclosure and from retaliation for having made a protected disclosure or for having refused an order to engage or participate in wrongful conduct as defined in this policy.

University faculty, staff, students, or volunteers may not retaliate against an individual who has made a protected disclosure or who has refused to obey an order to engage or participate in wrongful conduct. University faculty, staff, students, or volunteers may not directly or indirectly use or attempt to use the official authority or influence of their positions or offices for the purpose of interfering with the right of an individual to make a protected disclosure to the individual's immediate supervisor or other appropriate administrator or supervisor within the operating unit, or other appropriate University official about matters within the scope of this policy.

It is the intention of the University to take whatever action may be needed to prevent and correct activities that violate this policy.

DRESS CODE

Employees are expected to wear clothing appropriate to their job. Some departments and offices provide guidelines or have adopted informal dress codes. In any case, if management considers the clothing an employee is wearing to be inappropriate, the individual concerned may be warned or sent home to change.

UNIFORMS

Some members of the University staff are furnished uniforms that are the property of the University and must be returned if the staff member terminates employment.

FUND RAISING AND SOLICITATION

Wake Forest University officially supports the annual Arts Council of Winston Salem campaign in the Spring and the annual United Way campaign each October.

Otherwise the University strives to establish a work environment that is productive and without undue disruptions to the workday. Therefore, solicitations or collection by one staff member or another is prohibited while either individual is working. Solicitation and distribution of literature on University property by anyone not employed by the University is prohibited.

TELEPHONE USE AND EMERGENCY TELEPHONES

University telephones, cell phones, and pagers are for University business use. Personal local phone calls should be kept to a minimum. Staff employees may make personal long distance phone calls from work but only by reimbursing the department for the long distance charges.

Emergency phones are located at strategic points around the campus. These telephones are for everyone's use in the event of an emergency. University Police will respond immediately to the location of the call.

VOICE MAIL AND ELECTRONIC MAIL

Most Wake Forest employees have access to the University's electronic voice messaging system (Nortel Call Pilot). This system provides an easy, fast, and dependable way to communicate. The access number for the Nortel Call Pilot system is 758-4400.

Electronic mail is also available to most Wake Forest employees. Remote access to messages is available thru the internet by accessing the University webpage and going to Mail Man.

GIFTS AND GRATUITIES

The acceptance of gifts, favors or entertainment by staff employees for their personal use from suppliers and vendors that might appear to obligate the University is to be avoided.

The attendance at business-related functions (including business luncheons) or acceptance of token personal mementos of nominal value such as pens, luggage tags, tote-bags, etc. is allowed.

DOLLARS AND SENSE

GETTING PAID

PAY BASICS

Rates of pay are established at the time of employment based on job-related qualifications and the pay range for the position as determined by the University wage and salary plan.

Exempt employees are paid on the last banking day of the month. Monthly salary checks are directly deposited in the bank of the employee's choice. Non-exempt employees are paid biweekly. Biweekly salary checks are directly deposited every two weeks on the Friday following the end of the pay period. (For example, if the pay period ends on a Friday, the 15th, the check is deposited in the bank of the employee's choice on Friday, the 22nd.)

Wake Forest University is required by law to deduct federal and state income taxes and the employee's portion of the Social Security tax. Each January, the University provides W-2 Forms (federal) and NC-2 Forms (state) to show total earnings for the previous year and the amount withheld for taxes.

Payroll deductions are arranged through the Human Resources Department for employees participating in the medical/dental plan, the supplemental retirement plan, flexible spending accounts, etc., and for those wishing to purchase U.S. Savings Bonds. Credit Union members may also arrange for payroll deductions.

EMPLOYEE TIMEKEEPING

Employees who are eligible for overtime pay (non-exempt or FLSA subject staff) must maintain and complete a biweekly time record.

Most non-exempt employees use an on-line timekeeping application that is part of the Wake Forest Information Network (WIN). Upon employment, each employee will have access to an electronic timecard under his or her Personal tab in WIN, labeled "My Timecard." Employees enter and save their hours for

pay in this timecard and then submit by midnight of the last day of the biweekly pay period. The supervisor, or named proxy with approval authority, will approve or reject the employee's hours. Pay will be calculated and paid on the Friday following the end of the pay period.

WORK SCHEDULE

Wake Forest University serves both students and the public. Thus, there are variations in work schedules within the University. Working hours must be scheduled to satisfy the needs of the work unit and to make certain that sufficient staff employees are available when needed. Work schedules depend upon the job to be performed. Employees will be informed by the supervisor about normal schedule and subsequent changes that are required.

The 168 consecutive hours from 12:01 a.m. Saturday through midnight Friday constitute the University's standard workweek on the Reynolda Campus.

The standard work schedule for staff employees of the Reynolda Campus in FLSA-subject staff positions is based on 37.5 hours of work per week. The normal daily work schedule adopted by the University is seven and one-half hours plus a lunch period of one hour covering the hours of 8:30 a.m. – 5:00 p.m., Monday through Friday.

Several FLSA-subject staff positions have alternative work schedules based on 40 hours of work per week. Most of these positions are located in the Facilities and Campus Services, Graylyn Conference Center, and University Police Department. The daily work schedules, days of the week, lunch periods, and hours of work for these employees vary significantly.

Employees of Reynolda House Museum of American Art also have alternative work schedules based on 35 hours of work per week.

VARIABLE WORK SCHEDULE (FLEX-TIME)

Department and office heads are responsible for establishing and adjusting work schedules to meet program and operational needs. An organization's work demands and services may require predetermined work schedules that do not allow flexibility.

The supervisor and department or office head may approve an employee's request to work a variable work schedule. Factors to consider in approving variable work schedules include unit operational needs, availability of adequate supervision, and accessibility to business contacts and to the public served. Supervisors maintain work schedule records, adjust schedules as work needs dictate, and retract variable work schedules when justified.

LUNCH AND BREAK PERIODS

Unless otherwise approved by the appropriate department or office head, schedules for non-exempt staff employees are to include a meal period of at least 30 uninterrupted minutes. The normal daily schedule includes a lunch period of one hour.

Although the FLSA does not require that employees be given rest periods, supervisors of staff employees working on the Reynolda Campus have the discretionary authority to permit a rest period of not more than fifteen minutes during each four-hour period of work. Rest periods are in addition to the regular lunch period of one hour.

When rest periods are authorized, they should be arranged so that disruptions of work and services are held to a minimum. Rest periods may not be used to extend the lunch hour, nor may they be omitted in order to shorten the workday or cover an employee's late arrival.

SALARY ADVANCES

Salary advances will not be granted except in extreme emergency situations as determined within the sole discretion of the University. An extreme emergency is defined as "an unforeseen circumstance such as death, illness or accident, which requires immediate financial attention." Each request for a salary advance will be considered on the basis of its own merit and should be submitted in writing to the Human Resources Department (Director of Operations).

FINAL PAY

Staff employees who resign their employment or who are terminated by the University will receive their final paycheck on the next regularly scheduled payday.

INCOME ASSIGNMENTS AND GARNISHMENTS

The Payroll Office processes income assignments or garnishments when served upon the University.

COMPENSATION MANAGEMENT

SALARY STRUCTURE

It is the policy of the University to compensate staff employees at a level sufficient to encourage excellent performance and to maintain the labor market competitiveness necessary to recruit and retain a competent workforce. The compensation plan provides a salary rate structure designed to appropriately compensate all staff positions based on a system of position classification. Assignment of a position classification is based on the content (duties and responsibilities) of the job and not the job performance or qualifications of the employee.

Each classified position is assigned to a salary grade (non-exempt employees) or a broadband category (exempt, information technology, and athletic coaches) that defines the minimum, midpoint, and maximum salaries for that classification.

The salary levels, selected grades, or classifications may be increased or decreased based upon factors such as labor market trends and availability of funds.

SALARY DETERMINATION

New regular staff employees are normally hired at a salary within the salary range and appropriate to their education, experience, and other qualifications.

RANGE REVISIONS

The Compensation department conducts periodic salary studies based on salary survey information. A salary range revision is a change in the salary grade assigned to a specific class or class series. If an employee's position is assigned to a higher salary grade, implementation of the salary increase is determined by the availability of funds. If an employee's position is assigned to a lower salary grade, the employee may remain at the current salary level as long as he or she remains in the position or a position with the same classification.

RECLASSIFICATION

Reclassification is the assignment of a position to a different classification based on changes in duties and responsibilities. The new classification may be higher, lower, or at the same salary grade.

If an employee's position is reclassified to a higher salary grade, a salary increase may be given, not to exceed the maximum of the salary range.

If an employee's position is reclassified to a different title but remains within the same salary grade, the salary normally remains the same.

If an employee's position is reclassified to a lower salary range and his or her salary falls within the range of the lower class, the salary may remain the same or be reduced to the lower range.

IN-RANGE SALARY ADJUSTMENT

Regular full-time or part-time employees are eligible for salary increases under this policy. In-range adjustments may be made to compensate for temporary or permanent changes in duties and responsibilities, to reduce turnover, and to establish equity. Department management is responsible for setting the priority for these adjustments.

PROMOTION

A promotion is a move to a higher salary grade. If a non-exempt staff employee is promoted to a higher salary grade, promotional pay rewards him or her for assuming greater and more difficult duties and responsibilities. The employee's new salary will normally be increased to at least the minimum of the new salary grade, or increased by 7%, whichever is higher. This type of increase must follow certain guidelines and will be based on the availability of funds.

The increase a promoted non-exempt employee may receive is up to 7% for each salary grade involved in the promotion, if the employee's promotion is within the same occupational group and equitable with other similar promotion situated employees.

Alternatively, the increase may be higher than 7% per grade when the employee has the commensurate qualifications for the salary rate. Each year of relevant education and experience above the required minimum education and experience may be recognized, salary wise, as being worth an additional 7%.

LATERAL TRANSFER

A lateral transfer is movement from one position to another at the same salary grade. If an employee accepts a lateral transfer without a break in service, the salary will normally remain the same.

DEMOTION

A demotion is a move to a lower salary grade. If an employee moves to a lower salary grade and it is the result of a disciplinary action, the change is considered a demotion.

If the employee's salary falls within the new lower salary range, it may remain the same or be reduced to any salary within the new lower range. If the employee's salary is above the maximum of the new lower salary range, it will normally be reduced to the maximum of the new lower range.

If an employee is demoted within one year after being promoted, his or her salary reverts to the last salary held prior to the promotion plus any increase the employee would have received had the promotion not occurred.

CALL-BACK PAY

If an employee who is eligible for overtime pay is called in for an emergency before or after his or her scheduled work hours or on non-work days, he or she is guaranteed a minimum of two hours Call-Back Pay. If the call-back assignment does not result in two hours of work, the employee is still guaranteed two hours of compensation.

OVERTIME PAY

Employees who are subject to the overtime provisions of the Fair Labor Standards Act (“non-exempt” employees) are limited to a forty hour work week at the regular rate of pay. Any hours worked in excess of 40 hours per week are considered overtime, and must be compensated at the rate of time and one-half. Paid time that is not worked (coded hours such as PTO) does not count as work time for the purpose of determining eligibility for Overtime Pay.

The overtime rate does not apply to 37 ½-hour-per-week employees who work more than 37 ½, but less than 40 hours during the workweek. Pay earned for these “extra hours” is calculated on an hour for hour basis.

HOLIDAY PREMIUM PAY

Regular non-exempt staff employees who are required to work on designated holidays will be paid, in addition to regular holiday pay, a premium payment equal to one-half times their base hourly rate for such hours worked on these days. Thus non-exempt staff employees will be paid two and one-half times their base hourly rate when required to work on a holiday. Graylyn has a different rate for holiday premium pay.

Temporary employees are not eligible for holiday premium pay.

Equal time off (not to exceed 8 hours), at the mutual convenience of the employee and the supervisor, will be given if regular exempt staff employees are required to work on a holiday.

Equal time off (not to exceed 8 hours), at the mutual convenience of the employee and the supervisor, may be given if regular non-exempt staff employees are required to work on a holiday. The alternative holiday is to be taken within the same pay period that the holiday occurs. The alternative holiday is treated as an

“offset” for the holiday time reported for the day of the designated holiday and therefore is reported as “Leave Without Pay” (LWOP) on the time and attendance report.

PAYCHECKS

DIRECT DEPOSIT

All regular staff employees are required to have their paychecks directly deposited to any financial institution (bank, credit union, savings and loan) of their choice.

On payday, employees receive an earnings statement indicating gross pay, deductions, and the net pay to be deposited to the employee’s checking or savings account. Deposits are made to employee checking or savings accounts in a manner that ensures the employee has access to these earnings on payday. Direct deposit forms are available from the Human Resources Department, Payroll Office, or the Payroll Office website. Direct deposit will be in effect the second paycheck after making arrangements for direct deposit.

PAYDAYS

Non-exempt staff employees operate on the biweekly payroll system and are paid every other Friday. The exempt staff employees are paid on the last working day of each month.

PAYROLL DEDUCTIONS

Certain federal and state deductions are mandatory and deducted automatically from employee paychecks. These include: Federal Income Tax, Social Security, and State Income Tax.

Employees may choose to have the Payroll Office deduct certain other expenses. These include: health, dental, life, long-term care, prepaid legal, vision, accidental death and dismemberment, auto, and homeowners insurance premiums; tax-sheltered annuity contributions; U.S. Savings Bonds; credit union payments; and others.

These optional costs may be deducted only with the employee's written authorization. All deductions – both mandatory and optional – will appear on the check stub for the employee's information and reference. For information about how to set-up optional deductions, employees should contact the Human Resources Department at 758-4700 or www.askHR.edu

LEAVE AND HOLIDAYS

HOLIDAYS

The University holiday schedule is established for those regular staff employees whose normal work schedule is Monday through Friday. The following holidays are observed:

New Year's Day

Martin Luther King Day / Human Rights Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving (Two Days)

Winter Holiday (Five Days)

Note: Staff employed at Graylyn Conference Center have a different holiday schedule.

The specific dates for the observance of holidays are announced each year by the Human Resources Department.

Paid holiday leave is provided to all staff employees who are regularly scheduled (budgeted) to work 1000 or more hours annually. Such leave is not considered as hours worked in the computation of overtime.

The number of paid holiday leave hours is prorated for regular part-time employees based on the individual's full time equivalency (FTE).

Staff employees hired to work less than 1000 hours annually are "temporary employees" and do not receive paid holidays.

HOLIDAY PREMIUM PAY

Full-time regular non-exempt staff employees who are required to work on designated holidays will be paid holiday pay plus their base hourly rate and a premium payment equal to one-half of their base hourly rate for such hours as are actually worked. Thus non-exempt staff employees are paid two and one-half times their base hourly rate when required to work on a holiday. Graylyn has a different rate for holiday premium pay.

Part-time regular non-exempt staff employees are eligible for holiday premium pay on a pro-rated basis.

Temporary employees are not eligible for holiday premium pay.

PAID TIME OFF (PTO)

The University maintains a Paid Time Off (PTO) Program for the purpose of providing staff employees with the opportunity to take time away from work without loss of compensation. The PTO Program is an inclusive time off program intended for use in connection with vacations, short-term injuries and illnesses (non-work related) of five (5) days or less, personal business, family care, and other needs which may require time off from work. The PTO Program combines vacation, sick, and personal leave, and must serve all these purposes. While a reasonable amount of paid time off should be taken annually by each employee, the timing and duration of successive days of paid time off is subject to satisfactory arrangements having been made for work to be continued in the employee's absence. A significant portion of the employee's allotted days should be viewed and taken as necessary for unexpected circumstances and illnesses, and while an employee may take the entire allotment for any one of the purposes, the circumstances under which they are taken will be considered with respect to job performance. Eligible staff employees accrue PTO hours based on their job classification, appointment effort (FTE) or hours paid each pay period (non-exempt employees), and years of service in accordance with an accrual schedule outlined below. The PTO Program does not include paid time off for holidays.

EXEMPT STAFF ACCRUAL SCHEDULE				
Years of Service	Weeks per Year	Days per Year	1950 Hours Budgeted Annually (Annual Hourly Accrual)	2080 Hours Budgeted Annually (Annual Hourly Accrual)
Less than 5 years	Five (5) Weeks	25 Days	187.5 hours	200 hours
5 years or more, but less than 10 years	Six (6) Weeks	30 Days	225.0 hours	240 hours
10 or more years	Seven (7) Weeks	35 Days	262.5 hours	280 hours
<i>NOTE: Senior Academic and Administrative Officers receive seven weeks of PTO regardless of years of service. (HRPPM I-4, Human Resources Definitions)</i>				

NON-EXEMPT STAFF ACCRUAL SCHEDULE (REYNOLDA CAMPUS)				
Years of Service	Weeks per Year	Hourly Accrual	Annual Accrual if Paid for 1950 Hours	Annual Accrual if Paid for 2080 Hours
Less than 3 years	Four (4) Weeks	.0769 hrs.	150.0 hrs.	160.0 hrs.
3 years or more, but less than 10 years	Five (5) Weeks	.0962 hrs.	187.5 hrs.	200.0 hrs.
10 years or more, but less than 20 years	Six (6) Weeks	.1154 hrs.	225 hrs.	240 hrs.
20 or more years	Seven (7) Weeks	.1346 hrs.	262.5 hrs.	280 hrs.
<i>NOTE: Non-exempt staff employed at Graylyn Conference Center have a different accrual schedule as do employees at Reynolda House, Museum of American Art.</i>				

At the end of each calendar year, unused account balances up to the employee’s carry forward limit will be carried forward to the next calendar year. The carry forward limit is equal to one-half (1/2) of the employee’s annual accrual.

Upon separation from University employment, a staff employee who has completed six months or more of service will be paid for any PTO earned but not taken, up to the applicable PTO payout limits, provided appropriate notice is given by the employee.

ADMINISTRATIVE LEAVE AND RELEASE TIME

Administrative leave is an excused absence, administratively authorized, without loss of pay and without charge to paid time off (PTO) leave. Administrative leave is not considered work time; therefore, such time **is not** counted when computing overtime.

Release time is administratively authorized time spent away from the employee's normal job responsibilities to participate in University sponsored or sanctioned programs without loss of pay and without charge to paid time off (PTO) leave. Release time is considered work time and reported as such on the employee's time card; therefore, such time **is** counted when computing overtime.

BEREAVEMENT LEAVE

Following the death of a regular staff employee's "immediate family member", the employee can take up to three days off with pay. Immediate family member means an employee's parent, spouse, child or grandchild (including a step or adopted child or grandchild), sibling (including a step or half-sibling), grandparent, father-in-law or mother-in-law. A "qualified domestic partner" as defined in Section VI-15, *Domestic Partner Benefits*, is considered an "immediate family member" of an employee, as are the children and parents of such domestic partner. Normally, the time off is available only in the week following the death. However, employees with legal responsibility for settling the estate of the deceased immediate family member may use part of the three days for this purpose at a later time.

An employee can take one day off with pay to attend the funeral of a relative outside the immediate family. Employees granted additional time off to attend out-of-town funerals may designate the additional time off as PTO or leave without pay as approved by the appropriate supervisor.

CIVIL LEAVE

Leave with pay is provided to regular staff employees when serving on a jury or when subpoenaed as a "fact witness". A "fact witness" is a witness whose appearance at the proceeding is sought in order that the testimony of facts in dispute or essential to the proceedings and within the knowledge of the witness may be presented. A "character witness" or an "expert witness" is not a "fact witness". It is the responsibility of

the employee to inform the supervisor in a timely manner as to when the duty is scheduled and the expected duration.

Leave with pay is provided when an employee attends court or a job-related proceeding in connection with official job duties.

FAMILY AND MEDICAL LEAVE (FML)

The Family and Medical Leave Act (FMLA) of 1993 was passed by Congress to ensure leave is available for authorized medical reasons (including parental leave) and for compelling family reasons. The FMLA was amended On January 28, 2008, to provide new leave rights related to military service. Regular faculty and staff employees are eligible for unpaid Family and Medical Leave (paid leave may be substituted for unpaid leave depending on the specific circumstances of the absence in accordance with University policies) during a twelve month period, measured forward if, the employee has worked for Wake Forest University for at least 12 months generally during the seven years period immediately preceding the start of the leave and worked for Wake Forest University at least 1250 hours during the past 12 month period immediately preceding the start of the leave.

An eligible employee may take up to 12 weeks of Family and Medical Leave (FML) if the employee's own serious health condition prevents him or her from performing one or more of the essential functions of his or her job, to care for a parent, spouse or child with a serious health condition, to care for the employee's child after birth, or placement for adoption or foster care in the employee's home, providing the leave is taken within 12 months of the child's introduction to the family or because of any qualifying exigency (as defined by federal regulation) arising out of the fact that the spouse, or a son, daughter, or parent of the employee 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 applies only to families of members of the National Guard, reserves and certain retired members of the military, not to families of active members of the regular armed services. Limitations on the amount of leave time available for certain qualifying exigencies may be less than 12 weeks. Employees should consult the Absences Management Specialist in Human Resources for information about these limitations.

An eligible employee may take up to 26 weeks of leave during a single 12-month period to care for a covered service member when the employee is the spouse, son, daughter, parent or next of kin of the covered servicemember. The servicemember must have a serious illness or injury in the line of duty, that may render him/her medically unfit for which the service member is undergoing medical treatment, recuperation, therapy or outpatient treatment or is on a temporary disability retired list.

An eligible employee will be required to submit an appropriate and properly completed Certificate to support the requested Family and Medical Leave.

The duration of FML and whether it is paid or unpaid depends on the employee's individual situation. Staff employees will be required to use any accrued Sick Leave Reserve (if applicable and authorized) and Paid Time Off (minus ten days of PTO if the employee wishes to retain it) before being placed on unpaid leave. All paid leaves run concurrently (including Worker's Compensation Leave, Short Term Disability, and Paid Parental Leave) and do not extend the time the employee is entitled to under the FMLA. During paid leave, staff employees will continue to accrue PTO. During any unpaid leave, staff employees will not accrue PTO.

During periods of FML, an employee has the option to continue insurance coverage. If the employee is being paid, his or her share of the premiums may continue to be paid through normal payroll deduction. If the employee is on unpaid leave, upon the employee's return from FML, the employee's normal premiums will be retroactively deducted from the paycheck. If an Open Enrollment period occurs while the employee is on FML, the employee will still have the opportunity to participate. Information is mailed directly to the address of record for the employee of the University and the employee must meet any related deadlines applicable to all employees.

INCLEMENT WEATHER

The Reynolda Campus of Wake Forest University may be closed or its opening may be delayed during normal work hours due to inclement weather or other unusual conditions. Closure is expected to be infrequent and consideration will always be given to maintaining appropriate service levels in departments that provide essential services to the University community.

Weather-related closings and cancellations for Wake Forest University are broadcast by radio stations WFDD (88.5 FM) and WSJS (600 AM) and television station WXII. Employees with voicemail may receive weather and closing information by accessing their voicemail (758-4400). Employees without voicemail may receive weather and closing information by calling 758-5935 (Weather Hotline).

Notwithstanding an announced Reynolda Campus closing or delayed opening, certain essential service departments or essential employees within departments, due to the critical nature of the services they provide, will need to remain open. Such essential service departments or essential employees are designated by the relevant Vice President. Employees should direct any questions about attendance and performance expectations during a delay or closure to

his or her supervisor. All employees required by their supervisors to work during a delay or closure will be paid for all hours worked and shall be granted additional pay, at the straight time rate, for actual hours worked during the delay or closure.

Time off due to the announced delay or closure will be reported as paid "Administrative Leave" and will not be considered as time worked for overtime compensation purposes.

LEAVE WITHOUT PAY (LWOP)

Leave without pay may be granted to an employee for various reasons including family and medical leave, extended educational purposes, vacation, illness, personal reasons, or parental leave. At the end of the approved leave, the employee is reinstated to his/her prior position, or one of like status and pay.

A request for Family and Medical Leave (FML), supported by appropriate medical certification or other documentation (e.g. court adoption papers), must be approved. Similarly, a request for up to 12 weeks of leave without pay from a non-temporary employee who does not meet the eligibility requirements for FML must be approved, if the purpose of the absence is for the birth or adoption of a child or to be at home with the child during the first 12 months of life or adoption.

Except for situations covered by the Family and Medical Leave policy, the decision to grant leave without pay is made by management. Factors in deciding whether to approve a written request include the employee's needs, workload, need to fill the employee's job, chances of the employee returning to work, and the University's obligation to reinstate the employee.

MILITARY LEAVE

It is the policy of the University to grant leaves of absence to regular full-time and part-time staff employees entering active service, either voluntarily or involuntarily, in the uniformed services of the United States.

Staff employees who are Reservists or National Guard members will be granted time off to participate in summer encampments and/or cruises. Such employees will be reimbursed for the difference between their University base pay and any compensation paid by their Reserve or National Guard unit for up to two weeks in any calendar year.

Staff employees who are Reservists or National Guard members and are involuntarily called to active military service will be reimbursed for the difference between their University base pay and any compensation paid by the active military service organization (base pay, housing allowance, subsistence pay, overseas pay, combat pay, etc.) for up to twelve (12) months. The University reserves the right to extend this period at its sole discretion.

A staff employee of the University who has completed one day of regular employment and who is drafted for military service or who volunteers for service in any branch of the uniformed services of the United States, shall, upon completion of such service, be reinstated to employment with the University.

PARENTAL LEAVE

The purpose of parental leave is to provide staff employees who become parents, either by birth or adoption of a minor child, with paid leave to allow for the healthy recovery of the primary caregiver, bonding with the adopted child and/or a period of family adjustment.

Any staff member who is employed full-time (regularly scheduled to work 1400 or more hours per year), has at least one year of regular full-time service at the time the birth or adoption is scheduled to occur or does occur, gives birth to or fathers a newborn or adopts a child, and is deemed primary caregiver, is eligible for leave with pay.

The Eligible parent must have primary responsibility for the child immediately following child birth or adoption.

UNIVERSITY BENEFITS

DEFINED CONTRIBUTION RETIREMENT PLAN

The University maintains a defined contribution retirement plan for the purpose of assisting employees in meeting their retirement income needs. The plan is noncontributory and all contributions made by the University are fully vested with the employee at the time of the contribution. Participation in the Defined Contribution Retirement Plan is available to staff employees regularly scheduled to work at least 1000 hours per year upon completion of two years of service. A staff employee working full time with any non-profit research or educational organization for the two years immediately preceding employment at Wake Forest University is credited with two years of service. The University's contribution levels are as follows:

Years of Service	WFU Contribution
Under 2 years	0%
2 years but less than 5 years	5% of base pay
5 years but less than 10 years	7.5% of base pay
10 years and over	10% of base pay

Employees may direct their contributions to The Vanguard Group, Fidelity Investments, or Teachers Insurance and Annuity Association (TIAA) – College Retirement Equities Fund (CREF).

VOLUNTARY TAX DEFERRED ANNUITIES

The University makes available tax deferred annuity plans for all employees who wish to provide supplemental income for their retirement years, and at the same time, reduce the amount of their current taxable income through the use of a tax deferred annuity. Under this arrangement, employees pay State and Federal taxes only on the amount of the reduced salary.

All staff employees may voluntarily contribute to supplemental retirement accounts or tax deferred annuities through a salary reduction agreement effective upon date of hire. The Internal Revenue Service establishes contribution limits. Contributions may be made to Vanguard, Fidelity, and TIAA-CREF.

MEDICAL INSURANCE

The University recognizes the importance of a sound health program for employees. As a result, the University provides medical insurance coverage through the self-insured University Medical Plan.

Participation in the University Medical Plan is available to staff employees regularly scheduled to work at least 1,000 hours per year. The plan is a PPO (Preferred Provider Organization) administered by Blue Cross Blue Shield of North Carolina. Wake Forest University shares the cost of premiums with staff employees regularly scheduled to work at least 1400 hours per year. Staff employees who work less than 1400 hours pay the full cost of premiums. Premiums may be paid on a pre-tax basis. Coverage begins the first day of the month following the hire date unless the date of hire is the first day of the month, in which case coverage begins that day.

PRESCRIPTION DRUG INSURANCE

The University offers a prescription drug insurance plan through Catalyst Rx. Staff employees are automatically enrolled in this plan if they elect the University Medical Insurance.

MENTAL HEALTH INSURANCE

The University offers a mental health insurance plan through Carolina Behavioral Health Alliance. Staff employees are automatically enrolled in this plan if they elect the University Medical Insurance.

DENTAL INSURANCE

In order to meet the need for a sound oral health program, the University offers a two-tier dental plan: a high option plan and a low option plan. The University self insures the dental plans and uses a third party administrator (ACS) to administer the plans.

Eligibility for participation in the dental plan is the same as the health care plan. Wake Forest University shares the cost of premiums with staff employees regularly scheduled to work at least 1400 hours per year. Staff employees who work less than 1400 hours pay the full cost of premiums. Premiums may be paid on a pre-tax basis and the effective date of coverage is the same as for the health care plan.

BASIC GROUP LIFE INSURANCE

The University provides eligible employees with basic life insurance coverage in order to assist individuals in protecting themselves and their families against their loss of life. Group life insurance is provided at no cost to staff employees regularly scheduled to work at least 1400 hours per year.

This life insurance plan provides basic coverage based on salary plus an additional amount equal to the principal coverage in the case of accidental death or dismemberment. For employees whose annual base salary is less than \$50,000, the coverage amount will be equal to 1½ times annual base salary, rounded up to the next thousand, with a maximum of \$50,000. For employees whose annual base salary is equal to or greater than \$50,000, coverage will be equal to 1 times annual base salary, rounded up to the next thousand with a maximum of \$100,000. In the event of accidental

death, the value of the policy is doubled. Premiums paid by the University for life insurance amounts over \$50,000 are taxable as imputed income to employees.

VOLUNTARY GROUP LIFE INSURANCE

Employees have the option of electing 1-5 times their annual base salary in additional life insurance up to a maximum of \$500,000. Premiums are age-rated, and there will be a guaranteed issue (no medical certification required) up to 3 times the annual salary or \$400,000, whichever is less. Dependent Life Insurance is available for an employee's spouse and children. Staff employees must have Optional Life for themselves in order to elect this benefit. Additional Death and Dismemberment coverage is available for employees and their dependents in increments at very reasonable rates.

SHORT TERM DISABILITY

A program of short term disability coverage is provided by the University to protect the incomes of regular staff employees during periods of prolonged (more than 5 consecutive workdays) illness or injury that is not work related. This self-funded short term disability program provides salary continuation at 60% of base salary.

All regular staff employees who work at least 1400 hours per year and who have completed at least one year of regular full-time service prior to an absence covered by this program are eligible for salary continuation.

LONG TERM DISABILITY

In order to protect employees against severe financial hardship, the University insures employee income against loss through a Long Term Disability (LTD) Plan. The LTD Plan provides eligible full-time staff employees with a benefit equivalent to 60% of their pre-disability earnings, not to exceed a benefit of \$10,000 per month, less the sum of benefits from other sources, and a retirement contribution benefit. Employees are eligible on the first day of the month that falls on or next follows hire date or eligibility date.

TRAVEL/ACCIDENT INSURANCE

This plan provides all regular staff employees traveling on University business with life/accident insurance in the amount of \$200,000. This coverage is provided to employees at no cost.

HEALTH CARE FLEXIBLE SPENDING ACCOUNT

The University recognizes it is in the best interests of the faculty and staff to establish a Health Care Flexible Spending Account (HCFSA) under the Internal Revenue Code guidelines which allow employees to contribute monies, on a tax-free basis, into an account which will be used to reimburse eligible health related expenses not covered by the medical/dental plans. The administration of the faculty and staff HCFSA is handled by a third party administrator. Flexible Spending accounts should be used for predictable health care expenses. According to Internal Revenue Service rules, if faculty and staff members have not incurred eligible expenses equal to the Flexible Spending Account balances by the end of the plan year (June 30), monies left in the accounts will be forfeited. However, claims may be submitted until August 31 of the following plan year for expenses incurred on or before June 30 of the prior fiscal year. By law, health care and day care accounts must remain separate. Money in the health care account cannot be used to pay for expenses in the day care account or vice versa.

Subject to Internal Revenue guidelines, faculty and staff members may be reimbursed from a HCFSA for all out-of-pocket expenses (not reimbursed through any other group plan) that normally could be claimed when filing annual federal tax returns (1040).

If a HCFSA participant retires or otherwise terminates employment with the University, reimbursement will only apply for eligible services and charges that occurred up to the separation date unless the participant elects to continue contributions on an after-tax basis as provided for under COBRA.

DEPENDENT CARE SPENDING ACCOUNT

Employees can designate pre-tax dollars to go to an individual account to pay for dependent day care expenses, such as baby-sitting and day care fees. This program is similar to the Health Care Flexible Spending Account mentioned above.

LONG TERM CARE

The University offers Long Term Care benefits to employees on a voluntary, self-pay basis. Regular staff employees who work at least 1000 hours annually are eligible to purchase Long Term Care benefits.

Long Term Care is the personal and maintenance care an employee may need on an ongoing basis in case of a disabling or chronic medical condition. Long Term Care services can include care in the home, in an assisted living facility, or in a nursing home. Additionally, the following family members of eligible employees are eligible to enroll: spouse, children, parents, parents-in-law, grandparents, grandparents-in-law, daughters-in-law, and sons-in-law. Payroll deductions can be taken for faculty and staff and their spouse.

VISION INSURANCE

The University offers a Vision Plan to employees on a voluntary self-pay basis. Regular staff employees who work at least 1000 hours annually are eligible to purchase vision plan benefits from Superior Vision Services. The plan is designed to provide basic eyewear needs. Annual eye exams are covered under the University Medical Plan.

LEGAL PLAN

The University offers a legal plan to employees on a voluntary self-pay basis. Regular staff employees who work at least 1000 hours annually are eligible to purchase legal insurance from the ARAG Group. The plan provides telephone legal services, on-line legal services, in office legal services (family issues, consumer protection, consumer debt collection, juvenile issues, criminal misdemeanor, loss of driving privileges, will preparation, personal property issues, real estate issues, rental issues, and IRS issues), and financial and tax planning services.

AUTO AND HOME INSURANCE

The University makes available automobile and homeowners insurance through Metropolitan Life Insurance Company (MetLife). Regular employees who work at least 1000 hours annually are eligible to purchase such insurance.

DOMESTIC PARTNER BENEFITS

Wake Forest University extends benefits to the same-sex domestic partners of eligible employees in accordance with the established guidelines within specific benefit plans.

The University will make reasonable efforts to maintain the confidentiality of any employee who seeks these benefits. Domestic partners are two individuals of the same

sex who live together in a long-term relationship. Domestic Partner Benefits will not extend beyond the termination of the domestic partnership.

A child of a partner in a domestic partnership qualifies as an eligible dependent for purposes of applicable Wake Forest University benefit plans.

Domestic partners and their eligible dependents who meet the qualifying criteria are granted all of the same services and benefits as those provided to employees' spouses and their eligible dependents, except where expressly prohibited by law.

Rules and regulations adopted in the implementation of domestic partner benefits are available for review in the Human Resources Department.

AFLAC

The University offers three supplemental insurance plans –Accident Insurance, Specified Health Event Insurance and Cancer Insurance. These plans are administered by AFLAC.

COLLEGE SAVINGS PLAN

North Carolina National College Savings Program offers options to make real gains in saving toward a college education for your child, yourself or someone else you care about. This multi-option 529 plan is administered by College Foundation, Inc.

ELDER CARE RESOURCES AND REFERRAL SERVICE

Wake Forest University offers its employees Elder Care Choices. This benefit is offered at no charge and assists the employees in locating resources needed to care for an elderly adult. Counselors can provide confidential assistance enabling the employee to balance work and family responsibilities. Some of the services include information on Alzheimer's, stress management, housing options, long distance care giving, legal issues, and retirement planning.

For more information, call 336-748-2171 in Winston-Salem or toll free 1-800-648-2171, Monday-Friday, 8am - 5pm.

EMPLOYEE ASSISTANCE PROGRAM

The Personal Assistance Network is a confidential employee assistance program (EAP) where trained counselors provide a variety of services to employees of Wake Forest University and their immediate family members. Employees or immediate family members can make a self-referral by contacting the EAP directly at (336) 716-5493 for an appointment. Participation is completely voluntary and there is no charge to use the services of the Personal Assistance Network. Any costs incurred due to a referral will be the responsibility of the employee or family member. However, part of the referral process is to review insurance coverage and any other financial considerations.

The counselors are able to provide assistance or referrals regarding the following:

- Professional assessment, referral and follow-up services for personal/emotional concerns;
- Workplace problems;

- Access to Carolinas Behavioral Health and other behavioral health systems;
- Family and marital problems;
- Emotional, mental distress such as anxiety, grief, depression, and stress;
- Alcohol and other drug abuse;
- Financial concerns; and
- Other personal concerns.

Additional information on the Wake Forest University Employee Assistance policy can be found at: <http://www.wfu.edu/hr/policies/XII-6.pdf>

CHILD CARE RESOURCES AND REFERRAL SERVICES

Wake Forest University employees who are in need of child care may contact the Work/Family Child Care Resource and Referral Center. The Work/Family Center offers their basic service free of charge and provides referrals only to legally operating child care providers.

The types of care include:

- Day Care Centers
- Church and Family-run child care
- Before/after school care
- Preschools
- Mother's morning out
- Shift & Weekend care
- In-home/Nanny care
- Summer programs

Employees may contact the Center by calling (336) 761-5100 or (800)-937-7610 or by e-mail at Mail@ccrr.org

WORKERS' COMPENSATION

Accidents can be caused by carelessness and by failing to comply with safe work practices. Injuries can be costly in terms of financial loss and human suffering. For this reason, employees are urged to work in a safe manner and to report unsafe conditions to the supervisor or the Director of Environmental Health and Safety at 758-7189.

The provisions of the North Carolina Workers' Compensation Act cover University employees. The University pays the entire cost of this program. Should an employee be accidentally injured (as defined by the Act) or become ill while working, he/she may be entitled to receive benefits as provided by the Act.

SOCIAL SECURITY

Staff employees at Wake Forest University participate in the federal social security program, which is designed to protect workers against the loss of income due to retirement, disability, or death. The program also provides health insurance through Medicare. Both the University and staff employees contribute equal amounts as specified by law. Additional information may be obtained at the local Social Security Office or from the Human Resources Department

OPPORTUNITIES FOR LEARNING

TRAINING AND STAFF DEVELOPMENT

The Professional Development Center (PDC) was created to centralize development opportunities across campus. As a comprehensive personal and professional resource for the campus community, opportunities span from academic topics, technology, financial and legal sessions, leadership and management, to family, health and wellness topics. The sessions range from one hour to multi-day conferences.

The PDC has offered a variety of faculty offerings that have achieved great success, including Teaching and Learning Center functions, Thursdays at Starling, ZSR technology sessions and a variety of academic conferences. Other classes have included creating 529 plans, preparing wills and power of attorney, and classes offered by numerous faculty members in their areas of expertise.

The PDC offers convenience and ease for its participants by allowing them to peruse and register for classes online through its web site (www.pdc.wfu.edu). The web site hosts the entire collection of courses and events. To sign up for a monthly listserv highlighting upcoming events or to learn more about the Professional Development Center, please visit the web site at www.pdc.wfu.edu or contact the PDC staff at pdc@wfu.edu or via phone at 758-4322.

EDUCATIONAL ASSISTANCE FOR EMPLOYEES

The University encourages and supports the interests and efforts of employees who wish to advance their personal and professional development. A financial assistance benefit is provided to employees for their educational development.

Regular staff employees who work at least 1400 hours annually and have completed at least two continuous years of regular full-time service are eligible for educational assistance.

At Wake Forest University – Employees who are academically qualified may pursue undergraduate work in the College of Arts & Sciences, the Schools of Business or part-time study in the Graduate School of Arts & Sciences on a tuition free basis with a limit of two courses per semester.

At Other Institutions – Employees attending other universities, technical schools, or community colleges may be granted educational assistance for undergraduate study if the course or degree program is directly related to the essential functions of the employee’s department or position.

TUITION CONCESSION FOR DEPENDENT CHILDREN

The University provides a tuition concession/educational assistance benefit for undergraduate study by dependent children of eligible employees. Employees who work at least 1400 hours annually and have completed at least three continuous years of regular full-time service are eligible for benefits.

To be eligible, children (including legally adopted children, step-children, and dependent children of an employee’s qualified same-sex domestic partner) must be less than 26 years of age and substantially dependent upon the employee.

At Wake Forest University – Dependent children of full-time employees pay 6% of tuition per year in lieu of normal tuition in the undergraduate schools effective with the first academic term following eligibility. Dependent children must be academically qualified to attend Wake Forest University.

Other Institutions – Dependent children actively enrolled in Associate or Baccalaureate degree programs at other accredited institutions may receive assistance with the tuition and academic fees the student is required to pay. Tuition Concession/Payment Request forms are available from the Human Resources Department. Tuition refunds for cancellation or withdrawal are to be returned to Wake Forest University.

TUITION CONCESSION FOR SPOUSES AND DOMESTIC PARTNERS

The University provides a tuition concession benefit for undergraduate study or study in the Graduate School of Arts and Sciences by spouses and domestic partners of eligible employees. Spouses and domestic partners of employees who are regularly scheduled to work at least 1400 hours annually are eligible to participate in the tuition concession plan.

Spouses and domestic partners of eligible employees with less than ten years of service pay one-half of the regular tuition. If the eligible employee has ten or more years of service, the spouse or domestic partner pays one-third of the regular tuition.

EMPLOYEE RECOGNITION

SERVICE APPRECIATION PROGRAM

To express its appreciation to its valued staff employees, the University has adopted a policy of recognizing continued service through a program of service awards.

The Service Awards Program recognizes employees' University service in increments of five years through retirement. For each five-year increment, the program offers a collection of awards from which eligible recipients may select. The value of awards increases in proportion to length of service.

All regular full-time and part-time staff employees are eligible to receive awards.

Service awards are presented at the Staff Employee Awards Luncheon that is held annually in the fall.

THIRTY YEAR CLUB

Staff employees who complete thirty years of service are inducted into the Wake Forest University Thirty Year Club at the Annual Staff Employee Awards Luncheon and receive an engraved plaque to commemorate their service.

STAFF EMPLOYEE(S) OF THE YEAR

Two "Staff Employee of the Year" awards, each consisting of a plaque and a cash award are presented at the Annual Staff Employee Awards Luncheon.

Regular full-time and part-time staff employees with five or more years of service may be nominated for this award.

Employees are selected on the basis of outstanding achievement or service to the University.

RECREATION AND LEISURE

Many artistic, cultural, and recreational events and facilities at the University are available to staff employees. These include activities and performances delivered by various campus organizations. Notices of activities are published in *The Old Gold and Black*, *Windows on Wake Forest*, and local newspapers. Some of the services and facilities available to University employees are described below.

ARTISTIC AND CULTURAL EVENTS

Secrest Artist Series - The Secrest Artist Series was endowed by Marion Secrest in memory of her late husband, Willis Secrest, in 1987. The series allows the best of established performing artists to appear at Wake Forest University and for students, faculty, and staff to attend performances at no charge as part of the cultural education of the WFU community.

Season schedule: Contact the Secrest Series at 758-5757 or visit the Secrest Artist Series website at <http://www.wfu.edu/organizations/secrestartists/about.html>

Tickets: WFU Reynolda Campus staff employees may receive two free tickets seasonally by writing or calling the Secrest Series Office at 758-5757

Department of Music - The Department of Music sponsors a variety of competitions and performances throughout the year. Some of the ensembles who perform include the University Orchestra, University Wind Ensemble, and the Jazz Ensemble. To see a complete list of the musical groups and the schedule of performances refer to School of Music Concert Calendar at:

<http://www.wfu.edu/music/events/calendar.html>

University Theater - The University Theatre offers a variety of performances including plays and musicals. These performances offer an opportunity for students to enhance their classroom studies with practical exposure by placing them in close contact with faculty in order to explore all the aspects of the production process. The University Theatre not only welcomes students but other members of the Wake Forest University community to join them in the process by having auditions open to all, including design and backstage opportunities.

Performance Schedule: Contact the Box Office at 758-5295 or view on line at

<http://www.wfu.edu/theatre/univthe/upcoming.htm>

Tickets: Available in advance from the box office or at the door.

Department of Dance - Yearly the University Dance Company stages a series of productions including two in the Mainstage Theatre of the Scales Fine Arts Center: the Fall Faculty/Guest Artist Concert and the Spring Student Choreographic Concert. The company performs a variety of works by nationally renowned choreographers, faculty, and students in the styles that include classical ballet, modern dance and jazz works. For more information visit the Department of Dance website at:

<http://www.wfu.edu/theatre/dance/dance.htm>

ATHLETIC EVENTS

For all Wake Forest University athletic event information, check out the official website of the Wake Forest Demon Deacons. At this site, you can find schedules for all the Wake Forest University teams and a month-by-month calendar of upcoming events.

Baseball

Men's Basketball

Women's Basketball

Men's Cross Country

Women's Cross Country

Field Hockey

Football

Men's Golf

Women's Golf

Men's Soccer

Women's Soccer

Men's Tennis

Women's Tennis

Men's Track & Field

Women's Track & Field

Volleyball

Also, you will find up-to-date news, interviews, Deacon team ratings, headlines and the on-line store at <http://wakeforestsports.cstv.com/>

Discounted Demon Deacon tickets are available from the ticket office located in the Bridger Field House at Groves Stadium (8:30-5:00 pm Monday – Friday) and on game day at Groves Stadium or the LJVM Coliseum ticket office. Visa and MasterCard accepted. Single game, packages and group rates are available. For more information call the Ticket office at 758-DEAC for availability and prices.

CAMPUS RECREATION FACILITIES

Regular staff employees of Reynolda Campus may have access to the various recreational facilities on campus. The facilities are available when not reserved for classes, intramural sports, club sports or special events. The Reynolds Gymnasium, Reynolds Pool, Miller Center, tennis courts, and jogging trails are just a few of the campus facilities available for use daily. These facilities offer open, less structured recreational and group fitness opportunities for staff as well as faculty and students. In order to participate in most indoor facilities, an Identification Card issued by Wake Forest University (Reynolda Campus) must be presented.

Information regarding family passes for Reynolds Gymnasium, Fitness Center membership information, Reynolds Gym guest user policy, and all other facility usage policies are available on-line at: <http://www.wfu.edu/campusrec/>.

Or contact: Campus Recreation Office
 214 Reynolds Gymnasium
 Office Phone: (336) 758-5838

DISCOUNT TICKETS, COUPONS, AND PASSES

The Benson University Center ticket office offers a variety of discounts and services to include:

Carmike Cinemas

Concert Tickets- as available

Sporting events:

Winston-Salem Dash (Minor League Baseball)

Greensboro Generals (Minor League Hockey)

Carolina Hurricanes

Carolina Panthers

Student Union - event tickets as available

Paramount's Carowinds (seasonally)

Wet 'n Wild Emerald Pointe Water Park (seasonally)

Airport Shuttle Service-discount service available to Greensboro PTI Airport shuttle

The Benson University Center ticket office is located on the third floor of the Benson Center. The Ticket Office telephone number is 758-4265. Additional information may be found on the Benson Center website at:

<http://www.wfu.edu/benson/services/tickets.php>.

WFU PERKS

The WF Perks page is a partnership with local businesses that offers service or entertainment discounts to Wake Forest University Faculty and Staff with valid University identification cards.

GRAYLYN POOL

The Graylyn outdoor pool is located on the grounds of the Graylyn International Conference Center. Faculty members and staff employees of the University and members of their immediate families are eligible for membership. Accommodations include changing/bath house with showers, soda machines, picnic areas, and tennis court privileges. Swimming lessons are available. Contact the Pool Manager for schedule and applicable fees.

Pool hours of operations: (Memorial Day Weekend through Labor Day Weekend)

Monday - Saturday: 10am-8pm

Sunday: 11am-8pm

1900 Reynolda Road

336-727-9378

MUSEUM OF ANTHROPOLOGY

The Museum of Anthropology (MOA) was established in 1963 by the faculty of the University's Department of Anthropology and moved to the present location in 1986. Its original purpose was to provide an educational opportunity for students but its educational role has grown to also include the Winston-Salem and Triad communities.

The MOA includes both permanent and temporary exhibits. Students of Anthropology and other disciplines work to assist the staff employee with the development, research, and installation of these exhibits. Objects in the University's permanent collections include artifacts from places such as the Americas, Africa, and Oceania. Temporary exhibits feature artifacts from various parts of the global community. The MOA has a gift shop with jewelry, textiles, pottery, handcrafted toys and musical instruments on sale. The revenue from the sales helps support the museum's educational programs. WFU students, faculty and staff receive a discount.

The Museum is located on the Reynolda Campus behind the Kentner Stadium. Hours of operation are Tuesday-Saturday 10am - 4:30pm. For additional information call the Museum at 336-758-5282 or visit the Museum website at <http://www.wfu.edu/MOA/>

REYNOLDA HOUSE, REYNOLDA VILLAGE, AND REYNOLDA GARDENS

The Reynolda House, built in 1912-1917, was the 64-room country house of Katharine Smith and Richard Joshua Reynolds, founder of R.J. Reynolds Tobacco Company in Winston-Salem. Reynolda, named by Katherine Smith Reynolds, was designed by Philadelphia architect Charles Barton Keen as the focal point of a 1,067 acre estate that included a village, gardens, green houses, lake and farm. In 1964, Charles H. Babcock, son-in-law of Katharine Smith and Richard Joshua Reynolds, dedicated the house and

surrounding 19 acres of land as a non-profit institution dedicated to the arts and education. The granddaughter of R.J. Reynolds, Barbara Babcock Millhouse, became the president of the Reynolda House Museum of American Art. In 1967, the house was opened to the public, exhibiting its newly acquired collection of American paintings.

Currently, the American collection of art is presented in a homelike setting spanning the eighteenth, nineteenth, and twentieth centuries. In addition to the collection of American art, the Reynolda house features fine examples of decorative arts including furnishings, textiles, silver, ceramics, and metalworks.

The surrounding village, also designed by Charles Barton Keen, has now been converted into restaurants, offices and specialty shops. The adjacent Reynolda Gardens includes four acres of formal gardens and are open year-round to the public, free of charge. Additional information is available from the Reynolda Gardens website at: <http://www.wfu.edu/gardens/>

Reynolda House is located adjacent to the Wake Forest University Reynolda Campus at 2250 Reynolda Road, Winston-Salem, NC 27106. The House is open Tuesday thru Saturday, 9:30am - 4:30pm and Sunday, 1:30pm-4:30pm. It is closed on Mondays as well as Thanksgiving Day, Christmas and New Year's Day.

For information, call 336-758-5150 or 888-663-1149. You may also visit the Museum's website at: <http://www.reynoldahouse.org/>.

Reynolda House offers complimentary admission to the Museum for faculty and staff of Wake Forest University. Complimentary admission includes the faculty or staff member with official ID and immediate family members. Guests of faculty and staff members are welcome with complimentary admission.

UNIVERSITY SERVICES

ATHLETICS DEPARTMENT SUMMER CAMPS

Athletic Camps are offered each summer at Wake Forest University for the youth of the greater Winston-Salem metropolitan area. The camps available to boys and girls include: All Sports, Baseball, Boys Basketball, Girls Basketball, Field Hockey, Football, Golf, Boys Soccer, Girls Soccer, Tennis, Cheerleading, and Volleyball.

For information regarding schedules, fees and contact information visit the Athletic Camps website at: <http://wakeforestsports.cstv.com/camps/wake-camps.html>

ALLEGACY FEDERAL CREDIT UNION

Allegacy Federal Credit Union is one of the hundred largest credit unions in the nation and Wake Forest University is affiliated with them as a “sponsor company”. They offer a complete range of financial services and have several convenient local financial centers and drive-up ATMs. As employees of a “sponsor company,” all faculty, staff, student workers, and retirees of Wake Forest University are eligible to join Allegacy. Membership applications are available in the Human Resources Department or from any one of the many financial centers located throughout the community. Applicants must purchase one share (equal to \$5.00) and establish a savings account. www.allegacyfcu.org

DEACON SHOP AND COLLEGE BOOKSTORE

The Deacon Shop, located on the Main Quad, the Bridger Field House, Reynolda Village and Hanes Mall, sells a variety of Wake Forest University gifts, clothes, and spirit items. Catalog orders can also be made by visiting the website at: www.deaconshop.com, or by calling 758-3597.

The Wake Forest College Bookstore is located on the Main Quad in the Taylor House. The bookstore not only sells academic books to WFU students but also sells a variety of gift items, supplies, and Starbucks Coffee/Tea.

Discounts of 15% on certain items are given to employees who present their Deacon OneCard.

DEACON ONECARD

All regular full-time and part-time staff employees are eligible to obtain a Deacon OneCard. Cards are issued from Room 139 of the Benson University Center. Employees use the OneCard as their Wake Forest University ID card, library card, access to the fitness centers, and to purchase items on campus. “Deacon Dollars” can be easily added to the card at the Aramark cashier’s window in Reynolda Hall and are readily accepted on campus for food or other purchases.

LIBRARY PRIVILEGES

Z. Smith Reynolds Library’s main stack collection, periodicals, on-line catalog, and special collections are open to the general public for viewing and photocopying.

Borrowing privileges are available to Wake Forest University employees with the WFU picture ID functioning as a library card. Other members of the community, including spouses, domestic partners, and children of WFU employees are able to obtain borrowing privileges with certain restrictions.

Privileges for the library patrons depend on their status with the library. For a complete list of restriction and privileges refer to the Z. Smith Reynolds Library website at: <http://www.zsr.wfu.edu/>

NOTARY PUBLIC SERVICES

The Legal Department and the Center for International Studies provide notary services to employees at no cost.

PARKING

Parking services, traffic rules and regulations, and access to campus are all under the supervision and management of the Wake Forest University Police Department.

All employees are required to register their vehicles by contacting Parking Management at x6123 or through the Business Services Section of the WIN system. Visitor spaces and other reserved spaces are restricted as indicated by signs from faculty and staff 24 hours, year round. A parking space is not guaranteed near where an employee works and it is the responsibility of the employee to locate a legal parking space.

For more information regarding parking and campus access:

<http://www.wfu.edu/police/>

RECYCLING

All members of the Wake Forest University community are expected to adhere to the university's litter and recycling standards. A litter policy violation includes discarding of materials on the campus grounds as well as the misuse or neglect of recycling containers. In order to assist the campus community in appropriately discarding and diverting waste, a campus-wide recycling program is in place. Recycling containers for cans, glass, plastic, and paper have been provided in every residence hall and academic building. Cans, glass, and plastic can be combined for "comingled" collection. Confidential document shredding, event recycling, and collection of electronic waste are all available services.

For more information regarding guidelines, policies, and recycling procedures, please visit the Office of Sustainability's *Waste Reduction* page at <http://sustainability.wfu.edu/campus/waste-reduction/>.

ENVIRONMENTAL HEALTH AND SAFETY

Wake Forest University's Environmental Health and Safety Office functions as part of the Campus and Facilities Services Department. The major responsibility of the Environmental Health and Safety Office staff is to provide an environmentally safe environment for the entire campus community. Some of the programs, procedures and policies include:

Crisis Management

Hazardous Materials (Chemical/Biological/Radiology)

Severe Weather and Other Natural Disasters

Fire and Explosion

All employees have an individual responsibility to familiarize themselves with and follow all health and safety rules, know the hazards and proper operating procedures of the materials and equipment they come in contact with, participate in appropriate training programs, and report all unsafe conditions.

For information concerning any policies, emergency systems or evacuation drills, contact Environmental Health and Safety:

Director 758-5385

Asst. Director 758-4329

<http://www.wfu.edu/facilities/safety/>

UNIVERSITY POLICE

The Wake Forest University Police Department's primary objective is to protect and assist the entire University campus community. Professionally trained police, traffic control, security, and communications officers along with the support staff provide the following educational and personal safety programs to the University community:

Campus Crime Stoppers

C.A.R.E. (Women's Safety)

RAD (Rape Aggression Defense)

Victim Assistance

Automobile and Bike Registration/Rules/Regulations

Physical Security Surveys

Emergency Call Boxes

To learn more about these programs and services refer to the University Police website at:

<http://www.wfu.edu/police/>

EMERGENCIES ONLY

From Campus Extensions x911

From Off-Campus Phones	758-5591
Non-Emergencies	758-5591

WACHOVIA AT WORK

Wachovia Bank offers Wake Forest University employees the “Wachovia at Work” program. This program offers many free or discounted financial services to its members. Members may conduct their banking at the Reynolda Campus Branch Office located on the Main Quad or any other of its many financial centers.

For more information visit the Wachovia Branch Office, call 800-555-7905 or visit their website at: www.wachovia.com.

LEAVING THE UNIVERSITY

SEPARATION – RELEASE

A “regular” full-time or part-time employee is **released** if the employee is separated during the initial six (6) month period of employment. This six month period may be referred to as the Introductory or provisional or orientation period.

SEPARATION – DISMISSAL

An employee who has completed the initial six (6) month introductory period is **dismissed** for unsatisfactory performance, misconduct, or for other reasons deemed proper by the University. The employment relationship between the University and its staff (non-faculty) employees is by mutual consent (employment-at-will) and may be terminated by either the employee or the University at any time and for any reason.

SEPARATION – REDUCTION IN FORCE

Although the University realizes that job security is important to all employees, it is sometimes necessary to reduce the size of the workforce due to loss of funds, lack of work, reorganization, or other similar circumstances. Employees who are involved in a reduction in force action are entitled to priority consideration for other staff openings if minimum qualifications are met. Extended health insurance benefits are also available for reduction in force employees.

SEPARATION – RESIGNATION

Exempt staff employees are expected to provide four weeks (20 working days) notice of resignation and non-exempt staff employees are expected to provide two weeks (10 working days) notice. Notice of resignation is to be provided in writing to the staff employee’s immediate supervisor. Staff employees may not use PTO time in lieu of notice of resignation. The last day actually worked will be considered the date of separation from the University. Upon separation from University employment, a staff employee who has successfully completed six months (180 days) or more of continuous service shall be paid for any PTO

earned but not taken, up to the PTO payout limits, except in cases where the separating staff employee has failed to give proper notice of resignation.

RETIREMENT

The Benefits Office encourages employees to plan ahead in order to transition successfully from actively working to retirement. A major component of this planning process is knowledge of retirement-related issues, including the choices available and the decisions that employees need to make.

The Benefits Office provides retirement counseling on a day-to-day basis and retirement planning seminars are offered during the year. Topics covered in these seminars include information on the University's Defined Contribution Retirement Plan, Social Security, Medicare, Estate Planning, Wellness, etc. Employees planning to retire should contact the Benefits Office at least three months prior to the date of planned retirement.

University employees are eligible to retire at age 62 or older with ten or more years of creditable service or at age 65 or older with five or more years of creditable service.

EXIT INTERVIEW PROGRAM

All regular full-time and part-time staff employees separating from employment at Wake Forest University are expected to complete a questionnaire and attend an exit interview with a member of the Human Resources staff. The exit interview program is designed to provide feedback to the University from separating employees, as well as to give separating employees an opportunity to voice concerns and make suggestions.

Important benefits and policy information is provided during the exit interview including information about retirement accounts, continuation of insurance benefits (COBRA), unemployment insurance procedures, and the employee's final paycheck.

UNEMPLOYMENT INSURANCE

Employees who are placed on layoff status due to manpower, season or contractual adjustment or who terminate their employment for just cause as defined by law, are covered by the Employment Security Law of North Carolina.

Eligibility, waiting periods, rate of compensation and the duration of compensation payments are fixed by law. Compensation varies according to the time worked, the number of weeks employed, the eligibility period, the cause of termination, availability for re-employment and many other conditions.

The University bears the cost of this program on behalf of its employees.

DEATH

Upon the death of an employee or covered dependent, the supervisor is to immediately notify the Benefits Office of the Human Resources Department. The Benefits Office will assist the next of kin in completing separation forms, filing insurance claims, etc.