Washington University
# Employee Handbook

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Welcome to Washington University

I would like to take this opportunity to welcome you to Washington University. You have joined an organization that is committed to excellence in all that we do. To those conscientious and loyal employees who are already working with us, I wish to thank you for your contributions and dedication to the University.

We are pleased to provide you with this Employee Handbook that outlines the personnel policies and practices in effect at the University. I am sure the handbook will be a helpful reference during your association with us.

Our central mission is education but we take great pride in programs of original scholarship, research, medical care and service to our community and to society at large. Our employees make essential contributions that enrich our students’ learning experiences and support our faculty’s research and clinical endeavors thereby helping us achieve excellence in all that we do. Every employee has a unique opportunity to contribute to making Washington University an inviting environment where learning and discovery can take place. The extraordinary achievements of our students and faculty are made possible because of the contributions and dedication of all of our employees.

By working together, I am confident that the future will be both productive and prosperous for all of us.

Sincerely,

Mark S. Wrighton
Chancellor
Employee Handbook - Introduction

The History of Washington University

Washington University in St. Louis is an independent university known internationally for excellence in teaching and research and for the quality of its faculty and student body. Founded in 1853 as a nondenominational community of scholars, the University ranks among the nation’s leaders in higher education. Its undergraduate, graduate and professional programs are highly regarded. Twenty-one Nobel laureates, including the first woman to win the Nobel Prize in a scientific field, have been associated with Washington University. Faculty have also received many honors including major literary prizes, national and international fellowships; major awards for teaching, research and service; and honors from the governments of other nations. The University values this reputation for excellence and feels it is of paramount importance that it be continued. To support this University goal, all employees are expected to meet a standard of excellence.

Washington University Facilities

The 169-acre Danforth Campus, located along the western edge of Forest Park in St. Louis, features predominately Collegiate Gothic architecture, including more than 20 buildings on the National Register of Historic Places. The 230-acre Medical Center, spread over portions of 12 city blocks, is located along the eastern edge of the park. With other areas, including the West Campus in downtown Clayton, the North Campus in University City and Tyson Research Center southwest of the city, the University comprises more than 2,267 acres and more than 150 major buildings.

Applicability of this Employee Handbook

This handbook has been prepared to introduce employees to Washington University. It presents policies relating to responsibilities, privileges and benefits that apply to all nonunion employees at the Danforth Campus (including North Campus, West Campus and Tyson Research Center). It is presented as a matter of information only, and its contents should not be interpreted as a contract between the University and any of its employees. While much in this handbook is also applicable to faculty and medical school employees, different policies may apply. Separate handbooks are available for faculty and medical school staff.

Please read this handbook carefully, as one of an employee’s first responsibilities is to be familiar with its contents. This handbook is only a summary of policies. Employees should review complete policies with their supervisor or the Office of Human Resources if any questions arise.

Due to the nature of the University’s business, some schools and departments have special needs and requirements regarding work schedules for employees. Therefore, it is important for employees to also be familiar with the policies and procedures in the school and/or department in which they work.

Employment Relationship

Employment with the University is an “at-will” relationship. This means that an employee is free to resign at any time, for any reason. Similarly, the University is free to conclude the employment relationship with or without notice at any time and for any reason. Nothing in this handbook is meant to or should be interpreted to alter the at-will relationship.
Changes in Policy

No employee handbook can anticipate every circumstance or question about policy. As the University continues to grow, the need may arise to change policies and benefits, including those covered here and those pertaining to individual schools and departments. The University reserves the right to alter policies and benefits at any time. This handbook supersedes contrary policies issued prior to its release. Subsequent changes will be effective on dates determined by the University and employees may not rely on policies that have been superseded.

Employees who are uncertain about any policy or procedure should check with their supervisor or the Office of Human Resources for clarification.
Employment Policies

Affirmative Action

Washington University welcomes applications for employment from women, minorities, veterans and the disabled at all job levels, and encourages their hire and promotion.

Washington University is committed to the principles of affirmative action, and as a government contractor, the University is required to establish affirmative action programs for the employment and advancement of women and minorities, Vietnam-era or special disabled veterans, and the disabled. This information is voluntary, and refusal to provide it will not subject the employee to discharge or disciplinary treatment.

Equal Opportunity

Washington University encourages and gives full consideration to all applicants for admission, financial aid and employment. The University does not discriminate in access to, or treatment or employment in, its programs and activities on the basis of race, color, age, religion, gender, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information. Current Department of Defense policy governing all ROTC programs discriminates on the basis of sexual orientation; such discrimination is inconsistent with Washington University policy. Inquiries about compliance should be addressed to the University’s Vice Chancellor for Human Resources.

It is the policy of the University to: (1) provide equal employment opportunity to all job applicants and employees; (2) administer recruiting, hiring, compensation and benefit practices, training, upgrading and promotion procedures; transfers and terminations of employment without discrimination because of race, color, age, religion, gender, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information; (3) provide a workplace free from harassment based on any of the foregoing factors; and (4) encourage the hiring of minorities, women, disabled-individuals, Vietnam era veterans and disabled veterans.

Individuals with Disabilities

The Americans with Disabilities Act and the Rehabilitation Act prohibit discrimination against a qualified individual with a disability in application procedures, hiring, compensation, training, advancement and other terms, conditions and privileges of employment. These laws require employers to provide reasonable accommodations for disabled employees. It is the University’s policy to fully comply with the requirements of these Acts.

Recruitment and Selection

The University is committed to a policy of equal employment opportunity for all applicants and employees. It is the University’s policy to employ, retain, promote, terminate and otherwise treat all employees and job applicants on the basis of merit, qualification and competence.

The Office of Human Resources will recruit qualified applicants for schools and departments. Recruitment includes advertising and testing. Applicants with qualifications and salary objectives that appear to meet specifications for an open position are referred to the appropriate school or department for further screening and evaluation. It is the responsibility of the school/department to determine if the applicant is qualified, to ensure work references are verified and to make the final selection of the individual to be hired. Prior employment history with the University will be considered in all transfer/reemployment
decisions. An employee who has been involuntarily terminated due to misconduct or unsatisfactory job performance is generally not eligible for rehire.

Refer to the Office of Human Resources’ website, http://hr.wustl.edu, for additional information.

Conviction Records

Applicants who have been convicted of a crime (including guilty plea, no contest/nolo contendere plea, and suspended imposition of sentence) must disclose this on their employment applications. Employees who do not disclose conviction information on their applications are subject to disciplinary action up to and including termination.

Mandatory Testing

Applicants wishing to work in certain areas of the University may be required to undergo pre-employment and/or periodic physical examinations for evaluation of their ability to safely perform position duties.

Licenses, Registration, and Certification

Certain positions require the employee to achieve and maintain professional certification, licensure and/or registration. Where required, these will be verified and evidence of such will be collected and retained with the prospective employee’s application materials. It is the responsibility of the employee to meet such standards and to notify management that requirements are met and records are up-to-date.

Individuals allowing certification, licensure and/or registration to lapse may be removed from their positions, either temporarily or permanently, depending on the circumstances.

Job Posting

Access the Job Opportunities section of the Office of Human Resources’ website (http://hr.wustl.edu) to view current job openings.

Application Materials

Individuals applying for positions with Washington University must provide application materials that are complete, accurate and up-to-date. Failure to provide complete and accurate information on an application may result in rejection of the application or termination.

Orientation Period

The first six (6) months in a new position is a period of orientation. The orientation period is intended to allow a new, promoted or transferred employee to become familiar with the position and work environment and to demonstrate his or her capabilities. During this time, the employee’s knowledge, skills and abilities are reviewed on a continuing basis. The orientation period is a continuation of the selection process and may be formally or informally structured based on the needs of the school or department. During the orientation period, on-the-job abilities are assessed and a decision is made by management concerning continued employment.
Vacation and sick time for new employees in their orientation period will accumulate but may not be used during the orientation period. A new employee who leaves the University at any time during the orientation period is not eligible for accrued vacation pay.

Transfer Policy and Procedure

Washington University recognizes that staff motivation, productivity, and retention are dependent upon people working in jobs that are well suited to their interests, and therefore offers and encourages transfer opportunities for current employees.

An employee must be in his or her current position at least nine (9) months and be in good standing before he or she is eligible to apply for a transfer. The nine-month waiting requirement may be waived if the position is being adversely affected due to a reduction in the workforce or job elimination, or if there is significant change in the terms and conditions of employment (e.g., work schedule, hours, salary, status, etc.). In all cases, the employee's work record, including but not limited to performance, attendance, efforts to develop skills and related behavior will be used as valid criteria for determining suitability for a position.

In consideration of the above factors, employees are required to provide documentation that supports their performance history, such as the last performance evaluation or letters of reference. For all positions, consideration will be given to the employee's demonstrated interpersonal skills, among other job-related factors, before making a final decision. Deficiencies in such skills or job-related factors may eliminate an individual from further consideration. Exceptions to this policy are reviewed on an individual basis and must be approved by the Office of Human Resources.

If an employee feels that he or she has the necessary qualifications for a posted position, he or she may apply. Procedures for internal employee transfers can be found in the Internal Applicants section of the Office of Human Resources' website (http://hr.wustl.edu/). Transfer applications will be considered along with other candidates from within and outside the University. Internal candidates who are interviewed are encouraged to inform their supervisors of the interview.

If chosen for an open position, the employee should notify his or her current supervisor of the transfer. A date of transfer will be agreed upon by the managers of the affected areas and the employee. In all instances, adequate notice of transfer must be given to avoid the risk of disrupting the workflow in the employee's current school or department. Accrued sick time and vacation transfer to the new department.

Employees who transfer from a Danforth Campus Department to the Medical School should note that the School of Medicine limits the accrual of vacation to 22 days for all employees regardless of their hire date or the date of transfer to a benefits-eligible position. Employees who transfer from a Danforth Campus Department to the School of Medicine with more than 22 days of accrued vacation will only be allowed to transfer a maximum of 22 days. No payment will be made for vacation that is forfeited as a result of the transfer. During the new orientation period, vacation and sick time accumulated prior to the transfer may be used with supervisor approval.

Employment of Relatives

The employment of near relatives in the same department is strongly discouraged as it leads to perceptions of favoritism, difficulties in managing objectively and lower employee morale. At the same time, Washington University is a large employer and often will find highly qualified candidates among the family members of its current employees. Therefore, it is important to create a balance between these sometimes competing issues. Employees cannot be in a position of supervising, directing, making or influencing final decisions regarding the terms and conditions of employment and/or compensation for their near relatives. This policy also applies to relationships that may develop after employment begins.
For purposes of this policy, near relatives are defined as: spouse, domestic partner, parent, step-parent, children, step-children, brother or sister, step/half brother or sister, grandparent, grandchildren, first cousin, uncle or aunt, nephew or niece, in-laws or other relatives or members of the employee’s household.

In cases where employment of near relatives in the same school/department is contemplated, a request for approval should be submitted in writing to the appropriate Dean (or Vice Chancellor in the case of the CFU) and then forwarded to the Office of Human Resources. All employees are expected to conduct themselves in an appropriate business-like manner regardless of any close personal relationship that may exist or develop during the course of their employment. Behavior that is in any way disruptive or hostile will not be tolerated and may subject the employee to disciplinary action up to and including termination.

**Employment of Minors**

Under Missouri law, children under the age of 14 may not be employed or otherwise permitted to work (except under narrow circumstances inapplicable to University employment). Children aged 14 and 15 may work, but only with a work permit and subject to strict limitations.

Children under age 16 may not work at Washington University during the regular school term unless and until the Office of Human Resources receives a work permit.

Children under 16 may not be permitted to work (a) more than three hours on any school day, (b) more than eight hours in any non-school day, or (c) more than six days or forty hours in any week. They may not work before 7 a.m. or after 7 p.m. (9 p.m. during summer vacation). Under special circumstances, the state Director of Labor and Industrial Relations may waive certain aspects of these requirements. Contact the Office of Human Resources with any questions.

**Employment of Retirees**

It is the policy of the University to reemploy retirees as an alternative to using temporary help from agencies or other sources. Reemployment allows the retiree to share his or her knowledge with coworkers and fosters goodwill and pride among employees and in the community. Retirees are encouraged to research the effects of reemployment on his/her individual retiree benefits and taxes.

**Rehire to Service**

Employees who separate and are then reemployed by the University are considered rehires. If an employee is reemployed within 30 days from separation, the personnel file will reflect the original date of hire. The employee’s past work record and performance history, along with the reason for separation, will be considered when determining eligibility for rehire. An employee who has been involuntarily terminated due to misconduct or unsatisfactory job performance is generally not eligible for rehire.
Employee Benefits

Washington University provides a comprehensive and competitive benefits package for full-time and part-time employees who work 20 hours or more per week on a regularly scheduled basis. The University provides some benefits at no cost to employees. Other benefit offerings provide important protection to employees at a reasonable cost and assistance with financial security during retirement.

Complete and official details of all benefit plans are contained in materials that employees receive in new employee orientation and that are located in the Benefits section of the Office of Human Resources’ website (http://hr.wustl.edu). The descriptions in this handbook are only brief summaries for general information. Contact the Benefits Office for more details.

The existence of these employee benefits and plans, in and of themselves, does not signify that an employee will be employed for the requisite time necessary to qualify for these benefits and plans.

Health and Dental Insurance

The University has several health insurance plans and a dental only insurance plan so that employees may select coverage which best meets their individual needs. University health insurance plans include medical, dental, prescription drug and vision coverage. The University provides a choice of Preferred Provider Organizations (PPO), a Health Maintenance Organization (HMO) and a Point of Service (POS) plan. If health insurance is not needed through the University, an employee may select dental coverage only. All plans provide coverage for the employee and his or her eligible dependents.

Full-time and part-time employees working 20-hours or more per week on a regularly scheduled basis are eligible to participate in these health insurance plans. The University makes a monthly contribution toward the cost of health or dental only insurance for all eligible and enrolled full-time and part-time employees. An employee and his or her dependents are covered for health or dental only insurance if enrolled within the first 31 days of employment, within the first 31 days of a family status change (62 days for birth or adoption) or during annual open enrollment in November. Under such circumstances, pre-existing conditions are covered.

Annual Open Enrollment

Employees have an opportunity to make changes in their health/dental insurance plans during annual enrollment each November. At this time, employees may transfer from one plan into another, cancel coverage and add or delete dependents. Also, employees must enroll or re-enroll in the Flexible Spending Plans, the Health Savings Account and the Retirement Medical Savings Account. The changes made during annual open enrollment are effective January 1 of the following calendar year.

Flexhealth Premium

Flexhealth is a program designed to increase spendable income by lowering the amount of gross salary on which taxes are paid. By participating in the Flexhealth program, employees pay health or dental only coverage with before-tax dollars thereby increasing their spendable income. Health or dental only premiums are deducted from total gross salary and federal, state, city and social security taxes are calculated and deducted from this lower balance. However, this prevents any changes in health coverage outside of the open enrollment period except in the case of a family status change such as the birth of a child, marriage or death of a family member. Flexhealth premium is automatic upon enrollment in any University-sponsored health or dental only plan.
Flexible Spending Plans

The spending plans available at Washington University allow employees to pay for health and child care expenses on a before tax basis. In other words, no federal, state, city or social security taxes are paid on amounts set aside within the spending plan account(s).

To participate in health and/or child care spending plans, an employee must enroll within the first 31 days of hire, within the first 31 days of a family status change or during annual open enrollment in November.

Federal law requires that expenses must be incurred by December 31 of the calendar year. However, the WU spending plans allow you to incur expenses through March 15 of the following year that may apply retroactively to the previous plan or calendar year. The deadline for submitting flex spending claims is April 30. Any funds remaining in the flex spending accounts as of April 30 will be forfeited. Considering this IRS rule, employees should be conservative in electing their flex spending deductions.

Health Spending Plan -- Some common examples of health expenses that may be submitted for reimbursement under the health spending plan are deductibles, coinsurance and co-payments through the medical, dental, prescription drug and vision plan coverages, eyeglasses and contact lenses, hearing aids, prescribed over-the-counter medications and certain medical supplies. Reimbursement is not available for premium payments, cosmetic surgery or expenses covered by any other health or dental plan.

Child Care Spending Plan -- Qualified child care expenses are those rendered by a licensed day care center or a baby-sitter over the age of 19. The services must be rendered for the sole purpose of allowing both parents to work, a single parent to work or a spouse/partner to seek an education. The child receiving the care must be under the age of 13.

Health Savings Account

The University offers regular full-time employees and part-time employees working 20 hours or more per week on a regularly scheduled basis the opportunity to enroll in a Health Savings Account (HSA) during the Annual Open Enrollment Period in November. To be eligible, employees must be enrolled in the University’s High Deductible Health PPO Plan (HDHP). For more information about the HDHP, please visit the Benefits section of the Office of Human Resources’ website (http://hr.wustl.edu). The University will contribute $400 annually into employees HSA accounts, if non-highly compensated (as defined by the IRS) employees contribute an annual minimum amount of $200 and if highly compensated (as defined by the IRS) employees contribute an annual minimum amount of $400.

Life Insurance

Basic or Free Term Life -- The University provides basic term life insurance to its regular full-time employees who have completed six (6) months of service in an amount equal to 100% of their annual base salary rounded to the nearest $1,000. This is a policy that is portable (the employee may continue in a group policy with the same face amount and similar premiums) upon termination of employment.

Supplemental Term Life -- Full-time employees and part-time employees working 20 hours or more per week on a regularly scheduled basis may elect to purchase optional employee term life insurance coverage in increments of one-, two-, three- or four-times their annual base salary rounded to the nearest $1,000, not to exceed $2,000,000. Employees who enroll in Supplemental Term Life are eligible for free, simple will preparation service. This is a policy that is portable (the employee may continue in a group policy with the same face amount and similar premiums) upon termination of employment.
Dependent coverage is available for a spouse/domestic partner in the amounts of $25,000, $50,000, $75,000 or $100,000. A health statement is required when purchasing over $50,000 of spouse/domestic partner life insurance at date of hire. Eligible dependent children (birth to 19 years of age, or age 23 if a full-time student) can be covered for a $4,000 death benefit per child.

Variable Universal Life Insurance -- Variable universal life insurance is available to full-time employees and part-time employees working 20 hours or more per week on a regularly scheduled basis. Employees may elect coverage in increments of one-, two-, three-, four- or five-times their annual salary, with a required minimum of $50,000 and maximum of $3 million. Employees who purchase this life insurance plan are eligible to take advantage of certain investment options and are eligible for free, simple will preparation service. This is a policy that is portable (the employee may continue as an individual policy holder with the same face amount and premium schedule) upon termination of employment.

If enrolled within the first 31 days of employment, coverage is effective on the first of the month coincident with or next following the date of hire. If application is made at a later date, the employee must complete a health statement that must be approved by the life insurance company. Also, at date of hire, employees interested in purchasing more than $500,000 of coverage under either supplemental employee plan, must complete a health statement that must be approved by the life insurance company. Employees may cancel or reduce supplemental coverage at any time.

Long Term Disability

The University provides Long Term Disability (LTD) coverage to its full-time employees and part-time employees working 20 hours or more per week on a regularly scheduled basis who have completed one year of service. To receive LTD benefits, employees must be unable to perform their position responsibilities at Washington University due to medically or mentally related conditions and satisfy a six month waiting period (three month waiting period if employees purchase the special buy-up option) while on a medical leave of absence. If approved by the insurance company, LTD provides a benefit equal to 60 percent of the employee’s annual base salary as of his/her last day worked, is paid after a six or three (if applicable) month waiting period and is offset by Social Security disability and/or disability income benefits. Also, if employees are enrolled in the Retirement Savings Plan at their date of disability, the LTD plan will continue to make the University Retirement contribution on behalf of employees as long as they receive LTD benefits.

Employees are not eligible to utilize sick leave while on long term disability. However, employees who have purchased the Long Term Disability Buy-Up Option may utilize sick leave at the rate of 40% of their budgeted hours during the duration of the Buy-Up Option.

Long Term Care

The University offers full-time employees and part-time employees working 20 hours or more per week on a regularly scheduled basis the opportunity to purchase long term care insurance for themselves and/or their spouse/domestic partner. This coverage provides custodial care in a nursing home, in an individual’s own home or in an adult day care center if the employee or spouse/domestic partner is unable to perform at least two (2) activities of daily living. If employees enroll within 31 days of their date of hire, they will not be required to complete a statement of health. A statement of health is required for spouses/domestic partners.

Tuition Assistance

The University provides tuition assistance to employees, their spouses/domestic partners, and their dependent children. Except as noted, benefits apply only to courses offered by Washington University. Those who wish to enroll in programs or courses must establish eligibility for tuition benefits through the
Danforth Campus Benefits Department. They must also comply with normal admissions procedures and meet normal admissions requirements. Information about requirement and benefit details is available from the Benefits Department.

For Full-time Employees -- Full-time employees who regularly work during the day may enroll in undergraduate or graduate courses offered through evening programs. Full-time employees who regularly work evening or night shifts may (with verification of that schedule) enroll in courses offered through day programs. To receive this tuition benefit, full-time employees must complete one year of full-time service before the semester begins and achieve a passing grade posted within 60 days of the end of the semester. Fee remission for up to seven credit hours of course work per semester for eligible undergraduate courses is 100% and for eligible graduate courses is 50%.

For Spouses and Domestic Partners of Full-time Employees -- Spouses and domestic partners of full-time Washington University employees who have completed one year of full-time service are entitled to fee remission of 50% for undergraduate courses offered through WU evening programs only. Consistent with the employee tuition benefit requirement, the spouse/domestic partner must achieve a passing grade posted within 60 days of the end of the semester. (Under certain circumstances, full-time service at other accredited institutions of higher education may count toward this eligibility requirement.)

For Children of Employees -- Washington University offers tuition assistance to the financially dependent children of full and part-time employees. Both the employee and the dependent student must meet certain eligibility requirements.

The percentage of tuition remission depends on the school that the child attends, the employee’s work history, and the employee’s status at the time that the benefit is received.

For eligible children of full-time employees who have completed five years of continuous full-time service, or the equivalent, or after seven years or the equivalent of current continuous full-time service for employees hired or rehired after July 1, 2006, Washington University will pay 100% of tuition and mandatory academic fees in any Washington University undergraduate program.

For eligible children of full-time employees who have completed seven years of continuous full-time service, or the equivalent, Washington University will pay tuition cost and mandatory academic fees at another accredited undergraduate institution not to exceed 50% (40% for employees hired or rehired after July 1, 2006) of the then current Washington University undergraduate tuition.

For eligible children of part-time employees who have completed the equivalent of five years of continuous full-time service, or after seven years or the equivalent of current continuous full-time service for employees hired or rehired after July 1, 2006, Washington University will pay 50% of tuition and mandatory academic fees in any Washington University undergraduate program.

For eligible children of part-time employees who have completed the equivalent of seven years of continuous full-time service, Washington University will pay tuition cost and mandatory academic fees at another accredited undergraduate institution not to exceed 25% (20% for employees hired or rehired after July 1, 2006) of the then current Washington University undergraduate tuition.

To be eligible for dependent child tuition, a faculty member must carry at least 50% of a full-time academic workload and a staff member must regularly work at least 20 hours per week. There may be no break in service of more than 90 days. In calculating equivalent service, part-time service will be counted based on actual hours worked as a percentage of full-time service. (Under certain circumstances, full-
time service at other accredited institutions of higher education may count toward this eligibility requirement.)

To be eligible for dependent child tuition, the dependent student must be enrolled in an undergraduate program leading to a first bachelor’s or lesser degree. The student may receive tuition assistance for no more than eight semesters (or the equivalent at universities with different academic periods). A student may be eligible for less than eight semesters of aid if she/he begins higher education before the student or parent becomes eligible for the benefit.

These benefits are also available to children of (a) employees who died while employed by the University and who were eligible for the benefit, (b) otherwise qualified employees on approved leave, including disability leave, and (c) retirees who were eligible for the benefit at the time of retirement.

To seek these tuition benefits for a dependent child, the employee must complete a Request for Tuition Assistance form. The form and further instructions may be obtained from the Benefits section of the Office of Human Resources’ website (http://hr.wustl.edu). Also, the employee must provide proof of the child’s relationship and support through a birth certificate, divorce decree and/or federal income tax return. Obtaining and retaining dependent tuition benefits requires compliance with responsibilities and procedures described in greater detail in other documents.

Retirement Savings

The University provides its regular full-time and part-time employees with a defined contribution retirement savings plan that combines employee contributions, University contributions and investment earnings to build financial security for retirement. Participating employees choose funds from Teachers Insurance and Annuity Association (TIAA), the College Retirement Equities Fund (CREF) and/or the Vanguard Group. The University Retirement Savings Plan (the “Plan”) qualifies under section 403(b) of the Internal Revenue Code, thereby offering the employee the options to defer taxes on contributions and/or earnings until the retirement years when benefits are withdrawn or pay taxes on contributions (Roth) and avoid paying taxes on contributions and earnings until the retirement years when benefits are withdrawn. Ownership of both employee and University contributions is fully vested in the participant.

Upon employment, regular full and part-time employees working 20 hours or more per week on a regularly scheduled basis are eligible to contribute up to the then current IRS maximum deferral limit.

Employees must complete two (2) years of service to be eligible to receive the University’s contribution. Employee’s with an annual base income of $45,000 or more are required to make a minimum contribution of at least five (5) percent of annual base income in order to receive the University’s contribution. Employees with an annual base income of less than $30,000 must contribute a minimum of $5 per month to receive the University’s contribution. Employees with an annual base salary of $30,000 to $44,999 must contribute three (3) percent of annual base income in order to receive the University’s contribution.

The following University contribution schedule applies to benefits-eligible employees who were actively employed on August 31, 2006 and is based on the employee’s age on January 1 as follows:

Under age 45 7 percent
Age 45 to 49 8.5 percent
Age 50 and over 11.5 percent

The following University contribution schedule applies to employees who are hired or rehired on September 1, 2006 or after and is based on the employee’s completed years of service.

2 years of service 7 percent
10 years of service 10 percent
For active employees, hardship withdrawals are available on the total employee account balance and loans are available on a percentage of the employee account balance. For active employees age 59 1/2 or over, rollovers and distributions are available on the total employee and University account balances.

**Retirement Medical Savings Account**

The University provides full-time employees and part-time employees working 20 hours or more per week on a regularly scheduled basis the opportunity to save for the cost of retiree health insurance in a tax favored way by enrolling in the Retirement Medical Savings Account (RMSA) during the Annual Open Enrollment Period in November. The University will contribute $400 annually into employees RMSA accounts, if non-highly compensated (as defined by the IRS) employees contribute an annual minimum amount of $200 and if highly compensated (as defined by the IRS) employees contribute an annual minimum amount of $400. The maximum amount that employees may contribute each year is unlimited.

The RMSA allows employees to continue participating in the HMO, POS or lower deductible PPO health plans, to participate in the health flex spending plan and to contribute a specific amount each year toward their premiums and out-of-pocket health costs during retirement. The tax favored benefits of the RMSA include: after tax employee contribution (like of Roth); a tax-free University contribution; no taxes on investment earnings; and no taxes on qualified retirement health premiums and out-of-pocket expenses.

**Retiree Benefits**

To be eligible for Washington University Retirement Benefits, employees must meet any combination of age and completed years of current, consecutive benefits-eligible service that equals 65 or more with two (2) minimum requirements: age 55 and five (5) years of benefits-eligible service. Washington University retirees have the opportunity 1) to enroll in University-sponsored health insurance plans both before and after Medicare eligibility; 2) to apply for withdrawals from their Retirement Plan accounts with TIAA-CREF and/or Vanguard; 3) to continue or enroll in the Long Term Care plan; 4) to receive a $5,000 paid-up term life insurance policy (if they were purchasing supplemental term life at their date of retirement); 5) to be grandfathered in dependent child tuition benefits; 6) to have access to University facilities; and 7) to continue to receive University mailings.

**Benefit Plan Effective Date**

The initial effective dates for our benefit plans vary by plan and the employee's date of hire. Generally, the effective date for the health insurance, dental only insurance, flex spending, supplemental term life insurance, variable universal life insurance, long term care insurance and retirement savings plans is the first of the month coincident with or next following the employee's date of hire. The free term life insurance plan is effective six (6) months after the employee's date of hire and the free long term disability (LTD) insurance and the voluntary LTD buy-up option is effective one (1) year after the employee's date of hire. With the exception of long term disability, which ends on the employee's last day worked, coverage or participation in all benefit plans ends on the last day of the month in which employment terminates.

**Group Auto & Home Insurance**

The University provides full-time employees and part-time employees working 20 hours or more per week on a regularly scheduled basis the opportunity to purchase the following insurance products: auto, home, renters, identity theft, condo, personal umbrella, flood, boat and yacht, dwelling fire, motorcycle, motor home, rental and seasonal property, and valuable articles at group discounts through the Travelers. If an employee chooses a benefit through Travelers, transactions are between the service provider and employee.
Travel Accident Insurance

The University provides accidental life insurance coverage to a maximum of $250,000 for employees traveling on University business.

Social Security

The Federal Social Security Act covers all employees. The University deducts the required percentage from an employee’s paycheck to pay the employee’s portion of this protection and the University matches this deduction dollar for dollar. The plan is designed for future security and the security of dependents and provides for retirement, disability, death, survivor and Medicare benefits.

Continuation of Health Coverage/COBRA

The University is required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) to offer continuation of group health or dental only insurance coverage, at the employee’s expense, to certain employees and their dependents who experience a qualifying event. In the case of termination or reduction of hours, coverage may continue for up to 18 months. Dependents may be eligible for up to 36 months. In the case of disability occurring during the first 18 months of continuation, coverage may be extended for an additional 11 months.

Health Insurance Portability and Accountability Act

Federal law requires employers to provide certificates of coverage to employees enrolled in group health insurance plans when terminating employment. This certificate, when presented to a new employer, limits exclusions for pre-existing conditions. An employee who becomes ineligible for benefits because of a reduction in hours will also receive this certificate.

Benefits at Separation of Employment

Separated employees and their eligible dependents have the option of continuing health and dental coverage through Consolidated Omnibus Budget Reconciliation Act (COBRA) at the expense of the employee. The Benefits Office mails COBRA notifications to the home addresses of all separated employees. The following benefits may be continued at the expense of the separated employee.

Health/Dental

Coverage is extended until the end of the month in which employment terminates. Separated employees and their families have 60 days to elect continuation of coverage after the later of (1) the termination of coverage or (2) the date the University notice to enroll in COBRA is received. The same University health benefits can be extended for a period of up to 18 months (period may vary). The total premium cost and any administrative surcharge is the responsibility of the separated employee. The notification/enrollment form is sent to each separated employee and his/her eligible dependents automatically.
Flex Spending

Separated employees may submit claims for eligible health care and child care expenses incurred before the end of the month in which employment is terminated. The health care and childcare spending plan may be continued through COBRA.

Life Insurance

Coverage is extended until the end of the month in which employment terminates. Separated employees may continue or convert any group term life insurance benefits (basic, supplemental, or dependent) or continue the variable universal life policies within 31 days of termination.

Long-Term Disability

Coverage ceases on the last day worked. A conversion option is available and must be submitted directly to the Long-Term Disability Insurance Company within 31 days of termination.

Long-Term Care

Coverage is extended until the end of the month in which the employee terminates. To continue this coverage, the employee should contact the current carrier directly.

Tuition Assistance

If actively enrolled at the time of termination, benefit continues through the end of the semester.

Retirement

Benefit continues through the last pay period. Separated employees may withdraw their total account balance as permitted by the funding vehicle. Funds withdrawn from retirement accounts may be subject to state and federal income taxes. The Internal Revenue Service also imposes a 10% surtax penalty on lump-sum distributions before age 59½.

Health Savings Account (HSA)/Retirement Medical Savings Account (RMSA)

Benefit continues through the last pay period. Separated employees with a balance in their HSA account, may use that amount to pay for qualified out of pocket health, dental, prescription drug and vision expenses and will not be taxed. Separated employees with RMSA accounts have the option of 1) withdrawing the balance in the employee account and forfeiting the balance in the University account at date of termination; or 2) retaining the balances in both the employee and University accounts until becoming eligible for retirement. Terminated employees are required to make this one time irrevocable election within 60 days after the date of termination.

Vacation

If the six-month orientation period has been completed, terminating employees will be paid for accrued vacation up to a maximum of 22 days or the maximum appropriate for their employment status.
Sick Time

No payment is made for accrued sick time.

United Way and Credit Union

Deductions cease with the last pay period. Employees who have loans with the Credit Union should contact the Credit Union to arrange alternative payments. Employees are not required to withdraw from the Credit Union upon separation of employee with the University.

Outstanding Expenses

Employees must submit an expense report prior to their termination date to allow for reimbursement.
Employee Services

Identification Cards

All employees are issued a personal identification card. This card is to be used for identification purposes, to access work areas before or after normal business hours and to obtain special services and privileges available to employees. Employees should safeguard this card and report loss or theft immediately to the Office of Human Resources.

This card provides employees to a number of benefits and privileges including but not limited to:

- Access to Danforth and Medical School libraries.
- Access to the faculty/staff dining plan.
- Access to the athletic complex. Family memberships are available for a modest fee through the athletic complex office.

As with all University property, the identification card should not be shared among employees or used to gain unauthorized access to certain areas or privileged information. Each employee is expected to report lost or stolen identification cards immediately. Contact the Office of Human Resources to obtain ID cards and/or for further information.

Bookstore

Employees may purchase textbooks for Washington University courses, supplies and other articles at the University bookstore located in Mallinckrodt Center and at the Medical School bookstore. The University bookstore offers employee discounts on certain purchases.

Food Service

There are several cafeterias located on the Danforth Campus. There are also cafeterias located on the third floor of the West Campus and at the North Campus. For more information about these locations or to learn about the faculty/staff dining plan, go to http://diningServices.wustl.edu.

Accounts With The University

All accounts an employee has with the University are to be paid promptly. The balance of any delinquent account may be withheld from an employee’s payroll check. This applies to tuition payments, library fines, bookstore accounts, parking tickets and any other account with the University.

Credit Union

Membership and services of the St. Louis Community Credit Union are offered to Washington University employees and their families. Payments for savings or loans may be made by payroll deduction. Application is to be made directly to the St. Louis Community Credit Union - 3651 Forest Park, St. Louis, MO 63108.
Insurance

The University offers a voluntary benefits program that offers such insurance products as auto, home, renters, identity theft, condo, personal umbrella and more. This program allows employees the advantage of insuring with a reputable company in Travelers while possibly saving money on their auto and home insurance through low, competitive rates. To learn more about this program, employees may call Travelers at 1-800-842-5936 or view the Auto/Home benefit in the Benefits section of the Office of Human Resources' website (http://hr.wustl.edu/).

United Way

The United Way supports nearly 200 essential agencies serving many human needs in the community. Employees may contribute to the United Way through payroll deduction. Upon employment, an employee may obtain the United Way information and a pledge card. Employees also have the opportunity to contribute during the annual United Way campaign.

Parking

Employees are eligible to use permit-parking facilities. Complete permit information and parking rules and regulations are available at the Parking and Transportation Services Office. Because of increasing demand for on-campus parking, the University has adopted a policy of strict enforcement, including the use of fines and towing to better protect the rights of those employees who observe the regulations. Employees obtaining a parking permit are expected to be familiar with and observe the rules governing the use of parking facilities. Parking fees are deducted from paychecks on a pre-tax basis. For more parking information, please visit http://parking.wustl.edu.

Shuttle Bus Service/Metro Universal Pass

The University provides free transportation services for eligible students, faculty and staff on the Danforth Campus, at the School of Medicine, and on West and North Campuses. In addition, the University provides free Metro Universal Passes to benefits-eligible employees. Contact Parking and Transportation Services at http://parking.wustl.edu to obtain shuttle bus schedules and routes or to request a Metro Universal Pass.

Lost and Found

The Washington University Lost and Found is located in the Campus Police Department, first floor Lien Residence Hall. All employees and offices are encouraged to forward any “found” items to the Lost and Found in order to maintain a central location for persons seeking lost property.

Direct Deposit

Direct deposit is required for all employees except in limited situations. Checks may be deposited in three different banks and/or accounts. Forms are available in the Forms section of the Office of Human Resources’ website, from the Payroll Shared Services Department or the Office of Human Resources.
Employee Assistance Program

Washington University provides an Employee Assistance Program (EAP) for all benefits-eligible employees and their immediate family members. This prepaid benefit is offered as a way to help our employees resolve issues that may impact their personal lives and their job performance.

The program is available 24 hours a day, seven days a week and can be accessed by calling 1-800-765-9124 or visiting their website at http://www.worklifetools.com.

Employee Discounts

Resource Management offers staff discounts on a variety of products and services. Please visit their website at http://purchasing.wustl.edu for more information.

Cultural/Athletic Events

Employees may purchase tickets or passes for special events at reduced rates by using their identification cards. Consult bulletin boards and University news articles for more information.

Wellness Connection

Washington University Wellness Connection is a communication tool linking faculty and staff to campus resources focused on health and wellness. The Wellness Connection also provides information on educational programs related to fitness, nutrition, and various other health-related topics. For more information, visit the Wellness Connection website at http://wellnessconnection.wustl.edu.

Employee Recognition Programs

The University values the contributions of its staff, and is committed to recognizing those contributions. The following programs are examples of this commitment to recognition.

The Gloria W. White Distinguished Service Award was established to provide recognition to a nonacademic staff member for exceptional effort and contributions that result in the betterment of Washington University. Each spring, nominations for this prestigious award are sought, and the announcement of the staff member who will receive the award is made during the Danforth Campus annual Staff Day celebration. Nominees must have a minimum of five years of service with the University. Nomination forms are available in the Forms section of the Office of Human Resources’ website (http://hr.wustl.edu) or by calling the Office of Human Resources at 935-5990.

Traditionally celebrated the Monday after Commencement, Staff Day is a day of recognition, food and fun. The day starts with the Staff Service Awards and Recognition Ceremony, followed by a buffet lunch. An afternoon of games is followed by the awarding of trophies to team champions.

The Chancellor hosts a reception each year to honor faculty and staff members reaching 25 years of full-time service.

Additionally, many schools/departments have created recognition programs especially for their staff members.
Family Learning Center

The Family Learning Center is a Washington University child care center located at North Campus. The center is owned by the University and managed by Bright Horizons Family Solutions. Detailed information can be found at www.wustl.edu/childcare.

Child Care/Elder Care Services

Professional resource and referral services for child and elder care are available through the Child Day Care Association. These services are offered at no charge to Washington University employees. More information can be found at http://www.childcaresl.org. The telephone number for CDCA is 314-531-1412 or 1-800-467-CDCA (2322).

Back-Up Care Advantage Program

The Back-Up Care Advantage Program assists eligible employees with balancing the competing demands of life and work. Benefits-eligible employees may use the service when they need to be at work and their regular child or elder/adult care is unavailable. Services available include center-based back-up child care, in-home back-up and mildly-ill child care and in-home back-up elder/adult care. Dependents must be registered before care is provided and reservations are required. More information can be found by visiting www.brighthorizons.com/advantage and entering:

Username: WUBACKUP
Password: BACKUP

Employer Assisted Housing

In order to permanently stabilize DeBaliviere Place, Forest Park Southeast, Northeast University City, Skinker-DeBaliviere and certain West End neighborhoods, forgivable loans are offered to eligible Washington University employees.

Full- and part-time (20 hours or more per week) employees of Washington University in good standing are eligible to participate in the loan program. Other eligibility requirements apply.

For official maps, eligibility requirements and information please go to: http://eahp.wustl.edu.
Time Off

Vacation

Regular full-time employees and part-time benefits-eligible employees (those regularly scheduled to work at least 20 hours per week but less than 37.5 hours per week) are eligible to accrue vacation days. Regular benefits-eligible employees accrue vacation time per hour paid. The maximum accrual is 22 days for full-time employees (equates to 165 hours for employees who work a 37.5 hour week and 176 hours for employees who work a 40 hour week). Vacation does not accrue during unpaid time off. Accrued vacation time is available for usage as of the end of the pay period.

Full-time employees hired or transferred into a benefits-eligible position on or before June 30, 2008 cannot begin a fiscal year with a vacation balance greater than 22 days. Full-time employees hired or transferred into a benefits-eligible position on or after July 1, 2008 cannot maintain an accrual balance greater than 22 vacation days at any one time.

Part-time employees cannot carry a balance greater than their maximum annual accrual rate with the exception of those employees who transition from full-time to part-time status.

Change in Employment Status—If a full-time employee becomes part-time benefits-eligible, the employee is allowed to maintain his/her current vacation balance for the remainder of the current fiscal year, even if it exceeds the maximum annual vacation accrual based on the new part-time status. Additional vacation time for the current year will not accrue unless the employee’s vacation balance falls below his/her new part-time maximum and any additional accrual shall not exceed the new part-time maximum accrual. At the beginning of the fiscal year following his/her change in status, the employee may only carry-over his/her maximum part-time accrual.

Vacation may be taken after the 6-month orientation period concludes. The scheduling of vacation time requires the prior approval of the supervisor. Schools and departments may have additional requirements. Partial days of vacation may be granted at the discretion of the supervisor.

An employee with six (6) or more months of continuous regular service whose employment is terminated for any reason will be paid for accrued unused vacation time up to the maximum accrual (22 days for full-time employees). Terminating employees may not use vacation in lieu of providing notice of their intention to resign.

Holidays

The official holidays for which time off with pay is granted are as follows:

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day

Benefits-eligible employees who are scheduled to work on the day the University observes as a holiday will be compensated their regular wages for that day, up to a maximum of eight (8) hours pay.
In order to receive holiday pay, employees must be on the active payroll and must have worked their last scheduled day before the holiday and their first scheduled day after the holiday, unless otherwise excused by their supervisor for vacation or verified sick time. Verified sick time requires a physician’s statement. If an employee is requested to work on a holiday (or some portion of it), he or she will be given compensatory time off in lieu of the time worked on the holiday or be compensated for the holiday and receive straight time for hours worked on the holiday. If the regular paid holiday occurs during paid vacation, the holiday is not counted as a vacation day. An employee on an unpaid leave of absence is not eligible for paid holidays.

Part-time employees working 20 hours or more per week on a regularly scheduled basis receive pay if the holiday falls on a day the employee is normally scheduled to work. If the holiday occurs on a day the employee is not scheduled to work, the employee does not receive holiday pay.

When a holiday falls on Sunday, the following Monday will be observed as the holiday. If a holiday falls on Saturday, the preceding Friday will be observed as the holiday.

**Sick Time**

Paid sick time provides financial assistance to regular full-time and part-time employees working 20 hours or more per week on a regularly scheduled basis who are unable to work due to personal illness or injury. It is not to be used for absences resulting from intemperance or the illness of another family member, nor is it to be used for routine medical or dental appointments. “Routine” appointments would include annual health or dental exams and tests that are scheduled to make sure an employee is healthy (such as colonoscopies, blood pressure checks, mammograms).

Time that employees spend away from work for the purpose of caring for family members is not reimbursable as sick time.

Regular benefits-eligible employees accrue sick time per hour paid. The maximum annual accrual is 12 days (equates to 90 hours for employees who work 37.5 hours per week and 96 hours for employees who work 40 hours per week). Sick time does not accrue during unpaid time off. Accrued sick time is available for usage as of the end of the pay period. Paid sick time may not be used until the completion of six (6) months of employment.

Part-time benefits-eligible employee employees (employees regularly scheduled to work at least 20 hours per week, but less than 37.5 hours per week) are eligible to accrue prorated sick time. The maximum accrual is set by the employee’s standard hours in effect each pay period.

A maximum of 120 days of sick time may be accumulated (pro-rated for part-time employees) but no pay for unused sick time will be granted to an employee whose service is terminating. Each employee is allowed up to five (5) instances of sick time per year without medical verification. The remainder of sick time granted per year requires acceptable medical verification that includes certification that the employee is being treated, is unable to work and indicates the approximate amount of time necessary to be away from work. Management may request, at any time, that an employee turn in a statement, signed by a physician, stating the employee was unable to work with the applicable dates. An instance is defined as one absence of less than one full day or an absence of one full day. An absence of two consecutive days is considered two instances.

Sick leave may not be utilized while on long term disability. However, employees who have purchased the Long Term Disability Buy-Up Option may utilize sick leave at a rate of 40% of their budgeted hours during the duration of the Buy-Up Option (months four through six of the disability).
Change in Employment Status—If a full-time employee becomes part-time benefits-eligible, the balance available remains and may be taken while in part-time status. Additional sick time will not accrue until the employee’s sick time balance falls below his/her new part-time maximum accrual and accrual for the current fiscal year is limited to the new part-time maximum accrual.

Personal Holiday

An employee who has accumulated 12 days or more of sick time and is not absent during the following fiscal year due to illness (other than illness covered by the Family and Medical Leave Act) receives one (1) paid personal holiday to be taken in the following fiscal year.

An employee who has accumulated 60 days or more of sick time and is not absent during the following fiscal year due to illness (other than illness covered by the Family and Medical Leave Act) receives two (2) paid personal holidays to be taken in the following fiscal year. Personal holidays are pro-rated for part-time employees, do not accumulate and are not paid at termination.

Leaves of Absence

Family and Medical Leave -- The University recognizes that employees occasionally need to take time away from work to care for important family and medical needs. The Family and Medical Leave Act (FMLA) allows eligible employees to take up to 12 work weeks of unpaid job protected leave in a rolling 12-month period (measured backward from the date requested leave will be used) for the following reasons:

1. Employee Medical Leave – defined as time off due to a “serious health condition” of the employee (including the birth of a child), as certified by a health care provider.
2. Family Leave – defined as time off to care for a spouse, child or parent, with a “serious health condition”, as certified by a health care provider.
3. New Child Leave – defined as time off following the birth of a child or placement of a child through adoption or foster care.
4. Military Exigency Leave – defined as time off because of a “qualifying exigency” arising out of the fact that the spouse, child, or parent of an employee is on active duty (or has been notified of an impending call or order to active duty) in the National Guard or Reserves or is a retired member of the Armed Forces or Reserves who has been notified of an impending call or order to active duty in support of a contingency operation.

The FMLA also allows eligible employees to take up to 26 work weeks of unpaid job protected leave in a single 12-month period to care for a spouse, child, parent or “next of kin” who is a member of the Armed Forces (including a member of the National Guard or Reserves) and who suffers certain serious injuries or illness in the line of active duty (military caregiver leave).

Although FMLA regulations do not cover employees who need time off to care for domestic partners with a “serious health condition”, it is the policy of the University to provide leave to such employees on the same basis as it provides leave to employees who need time off to care for spouses.

Employees are required to use accrued time off (sick and/or vacation) while on FMLA leave. Once sick time and vacation are exhausted, any remaining time on leave will be without compensation. Employees on unpaid FMLA leave are not eligible for paid holidays.

The above information is a very brief summary of the types of leave available to eligible employees pursuant to the University’s FMLA policy and should in no way be construed to explain the full scope of the University’s FMLA policy. For complete details of the University’s FMLA policy, access the Family and Medical Leave policy on the Office of Human Resources’ website (http://hr.wustl.edu). Family and Medical Leave forms can be found in the Forms section of the Office of Human Resources’ website.
Departmental Leave of Absence -- A departmental leave of absence is designed to provide job-protected, extended time off to employees who are unable to work due to medically related reasons. Regular full-time and part-time employees with a full year of service and having worked 1,250 hours over the previous 12 months are eligible for this benefit. The maximum amount of time off available is a total of six (6) months in a 12-month period. Time off granted under this policy is coordinated with the time off benefits provided by the FMLA and the University’s family and medical leave policy. Additionally, time off granted under this policy is coordinated with the University’s Long Term Disability buy-up program. Departmental leave will run concurrent with LTD until departmental leave is completed. Employees are required to use accrued sick time while on departmental leave. When accrued sick time is exhausted, employees are required to utilize accrued vacation time. Once sick time and vacation are exhausted, any remaining time on leave will not be compensated. Employees on unpaid departmental leave are not eligible for paid holidays.

While on an approved departmental leave, an employee is guaranteed reinstatement to his or her former position or a comparable one within the school or department, without loss of seniority and benefits. This guarantee is predicated on the employee providing a physician’s certification that he or she is fully released to return to work no later than six (6) months from the start of the leave.

With supervisory approval, job protected time off may be taken beyond the period of disability due to childbirth. The total period of time off cannot exceed six (6) months from the start of the leave period. Employees are required to use accrued vacation time during this period of extended leave. The balance of time off will be without pay.

An employee cannot be engaged in alternate employment during a departmental leave.

Non-FMLA Medical Leave – Employees who do not meet the Family and Medical Leave Act (FMLA)/Departmental Leave eligibility requirements and who need time off for their own medical condition may be granted a leave of absence with the approval and at the discretion of management. Employees must submit medical verification that supports the need for the medical leave.

The job requirements, the availability of temporary replacement, length of service and the department's/school's ability to reinstate the employee after the leave should all be considered before approving this type of leave.

Non-FMLA Medical Leave for Pregnancy - Employees who do not meet the Family and Medical Leave Act (FMLA)/Departmental Leave eligibility requirements and who need time off for their own medical condition related to pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery from any of these conditions will be granted a leave of absence for a reasonable period of time, at the conclusion of which the employee shall be reinstated to the status which was held when the leave commenced or to a comparable position, without decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment. Employees must submit medical verification that supports the need for the medical leave.

Employees taking a non-FMLA medical leave must exhaust their applicable available paid leave and are responsible for payment of insurance premiums. Employees on unpaid non-FMLA medical leave are not eligible for holiday pay.

Personal Leave -- At the discretion of the supervisor and department head, an employee in good standing with five (5) or more years of continuous full- or regular part-time service may be granted time off, without pay, up to a maximum of four (4) weeks. Whether an employee is granted a personal leave may depend upon job requirements, the availability of a temporary replacement and the projected ability of the department to reinstate the employee after the leave. The employee is entitled to return to his or her position or a comparable position as long as he or she returns to work on the date agreed upon with the supervisor and department head. Benefits will continue during a personal leave and the employee will be responsible for payment of the employee portion of the premium. Sick and vacation time do not accrue.
Employees on personal leave are not eligible for unemployment benefits. An employee cannot be engaged in alternate employment during a personal leave.

**University Leave of Absence** -- A University Leave of Absence may be granted by the Vice Chancellor for Human Resources when an employee is requesting a leave of absence for personal reasons or when an extension beyond the six (6) month departmental leave is necessary. Employees must have at least five (5) years of continuous full-time service to be eligible to apply for a University Leave of Absence. An employee whose job performance is below acceptable standards is ineligible for a University Leave of Absence.

The maximum period of leave is a total of 12 months. Under no circumstances may a University Leave of Absence or a combined University and Departmental Leave of Absence exceed a period of one (1) year.

While on leave, health insurance will remain in effect and the employee will continue to be responsible for payment of the employee portion of the premium. Sick and vacation time is not accrued during a University Leave of Absence. An employee on an unpaid leave of absence is not eligible for paid holidays.

An employee on University Leave of Absence is not provided any guarantee for reemployment. Should the employee desire a return to active employment with the University he or she is encouraged to use the resources available in the Employment Office.

**Military Leave** -- Faculty and staff members of Washington University who are also members of the United States military or employees of the National Disaster Medical System will receive a leave of absence to fulfill their military obligations. Employees can view the full text of the Military Leave policy in the Time Off Policies section of the Office of Human Resources' website (http://hr.wustl.edu).

**Funeral Leave**

Full-time and part-time employees working 20 hours or more per week on a regularly scheduled basis are eligible for paid time off due to the death of an immediate family member.

Up to three (3) days off, including the day of the funeral, is available to employees for a death occurring in the immediate family. Immediate family includes a spouse, domestic partner, child, stepchild, grandchild, parent, stepparent, parent-in-law, daughter-in-law, son-in-law, brother, sister or half brother or sister.

In the case of the death of an employee’s own grandparent, great-grandparent, great-grandchild, brother-in-law, sister-in-law, stepbrother, stepsister, aunt, uncle, nephew, niece or first cousin, only the day of the funeral may be granted as funeral leave.

It is the employee’s responsibility to notify his or her supervisor of the absence. Funeral leave may be granted on more than one occasion during the year. Funeral leave will only be time off with pay from regularly scheduled work.

**University Closings & Severe Weather**

It is the policy of Washington University that faculty and staff members should report to work and leave work at their regularly scheduled times. Should weather conditions create potentially hazardous travel, the Vice Chancellor for Human Resources, will evaluate the severity of the situation and, in consultation with the Executive Vice Chancellors, determine the appropriate measures to be taken. Factors to be considered will include the safety of our faculty, staff and students as well as the services that must be provided despite the severe weather. In the event that the decision is made to dismiss employees early, the staff of the Office of Human Resources will contact the various Executive Vice Chancellors, Vice Chancellors, and Deans, who, in turn, will be responsible for communicating this decision to faculty and
staff members. Under these circumstances, employees will be paid for the entire day. Staff members who leave prior to the University decision being made will be paid for time worked, with the balance of the time being charged to vacation time. Separate announcements will be made regarding the Danforth Campus, School of Medicine (see below) and the evening programs.

If the University is open, but the employee feels that he or she cannot safely drive to work, the supervisor may permit the employee to take a day of vacation. In all cases, the decision regarding whether the drive to work can be made safely must remain with the individual employee.

There are some departments that, due to the nature of the work, must maintain a minimum staffing level twenty-four (24) hours per day. This determination is made on a departmental basis.

The School of Medicine must continuously maintain essential services and operations during any severe weather or emergency situation while providing for the safety and care of its patients, students, staff and faculty. Therefore, following School of Medicine operating policies, a separate decision and announcement will be made at the School of Medicine.

**Jury Duty**

Full-time and part-time employees working 20 hours or more per week on a regularly scheduled basis who are called for jury duty will be excused from work without loss of pay during the time spent as a juror. Employees may also keep any compensation received from the Court while on jury duty. Time spent serving as a juror is not considered time worked when computing overtime.

An employee should notify the supervisor immediately upon receipt of a summons for jury duty.

**Voting Time**

Under Missouri law, and subject to the following conditions, full- and part-time employees will be permitted to take time off to vote. To qualify, an employee must give his or her supervisor notice one (1) working day in advance of the Election Day. The time off will only be granted at the beginning or end of the normal work schedule at the discretion of the supervisor. Time off to vote will not be granted to an employee who has a work schedule that allows three (3) off-duty hours after the opening or before the closing of the polling place.
Wage and Salary Policies

Washington University pays salaries that are competitive with those in our community and that recognize individual effort and contribution to the success of the University.

The University’s wage and salary plan classifies each position based on:
- Knowledge, skills and experience requirements
- Variety and scope of responsibilities
- Financial and operational impact

Established salary ranges are reviewed once a year and adjusted as necessary. An employee’s supervisor can provide the salary range for the position in question.

Job Descriptions

Job descriptions are maintained by the Office of Human Resources and are available to employees through their supervisors. Job descriptions aid in staffing, wage and salary administration and training. They also help employees and supervisors communicate job responsibilities. Job descriptions, however, are not fixed. They are only guidelines and are expected to change over time.

From time to time, employees are expected to perform duties and handle responsibilities that are not a part of their normal jobs. If, over the months, the new duties and responsibilities remain a significant part of the assignment, the job description may be changed.

Salary Increases

Typically, salary rates will be reviewed once a year; however, frequency of reviews may vary based on circumstances. Your supervisor will explain the timing of performance reviews and salary increases.

Compensation data and paychecks are personal and confidential and should not be discussed with peers or colleagues. Questions should be directed to your supervisor, Office of Human Resources or Payroll.

Definitions of Employment Status

The following terms will be used to describe the classification of employees and their employment status:
- **Exempt** - Positions that meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law; incumbents are not legally entitled to overtime pay requirements.
- **Nonexempt** - Positions that do not meet FLSA and state exemption tests. Employees are paid overtime for hours worked in excess of 40 per week.
- **Regular Full-time** - Employees scheduled to work 37.5 hours or more per week.
- **Regular Part-time** - Employees who work less than 37.5 hours per week but at least 20 hours per week on a regularly scheduled basis.
- **Part-time (less than 20 hours per week)** - Employees who work no regular schedule or standard hours.
- **Temporary** - Employees who are hired for a pre-established period of time not to exceed six (6) months, usually during peak workloads or for vacation relief. Temporary employees may work a full-time or part-time schedule and are ineligible for University benefits.
Overtime Pay

The Fair Labor Standards Act requires that employees in positions classified as nonexempt receive payment equal to one and one-half times their hourly wage for all hours worked in excess of 40 hours in a workweek. All employees in positions classified as nonexempt must obtain approval from the appropriate supervisor before working overtime. All hours worked, including overtime, must be accurately recorded in Time and Labor. Paid time off (vacation, sick time, holidays, funeral leave, jury duty, etc.) is not considered time worked when determining eligibility for overtime compensation.

There may be times when employees will be required to work additional hours. When possible, as much notice as possible will be given.

Workweek

The University workweek begins at 12:01 a.m. each Sunday and ends the following Saturday at midnight. The regular hours of work are 8:30 a.m. to 5:00 p.m. Monday through Friday. A daily, non-paid lunch period is also provided.

From time to time, a supervisor may need to change an employee’s work schedule to meet certain needs. Notice will be given as far in advance as possible.

Time Records

The University requires all employees in positions classified as nonexempt to maintain time and attendance records. Employees should utilize Time and Labor to report actual hours worked and record time off including vacation, sick, holidays, funeral leave, jury duty, etc. The Time and Labor record should be submitted to the supervisor for final approval.

The Time and Labor record is a legal record of the hours an employee is at work and paychecks are based on time reported. Any addition, correction or change on a time record must be approved by the supervisor. An employee’s failure or refusal to maintain an accurate time record is cause for disciplinary action up to and including termination.

Employees in positions classified as exempt are required to utilize Time and Labor to record time off including vacation, sick, holidays, funeral leave, jury duty, etc.

Employees should periodically review the amount of unused vacation time and sick time they have available.

Paydays

Employees in positions classified as exempt are paid on a monthly basis. Employees in positions classified as nonexempt are paid on a biweekly basis. Those paid monthly are paid on the last working day of the month. Those paid biweekly are paid on the Friday after the end of the pay period.

Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and benefits. Deductions will be made for the following:

- Federal and state income tax withholding
- Social Security (FICA)
• Employee benefits
• Other items designated by the employee

At the end of the calendar year, each employee will be supplied with a Wage and Tax Statement (W-2) form. This statement summarizes income and deductions for the year. If questions arise regarding these deductions, please contact the Payroll Department.

Wage Assignments/Garnishments

In compliance with federal and state legislation, Washington University must accept liens, assignments, garnishments and/or attachments against wages of employees. The Office of Human Resources will inform an employee that a wage levy has been issued and the Payroll Department will automatically deduct the appropriate funds from the employee’s paycheck.

Telecommuting Policy

Purpose -- In general, the University believes that patients, students and constituents can best be served when Washington University employees are physically at work at their regular worksite. As a result, the expectation is that staff work-time will generally be spent on campus, where access to others during core hours can be easily accomplished. However, there may be times when it is in the best interests of the department and the University to allow telecommuting. Any such arrangement must be transparent to customers and the department in terms of service and quality.

Overview -- Telecommuting is a work arrangement in which employees, for a period of their scheduled work hours, perform their regular job responsibilities away from their primary business location utilizing telecommunication and information technology as appropriate.

Telecommuting is considered an alternate worksite to an employee’s primary business location. Requests will not be approved that will result in establishing a “second job” with the University. With rare exception, these arrangements must be for regularly scheduled, sustained periods of time. They are not intended for temporary or intermittent assignments.

Such arrangements require careful consideration, and prior approval by the employee’s manager, the Office of Human Resources and the department head and/or dean as appropriate. Either department management or the employee may rescind the Telecommuting Agreement consistent with the notice provisions of the Agreement.

The ability to telecommute is a privilege and not a right. Not all employees and not all jobs are suited to telecommuting. Typically, telecommuting relationships will not be established during an employee’s orientation period or when an employee is experiencing performance problems or requires close supervision. This policy is not intended to establish the University as a multi-state employer, therefore, telecommuting arrangements will only be considered for those residing in the state of Missouri. Furthermore, distance from home to work may be a consideration in determining eligibility to telecommute. Telecommuting from another state for limited periods of time in cases of emergency, hardship or as identified above as exigent circumstances, must be approved by the Office of Human Resources in consultation with the Office of the General Counsel prior to implementation.

Department managers are responsible for determining the feasibility of any individual telecommuting arrangement based upon evaluation of the work to be accomplished, benefits to the department, interactions required between the telecommuting employee and other staff members or customers and demonstrated skills of the employee. Employees being considered for telecommuting must have a demonstrated record of at least acceptable performance. Telecommuting arrangements do not change salaries, benefits, job responsibilities, leave policies or other basic terms of employment. In those rare
instances in which a department is hiring a new employee into a Telecommuting status, the Telecommuting requirements must be spelled out as a condition of employment during recruitment for the position.

The University will determine when exigent circumstances, such as natural disaster, pandemic, etc., exist. During such conditions, temporary or intermittent assignments may be approved. The University will notify faculty and management that departments may enact temporary or intermittent assignments. When the exigent circumstances no longer represent a crisis situation, temporary or intermittent assignments must stop.

View the full text of the Telecommuting Policy on the Office of Human Resources' website (http://hr.wustl.edu).
Employee Communications

Suggestions

The University encourages employees to suggest methods to improve quality and efficiency in the school/department. Suggestions should be submitted in writing to the appropriate supervisor. Suggestions should be detailed so that the system or procedure can be adequately evaluated.

Employee Relations

The University’s policies and procedures emphasize open-door practices that encourage each employee to deal directly with his or her supervisor, the Office of Human Resources and other members of management regarding complaints.

Problem Resolution

Under normal conditions, if an employee has a job-related problem, question or complaint, he or she should discuss it with his or her supervisor. The simplest, quickest and most satisfactory solution will often be reached at this level.

If discussion with the employee’s supervisor does not answer the question or resolve the matter satisfactorily, the complaint may be presented, orally or in writing, to the next higher level of management. If the matter still is not resolved satisfactorily, the employee may present the complaint to the Assistant Vice Chancellor for Human Resources who will consult with the Vice Chancellor for Human Resources. A final decision on the matter will then be made after appropriate investigation.

When the issue personally involves the supervisor or manager with whom the employee would ordinarily discuss a problem, the employee may bypass that individual and proceed to the next person in authority without fear of reprisal. At any time, an employee may seek the advice and guidance of the Assistant Vice Chancellor for Human Resources.

Difficulties in using this complaint procedure should be brought to the attention of the Office of Human Resources by calling 935-5990.
Employee Health and Safety

Washington University seeks to provide a healthy and safe environment for all employees. The employee is a key part of any successful safety and health program. A successful safety and health program involves the active commitment of everyone in every area of the University to prevent fire, accidents, injury and property damage. An employee should be alert and promptly report frayed electrical cords, trip hazards, broken or defective equipment or elevators, loose handrails and slippery walking surfaces to his/her supervisor, or department administrator. Environmental Health and Safety provides assistance in all facets of workplace safety and regulation compliance. For more information, visit their website at http://www.ehs.wustl.edu, e-mail them at esafety@msnotes.wustl.edu, or call at 362-6816.

Employees are obligated to follow all department safety rules, requirements and training, and are expected to perform their job assignments in the safest possible manner. Any job-related injury or illness should be immediately reported to an employee’s supervisor.

Fire Safety

In the event of a fire, activate the building fire alarm, evacuate the building, go to your assembly area and do a head count. As police, fire or maintenance personnel arrive at the scene, offer assistance or information as needed. Stay at your assembly area until instructions are given to return to the building.

To report a fire, life-threatening power outage or emergency, call the Campus Police from a safe phone at 935-5555. At the North Campus, West Campus, Lewis Center, or Tyson Research, call 9-911.

Accident, Injury or Medical Emergency

Immediately report all job-related injuries or illnesses to your supervisor. Your department/school and the University Insurance Department will assist you in receiving appropriate treatment. To report a medical emergency, call the Campus Police at 935-5555. At the North Campus, West Campus, Lewis Center, or Tyson Research, call 9-911.

Worker’s Compensation

Worker’s Compensation provides medical treatment and compensation for lost wages to employees who suffer an injury or occupational disease as a result of an accident arising out of and in the course of employment. Benefits under Worker’s Compensation are initiated by the employee giving prompt notice to the employer of an injury or occupational disease arising out of and in the course of employment.

Notice must be given to the employee’s supervisor or manager. In addition to verbal notice, Washington University policy requires that a Washington University Report of Injury or Illness form be completed as soon as possible. The completed form must be faxed to the Insurance Department at 935-9795 or mailed immediately to Box 1084. The form is available on the Insurance Department’s website at http://insurance.wustl.edu.

Under the Missouri Worker’s Compensation Law, the employer has the right to designate the doctor, hospital or medical care facility to provide treatment to the employee. At Washington University, authorized medical care providers under Worker’s Compensation differ from those available to the employee under his or her health insurance benefit program.

The two facilities authorized to provide initial treatment to Washington University employees are the Barnes-Jewish Hospital Emergency Room for acute or traumatic injuries requiring emergency medical
treatment, and for other injuries, BarnesCare Corporate Health Services, 5000 Manchester, located one-quarter mile west of the Manchester/South Kingshighway intersection.

Employees who experience an occupational exposure to blood or potentially infectious body fluids or tissues or who suffer a research animal related injury or disease must notify the supervisor and immediately seek treatment through BarnesCare.

For employee medical treatment at BarnesCare, the supervisor should phone the Insurance Department at 935-5527 or 935-5547, and a medical authorization form will be faxed to BarnesCare prior to the employee’s arrival.

Treatment that an employee would elect to receive through a personal physician or through a health insurance benefit program is not considered authorized under Worker’s Compensation and is at the employee’s expense unless the Insurance Department provides explicit prior authorization to the employee.

Campus Police

Campus Police Officers are available 24 hours a day to respond to any call involving an emergency or need for police assistance on the Danforth Campus. Officers patrol the campus on foot, on bicycles and in cars. Campus Police Officers are deputized St. Louis County Police Officers and are authorized to make arrests when probable cause exists under the laws of the State of Missouri and St. Louis County. The Campus Police can be reached at 935-5555.

Escort Service

The Transportation Department operates an Escort Shuttle that will pick up and drop off staff at any location on campus accessible by vehicle. This service is available in the evening during the school year. To request this service, call the Escort Shuttle at 935-7777.

If you need an escort when the shuttle service is not available, the Campus Police will escort you to any building on campus by calling 935-5555.

Annual Security Report

Washington University publishes an annual report on campus crime and security. The most recent version of this report is available on the University Police website at http://police.wustl.edu.
Standards of Conduct

Professional Standards

Washington University has a tradition of high ethical and professional standards. These standards include competence, courtesy, cooperation, responsiveness, accuracy, effectiveness, efficiency and compassion on the part of all employees. Employees must be aware of their responsibilities to the University and their co-workers.

Employees are responsible for maintaining high standards of conduct, cooperation and performance. Supervisors and managers are responsible for organizing and directing the work of employees so that optimum quality and productivity can be achieved and maintained.

It is the policy of the University that employees normally are given an opportunity to improve whenever behavior, productivity or effectiveness fall below an acceptable level. Violations of standards may result in one of the following forms of corrective action: verbal counseling, written warning, suspension or dismissal. In determining which disciplinary measure is appropriate, the seriousness of the infraction, the past record of the employee and the circumstances surrounding the matter will be taken into consideration. This progressive procedure does not preclude terminating an employee at any time if circumstances warrant.

Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions that will result in corrective action, up to and including termination:

- Falsifying employment application, time record, personnel or other University documents or records;
- Unauthorized possession of University or employee property, gambling, carrying weapons or explosives or violating criminal laws on University premises;
- Possession, storage or use of weapons, ammunition or explosives (concealed or otherwise) on University property or in vehicles located in University parking facilities;
- Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of others on University premises;
- Disclosure of confidential or proprietary information;
- Engaging in acts of dishonesty, fraud, theft or sabotage;
- Threatening, intimidating, coercing, using abusive or vulgar language or interfering with the performance of other employees;
- Insubordination or refusal to comply with instructions or failure to perform duties that are assigned;
- Unauthorized use of University material, time, equipment or property;
- Damaging or destroying University property;
- Performance that, in the University’s opinion, does not meet the requirements of the position;
- Negligence in observing fire prevention and safety rules;
- Other circumstances where the University feels that corrective action is warranted.

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not intended to be comprehensive and does not alter the employment-at-will relationship between the employee and the University.
Performance Evaluations

Normally, an employee will receive performance feedback on or near the sixth month of employment and a performance evaluation at the completion of 12 months of employment. Thereafter, in most cases, a performance evaluation will be conducted once a year. The performance evaluation allows the supervisor to discuss an employee’s overall performance and summarize both formal and informal performance discussions held throughout the review period. It will review strengths and also point out ways to improve job performance.

Sexual Harassment

It is the policy of the University that all employees have the right to enjoy a work environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment.

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor or other unwelcome verbal or physical conduct of a sexual nature, including sexual violence, whether committed on or off campus, when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic advancement;
- submission to or rejection of such conduct by an individual is used as the basis or threatened to be used as the basis for employment or academic decisions or assessments affecting an individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating or hostile environment for work or learning. Such conduct will typically be directed against a particular individual or individuals and will either be abusive or severely humiliating or will persist despite the objection of the person targeted by the speech or conduct.

Sexual violence is a prohibited form of sexual harassment and includes physical sexual acts perpetrated against a person's will or where it would be apparent to a reasonable observer that a person is incapable of giving consent due to the victim's use of drugs and/or alcohol or due to an intellectual or other disability.

Sexual harassment can be verbal, visual, physical or communicated in writing or electronically. Whether particular conduct constitutes sexual harassment will often depend upon the specific context of the situation, including the participants' reasonable understanding of the situation, their past dealings with each other, the nature of their professional relationship (e.g., supervisor-subordinate, colleague, etc.) and the specific setting.

Any employee who believes that he or she has been sexually harassed should report the allegations immediately to a supervisor, the Assistant Vice Chancellor for Human Resources, or one of the Advisors identified in the University's Policy on Sexual Harassment. All allegations of sexual harassment will be promptly and appropriately investigated, and appropriate action taken, including disciplinary action up to and including discharge, depending on the facts of the case as developed by the investigation. All information disclosed to the University will be held in confidence to the extent it is practical to do so and will only be disclosed on a need-to-know basis in order to investigate and resolve the matter.

A complete copy of the University’s Policy on Sexual Harassment is available on the Office of Human Resources' website (http://hr.wustl.edu) or by calling the Office of Human Resources at 935-5990.
Discrimination and Discriminatory Harassment

The University is committed to having a positive learning and working environment for its students, faculty, and staff. University policy prohibits discrimination on the basis of race, color, age, religion, gender, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information. In some circumstances such harassment may also violate federal, state or local law.

Discriminatory harassment is unwelcome and objectively offensive conduct that has the purpose or effect of unreasonably interfering with an individual's work or educational environment; is directed at a particular individual or individuals because of the individual's/individuals' race, color, age, religion, gender, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information; and is abusive or severely humiliating. Whether particular conduct constitutes discriminatory harassment often depends on the specific context of the situation, including the participants' reasonable understanding of the situation, their past dealings with each other, the nature of their professional relationship (e.g., supervisor-subordinate, colleague), and the specific setting.

Any employee who believes that he or she has been harassed should report the allegations immediately to a supervisor, the Assistant Vice Chancellor for Human Resources or one of the Advisors identified in the University's Discriminatory Harassment Policy. All allegations of harassment will be promptly and appropriately investigated, and appropriate action taken, including disciplinary action up to and including discharge, depending on the facts of the case as developed by the investigation. All information disclosed to the University will be held in confidence to the extent it is practical to do so and will only be disclosed on a need-to-know basis in order to investigate and resolve the matter.

A complete copy of the University's Discrimination and Discriminatory Harassment Policy is available on the Office of Human Resources' website located at: [http://hr.wustl.edu](http://hr.wustl.edu).

Workplace Violence

All employees are expected to meet the University's standards of professionalism and demonstrate courtesy to co-workers, students, visitors and members of the public. Each employee shares the responsibility for preventing possible workplace violence.

No employee shall threaten or use force or violence to restrain, coerce or intimidate any co-worker, student, visitor or member of the public. An employee engaged in such conduct will be subject to disciplinary action up to and including termination.

Employees who feel they are being provoked or harassed by co-workers should discuss the problem with their supervisor, the Assistant Vice Chancellor for Human Resources, or the Director of Campus Police.

Any employee who receives a threat of violence by co-workers or another person, and any employee who hears, observes, reads or otherwise becomes aware of a threat by any employee against him/herself or a co-worker, whether such threat is direct or implied, should immediately report the fact of such threat to his or her manager, the Assistant Vice Chancellor for Human Resources, or the Director of Campus Police.

Firearms, knives, ammunition, explosive materials and any other dangerous weapons or materials (concealed or otherwise) are prohibited on all University premises (including University parking facilities) and at all functions sponsored by the University. Firearms may not be stowed in vehicles parked on or in University parking facilities. Excluded from this prohibition are the University Police who carry equipment as necessary to perform their job duties. Exceptions to the University prohibition on weapons on all campuses may only be made on an individual basis by the Director of Campus Police.
Attendance Standards

Attendance and punctuality are essential elements of efficient and effective job performance. Unscheduled absences disrupt work schedules, impose added work on others and negatively affect morale of the employees who are available.

An employee whose attendance record shows an unacceptable pattern of absences or tardiness will be notified of the problem. The employee will then be obligated to be available for work based on standards established by the supervisor. Further disciplinary action up to and including termination will result if school/department attendance standards are not met. The fact that the employee may have accumulated paid time off will not serve to diminish the severity of the problem nor the remedial actions taken by management. Unacceptable attendance may negatively affect an employee’s salary, requests for transfer or promotion and continued employment.

Each school/department may establish parameters for acceptable/unacceptable availability for work. School/department rules should address proper reporting of an unscheduled absence or lateness, early departure and similar unavailability.

Absence without Notice

To operate effectively, the University requires employees to keep their department informed of their status when they are off work because of illness or accident from any cause. If an employee fails to notify the department after two (2) days of unscheduled consecutive absence (including a Friday and Monday), it will be assumed that the employee has resigned and the employee will be removed from the payroll. Likewise, an employee must call his or her supervisor daily while off work due to short-term illness or accident, or it will be presumed that the employee has resigned, and the employee will be removed from the payroll. If an employee must leave work for any reason before the end of the day, he or she must discuss the situation with the supervisor.

Conflict of Interest

Employees of the University recognize a shared responsibility to ensure that they conduct themselves in an unbiased manner and serve the goals of the University. It is the responsibility of the University and its employees to guard against conflict of interest that might compromise the integrity and objectivity of the University community.

Conflict of interest exists if an employee’s position or authority may be used to influence or make decisions that lead to any form of financial or personal gain for that employee or his or her family.

Contact your supervisor or the Office of Human Resources if questions arise regarding outside work or a possible conflict of interest. The complete text of the University’s Conflict of Interest Policy is available on the University’s website (http://wustl.edu/policies/conflict.html).

Conflict of Commitment

Employees may not engage in external activities that interfere with the performance of their University duties, that disrupt the operations of their department or school, or that create an actual or apparent conflict of interest with their University responsibilities.

University staff employees, including senior administrators, may from time to time be involved in paid or unpaid activities unrelated to Washington University. Examples of such activities include consulting...
engagements, external board service (for either for-profit or not-for-profit entities), volunteer and community service activities, or other jobs.

The University realizes that many external activities benefit the community at large. However, employees should, in general, perform external activities outside of their University work hours; i.e., outside of their normal 37.5 or 40 work hours per week, depending on the area of the University in which they work. When that is not possible, employees must obtain prior approval to participate in external activities that occur during their normal University work hours, as follows. In situations where an employee will be paid by an external entity, advance written approval by the employee's Vice Chancellor or Dean for the employee to participate in that activity must be obtained. For external activities that involve no payments to the employee by the external entity, advance written approval by the employee's supervisor must be obtained. Supervisor-approved vacation time may be required to perform the external activities.

Use of Washington University Affiliation in External Consulting Activities—University staff members, including senior administrators, and the organizations for which they consult must not state or imply any connection between Washington University and such consulting activities as reports, recommendations, analyses, and the like. They must not say or imply that the University endorses the conclusions of those activities. Staff members are responsible for notifying organizations for which they consult of this prohibition and must include the following disclaimer in all reports, recommendations, analyses, and the like prepared in connection with their consulting activities: “The information provided herein is solely the work of (name) in my personal capacity and is not related to Washington University in St. Louis or my employment there.”

A complete copy of the University's Conflict of Commitment Policy is available on the Office of Human Resources’ website located at http://hr.wustl.edu.

Solicitation and Distribution

To avoid disruption of operations, the following rules apply to solicitations and the distribution of literature on the property of Washington University. Persons not employed or otherwise authorized by the University are prohibited from soliciting funds or signatures, distributing literature or gifts, offering to sell merchandise or services or engaging in any other solicitations or similar activity on University property. With the exception of University-sanctioned activities, employees may not solicit during work time, may not distribute literature during work time or in work areas, and may not use the University's e-mail system for non-job related solicitations or distributions.

Drug and Alcohol Policy

Washington University is committed to maintaining a safe and healthful environment for members of the University community by promoting a drug-free environment as well as one free of the abuse of alcohol. Violations of this policy will be handled according to existing policies and procedures concerning the conduct of faculty, staff and students.

This policy is adopted in accordance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

Standards of Conduct

Washington University strictly prohibits the unlawful manufacture, sale, distribution, dispensation, possession or use of controlled substances or alcohol on University property or as a part of any University activity. All faculty, staff and students must comply with this policy as a condition of their employment or enrollment. Faculty and staff members are prohibited from reporting to work under the influence of alcohol, chemicals, or drugs, including legally obtained prescription drugs, which impair one’s ability to perform normal work activities. All faculty and staff members must notify their immediate supervisor(s)
within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace or in the conduct of University business.

Violations

Violations of the standards of conduct will be dealt with on a case-by-case basis following the policies and procedures applicable to, as appropriate, faculty, staff or students. Sanctions may include, among other things, reprimand, warning, suspension, probation, expulsion or termination. Referral to an appropriate assistance or rehabilitation program also may be appropriate. Referral for prosecution will occur for serious violations.

The Drug-Free Workplace Act requires the University (1) within 10 days after receiving notice that an employee has been convicted of any criminal drug statute violation occurring in the workplace or in the conduct of University business, to notify appropriate government agencies of such conviction; and (2) within 30 days after receiving such notice, to take appropriate personnel action against such employee up to and including termination and/or to require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program.

A copy of the complete Drug and Alcohol Policy can be found on the Office of Human Resources’ website located at http://hr.wustl.edu.

Confidentiality

Washington University maintains confidential records for a variety of business needs. Records include detailed information about job applicants, employees, finances and future planning. Many records such as medical records and student records must be kept confidential as a matter of law. Maintaining confidentiality is critical to the University’s obligations to comply with law and to the proper conduct of University business. Employees are expected to protect all confidential and proprietary information by safeguarding it when in use, filing it properly when not in use and discussing it only with those who have a legitimate business need to know. Employees uncertain about the use of University records and information should consult with their supervisor. Violations of this policy will lead to disciplinary action up to and including termination.

Personnel Records

Important events in each employee’s history with the University will be recorded and kept in the employee’s personnel file.

Employees are responsible for notifying the school/department business office and the Human Resources Benefits Office of changes in address, telephone number and family status (births, marriage, death, divorce, legal separation, etc.) as income tax status and benefits may be affected by these changes. Access to personnel records is restricted to certain individuals within the University who need information contained in them in the normal course of business. A current employee may access his or her personnel file maintained by the Office of Human Resources during normal business hours by calling 935-5990 to make an appointment.

Dress and Personal Appearance

Employees are expected to maintain an appropriate appearance that is businesslike, neat and clean as determined by the requirements of the work area.

Specialized personal protective clothing or equipment is to be worn or used by employees whenever appropriate for protection against hazard.
Electronic Communication (E-Mail) and Internet Usage

The University provides staff members with electronic mail (e-mail) and Internet access for business purposes. Certain University systems forbid even incidental personal use. Other systems permit limited informal or personal use. Administrators should notify computer users if incidental personal use is not permitted or if electronic communications are routinely monitored. No employee should enter University computer resources unless authorized to do so; information contained within the University’s computer resources may be used only for authorized purposes.

The University generally does not monitor on-line communications. However, the University must reserve the right to examine computer records or monitor activities of individual computer users (a) to protect the integrity or security of the computing resources or to protect the University from liability, (b) to investigate unusual or excessive activity, (c) to investigate apparent violations of law or University policy, and (d) as otherwise required by law or exigent circumstances. In limited circumstances, the University may be legally compelled to disclose information relating to business or personal use of the computer network to governmental authorities or, in the context of litigation, to other third parties. Employees should be careful to ensure that their use of the University’s e-mail and other computer services is accurate, appropriate and lawful.

Passwords should never be shared with third parties, including fellow employees, unless an authorized University supervisor or manager requires the password.

Misuse of the University’s electronic resources, through excessive personal use or use violating law or University policy, will result in disciplinary action, up to and including termination of employment. See the University’s computer use policy at http://www.wustl.edu/policies/compolicy.html for additional information.

Personal Telephone Calls, Email and Social Media

Personal calls and access to personal email and social media, may be handled during breaks and lunchtime. The University acknowledges that circumstances do exist where employees need to be contacted on personal matters at times other than breaks and lunch. These times should be kept to a minimum and short in duration. Employees must reimburse the University for personal long-distance telephone calls.

Tobacco-Free Policy

The University strictly prohibits all smoking and other uses of tobacco products within all University buildings and on University property, at all times. This policy applies to all, including students, faculty, staff, patients, contractors and visitors. Visit http://www.wustl.edu/tobaccofree/policy.html for the full text of the tobacco-free policy.

Code of Conduct

Washington University is committed to the highest ethical and professional standards of conduct as an integral part of its mission, the promotion of learning. To achieve this goal, the University relies on each community member’s ethical behavior, honesty, integrity, and good judgment. Each community member should demonstrate respect for the rights of others and be accountable for his/her actions.

The University and each community member must transact University business in compliance with all laws, regulations, and University policies related to their positions and areas of responsibility. Managers and supervisors are responsible for teaching and monitoring compliance in their areas.

An up-to-date version of the Code of Conduct is available at http://www.codeofconduct.wustl.edu.
Compliance Program

Washington University strives to ensure that none of its staff, faculty, third-party vendors and service providers, or other contractors feel obligated to participate in activities they consider to be illegal or unethical. All staff, faculty, and contractors are required to comply with federal, state, and local laws and regulations, as well as University policies, including the University’s Code of Conduct.

As described in the Code of Conduct, the University Compliance Office maintains a hotline for employees and others to call to report any suspected violations of laws, regulations, or University policies. The hotline number is (314) 362-4998. Calls to the hotline are anonymous unless the caller wishes to give his/her name or phone number. The University Compliance Office is responsible for ensuring issues reported in hotline calls are investigated and resolved.

The federal False Claims Act is intended to prevent and detect fraud, waste, and abuse of government funds. It is a violation of the federal False Claims Act for anyone to knowingly submit, or cause another person to submit, a false claim and receive government funds. Examples of actions that could violate the federal False Claims Act include overcharging the government for services rendered; filing a claim with the government for services that were not rendered; or filing a claim with the government with information known to be false. Anyone who knowingly or intentionally submits a false claim to the federal government is liable for civil penalties of $5,500 to $11,000 per claim, plus three times the amount of damage caused by the false claim.

Anyone who suspects a violation of the False Claims Act or any other federal, state, or local law, a University policy, or the University’s Code of Conduct is required to promptly report it to University management. Anyone who, in good faith, reports a suspected or actual violation of law, regulation, or University Code of Conduct or policy will be protected from retaliation and retribution as a result of such reporting, regardless of whether or not, after investigation, a violation is found to have occurred. As outlined in the University’s Code of Conduct, the following channels are available for informing University management of the suspected violations:

- Report it directly to your supervisor or department head or chair.
- Report it to the related area-specific compliance office.
- Call the University hotline at (314) 362-4998. Reports may be made anonymously.

If issues related to misuse of government funds are not addressed and resolved by the above reporting channels, the federal False Claims Act contains provisions that allow citizens with evidence of false claims against the government to sue, on behalf of the government, in order to recover the improperly charged funds. If the suit ultimately ends in a monetary judgment, the citizen may share in the damages recovered. The federal False Claims Act extends protections to employees who report false claims from retaliation or discrimination by an employer.

Inspections

The University retains the right to inspect lockers, desks, offices, files and electronic data under appropriate circumstances. In unusual circumstances, the University may also need to inspect items brought onto campus, such as packages, bags, briefcases or coats. An employee may not remove University property including, but not limited to, discarded or excess items, from the premises without written authorization from management. Individuals refusing inspections may be detained until the matter is clarified.

Illegal or dangerous items are not allowed on the campus. The possession, storage or use of firearms, knives, ammunition, or other dangerous weapons is prohibited on all University property. Employees are strictly prohibited from carrying concealed weapons on University property and may not store weapons or ammunition in vehicles located in University parking facilities. All such items are subject to confiscation.
Separation of Employment

Leaving Service

Employees are expected to give a minimum of two (2) weeks prior notice of their intention to terminate employment. In addition, employees leaving the service of the University must return identification cards, keys, uniforms, parking permits, Metro Universal Pass, and any other University property. Any benefits eligible person who leaves the employ of the University for any reason and who has six (6) months or more of continuous service will receive pay for any accrued, unused vacation up to the maximum accrual allowed (22 days for full-time employees). Employees who terminate should contact the Benefits Office for advice on the transfer of insurance coverages and to answer any final questions.

Resignation -- Employees who leave the employment of the University by their own choice are considered to have voluntarily resigned. Employees are expected to provide their supervisor with written notice of their resignation and to give a minimum of ten working days of notice of their intention to resign. This notice period normally consists of work time. Vacation time may not be used during this period. Employees who fail to return to work after an approved leave of absence are also considered to have voluntarily resigned their employment. Verbal expression of an intention to discontinue employment should normally be considered a resignation.

Staff Reduction -- Staff reductions may occur as a result of a decreased need for certain services, school or department reorganization, loss of grant funding or redefinition or restructuring of jobs. If an employee is involved in a staff reduction, he or she should work with the Human Resources Employment Office to investigate the possibility of a transfer to another position within the University. An employee affected by a staff reduction will be given advance notice whenever possible. However, it should be recognized that conditions leading to staff reductions may occur without advance notice.

Termination/Discharge -- Although discharge ordinarily will not occur until after a warning has been given to an employee, terminations may occur without prior corrective or disciplinary measures if warranted by the circumstances. Reasons for discharge include, but are not limited to, unsatisfactory job performance or behavior, misconduct, neglect of job duties, frequent or excessive tardiness or absenteeism, or violation of policy.

Retirement -- Employees who meet the “Rule of 65” at termination are eligible for retiree benefits. Under the eligibility “Rule of 65”, an employee must meet any combination of age and years of current consecutive benefits-eligible service that equals 65 or more, with two minimum requirements: 1) age 55 and 2) five (5) years of benefits-eligible service. An employee who anticipates retirement should contact the Human Resources Benefit Office as early as possible prior to the expected retirement date to enable timely completion of necessary forms. Advance notice of at least three (3) months is recommended.

Eligibility for Rehire -- Prior employment history with the University will be considered in all employment decisions. An employee who has been involuntarily terminated due to misconduct or unsatisfactory job performance is generally not eligible for rehire.

Exit Interviews

The Office of Human Resources may conduct exit interviews with terminating employees. If a school/department wishes to have exit interviews conducted with employees who are leaving the University, the immediate supervisor or other department representative should contact the Office of Human Resources to arrange for the exit interview on or prior to the last workday. Exit interviews may also be done at the employee’s request. Any information obtained from an exit interview is confidential and shared with members of management in only summary form. Exit interview feedback does not become a part of the individual’s personnel file.
Human Resources Staff

North Brookings, Room 126, Box 1184

General Office ................................................................. 5-5990
Vice Chancellor for Human Resources .............................. 5-7746
Assistant Vice Chancellor for Human Resources .............. 5-8095
Compensation Manager ..................................................... 5-8727
Compensation Analyst ....................................................... 5-6016
HRMS/Faculty Records Manager ....................................... 5-5158
HRMS Analyst ................................................................. 5-5949
Manager of Employee Relations and Training .................. 5-8215
Human Resources Coordinator .......................................... 5-3188
Administrative Assistant to the Vice Chancellor ............... 5-6087
Administrative Assistant to the Assistant Vice Chancellor ... 5-7906

Benefits Office, West Campus, Room 150, Box 1190

Assistant Vice Chancellor for Human Resources, Compensation & Benefits ... 5-9836
Benefits Coordinator ........................................................ 5-7745
  Health/Dental/Vision Insurance/COBRA, Flex Spending
Senior Benefits Manager .................................................... 5-5701
  Long Term Care, Retirement Medical Savings Accounts,
  Paycheck Deductions
Senior Benefits Manager .................................................... 5-8642
  Systems Maintenance
Senior Benefits Coordinator .............................................. 5-5931
  Life Insurance, Long-Term Disability, Health Savings Accounts,
  Auto/Home Insurance Discounts, Benefits Statements
Benefits Plan Manager ....................................................... 5-8110
  Retirement, Deferred Compensation
Benefits Assistant ............................................................ 5-3211
  Benefits Website, Flu Shots
Senior Benefits Coordinator .............................................. 5-5759
  Tuition, MO$T Program
Benefits Auditor ............................................................... 5-8316

Employment, West Campus, Room 150, Box 1178

Manager of Employment and Training ............................ 5-5962
Recruitment Consultants .................................................. 5-5906
Employment Inquiries and Testing .................................... 5-5906

Learning & Development, West Campus, Room 100, Box 1188

Training Specialist .......................................................... 5-5934

Office of Human Resources Website Address
http://hr.wustl.edu