



**KANSAS
WESLEYAN**
UNIVERSITY

Kansas Wesleyan University

Employee Handbook

Revisions Approved by Board of Trustees December 2025

Revisions Approved by Board of Trustees June 2024

Revisions Approved by Board of Trustees June 2023

Approved by Board of Trustees December 14, 2022

TABLE OF CONTENTS

Contents

1.0 WELCOME	4
University History	4
Relationship To The United Methodist Church	5
Statement of Connection	5
Mission Statement	6
Vision Statement	6
Core Values	7
Ethics Code	8
Accreditation	8
Revisions To Handbook	8
2.0 GENERAL INFORMATION	9
University Organization Chart	9
Board Of Trustees: Board Of Trustees	9
President's Council: President's Council	9
Committee Structure	9
Communications	9
Solicitation/Distribution	10
Assessments	10
3.0 CAMPUS CALENDARS, MAP AND DIRECTORY	10
4.0 GENERAL EMPLOYMENT	11
At-Will Employment Statement	11
Employment Authorization Verification	11
Confidential Information	11
Conflict of Interest	12
Employment Classification	12
Separation of Employment	13
Exit Interview	13
5.0 EMPLOYEE COMPENSATION AND BENEFITS	13
Group Health and Related Benefits	13
Retirement Plan	14
Payroll	15
Paid Time Off (PTO)	16
Holiday Time Off	16
Workers' Compensation and Reporting Process	17
6.0 LEAVES OF ABSENCE	18
Family and Medical Leaves (FMLA)	18
Other Leaves of Absence (Non-FMLA Leave)	20
7.0 GENERAL UNIVERSITY SERVICES	23
KWU Identification Card	23
Parking Permits	24
Dining Services, (Shriwise Café At Bieber Dining Hall)	24
The Everett Morgan Strength Training Center	24
Use of Facilities	24
Educational Benefits	24
Undergraduate Tuition Discount	24
Graduate Tuition Discount	25
Tuition Exchange Programs	25
8.0 GENERAL UNIVERSITY EMPLOYMENT POLICIES	26
Equal Opportunity Employment and Non-Discrimination, Harassment and Retaliation Policy	26
Employment of Relatives	27
Children In The Workplace	27
Reasonable Accommodation Policy	27
Personal Conduct	28
Reporting Concerns	29
Workplace Privacy and Right To Inspect	30
Sexual Assault, Harassment, and Other Forms of Sexual Misconduct	30
Cooperation With Investigations	32
Personal Relationships	32
Personnel File	32
Performance Evaluation	33
Job Assignment	33

Appearance	33
Employee Professional Development Fund Policy	33
Travel Policy	33
Purchasing Policy	34
Computer Use Policy	34
The Gramm-Leach-Bliley Act (Glba)	34
Open Door/Conflict Resolution Process.....	34
Disciplinary Process	35
9.0 SAFETY AND HEALTH	35
Emergency Response	36
Campus Notification Policy	36
Inclement Weather and Campus Closures	36
Drug-Free Schools and Communities Act.....	37
Tobacco Free Campus Policy	39
Policy Statement on HIV and Other Communicable Diseases	40
Violence-Free Workplace	40

ACKNOWLEDGMENT OF EMPLOYEE HANDBOOK RECEIPT AND REVIEW	42
---	-----------

1.0 Welcome

Kansas Wesleyan University is committed to being an inclusive and welcoming community. In order to assist all employees to understand community and employee expectations, this Handbook is intended to provide general guidelines, both for new employees as they become acclimated to the university and for all employees as a reference. This Handbook outlines and summarizes basic personnel policies, employee benefits, employee responsibilities and general personnel practices and guidelines. Unless otherwise stated, all employees of the university, including Faculty, are subject to the policies contained herein. A separate *Faculty Handbook* details additional information relating only to Faculty. It is your responsibility to read and understand this Handbook.

This Handbook is not intended to state contractual terms and does not constitute a contract between Kansas Wesleyan University and its employees or applicants for employment, and except where limited by law, the university reserves the right to change, add or discontinue any of the policies described herein, other than the Employment at Will policy, as it deems appropriate. All legal employment issues will be settled in the state of Kansas.

As a United Methodist-affiliated university we know that our success, both now and in the future, depends upon the decisions we make today and recognize that high standards of ethical performance are necessary to carry out our values. But rules and policies cannot guarantee integrity or ethical conduct; only people can. The policies set out in this Handbook provide broad guidelines to assist the administration and staff of Kansas Wesleyan University in putting applicable standards into daily practice. This Handbook cannot cover every situation or set forth every applicable rule. Should you have any questions regarding any policies, please ask your supervisor or Human Resources for assistance.

We wish you success in your present position and hope that your employment relationship with Kansas Wesleyan University will be a rewarding experience. If you have suggestions for improvement, please contact your supervisor or visit the president during designated open office hours.

If you have questions about your employment or any provisions in this Handbook, contact Human Resources.

University History

Kansas Wesleyan University (KWU) is a four-year, private, liberal arts college. Founded in 1886, the Northwest Kansas Conference of the Methodist Episcopal Church provided the impetus for the founding of Kansas Wesleyan University. After a competitive review of several cities, Salina, a crossroads for commerce and industry in Kansas, was chosen and the leadership of the city agreed to donate 15 acres of prime land and to construct the first of the university's buildings. The church and the community worked well together to overcome early challenges and within 25 years, the university had grown in size and resources. Early graduates advanced to leadership roles in law, medicine, clergy, government, education, and business. In 1903, the university welcomed women and established coeducation along with a new female residence hall. Students of all faiths and traditions were welcomed as enrollment grew. In the 1920's, Andrew Carnegie funded a science hall, and the university added a modern gymnasium (King Gym) with electric lights, a pool, and an indoor track. Soon, the campus boasted a chapel, a building for the business college, and a new presidential residence.

The university persisted under very difficult circumstances during the depression and two World Wars and contributed to the care of families during the worst part of the depression and world conflicts. The university began to thrive after WWII with the return of veterans who flooded institutions of higher education across the country.

The campus is located in the center of Salina, Kansas, (a community of approximately 50,000 citizens) which is located at the intersection of Interstate Highways I-70 and I-135. The current campus encompasses 30 acres of land with 25 buildings (13 for educational purposes), including a beautiful Student Activities Center which includes Hauptli Student Center and Mabee Arena. The campus and

student body are an important part of life in Salina. The drive south on Santa Fe Avenue from the city center opens to the campus' main Administration Building (Hall of Pioneers), a landmark facility.

The university has a vibrant athletic program of 25 intercollegiate athletic teams competing as a proud member of the National Association of Intercollegiate Athletics (NAIA). The university has been a member of the Kansas Collegiate Athletic Conference since 1928. Kansas Wesleyan's teams have won 115 KCAC championships in its history, including 55 in the last 10 years. KWU also takes pride in a nationally competitive Debate and Forensics program, high quality music performance groups, and theatre productions.

Our alumni continue into successful lives, serving their industries, communities, churches, and families. Many have become pioneers in their field, including Dr. Wes Jackson, Gov. William P. Graves, Glenn Martin, Dr. Paul Fisher, and Dr. Rebecca Chopp.

Relationship to the United Methodist Church

The United Methodist Church has maintained a strong interest in the university by continuing to consider it one of its colleges, by financially supporting it, and by establishing a covenant relationship with it in 1973. The Covenant which defines the relationship with the Conference was mutually agreed upon by the Kansas West Area Conference (now the Great Plains Conference) and Kansas Wesleyan University. The ties with the United Methodist Church are not only historic, but also current. As a denomination, the United Methodist Church provides an over-arching interest in its institutions of higher education through the Board of Higher Education and Ministry, located in Nashville, Tennessee.

The Great Plains Conference of the United Methodist Church is the organized unit with which the university most closely aligns. The Conference lists the university's trustees in its annual information and provides financial resources annually. Groups from the conference often use the university's facilities for their meetings.

The United Methodist Church and its predecessor denominations have long concerned themselves with equality and dignity for all humanity. This strong emphasis derives from the founder's thought as well as current United Methodist understanding of making application of the Christian Religion. John Wesley's words were, "...I know no holiness but social holiness."

The United Methodist Church has a long history of concern for social justice. The Methodist Way has long been open to the natural diversity of the human family and has attempted to provide its educational ministry to the breadth of humanity in myriad ways that reflects its and Kansas Wesleyan University's commitment to equal opportunity.

Statement of Connection

Kansas Wesleyan University has seen many transformations in its history, but one constant has been its view that education is part of the redemptive work of the Church. The Kansas Wesleyan University community embraces the vision of the National Association of Schools and Colleges of the United Methodist Church expressed by Five Faith Commitments:

- Connect and resource supportive opportunities that nurture faith traditions and journeys of students, faculty, and staff.
- Uphold the vital principle of academic freedom where there is an open and honest pursuit of knowledge and wisdom without restriction.
- Prepare students, regardless of social standing, ethnic identity, gender, gender identity or sexual orientation, for lives of intellectual vigor, moral integrity, spiritual fulfillment, and for personal and societal benefit.
- Emphasize through teachings and example the worth and dignity of each person, with an emphasis on service and international relations.
- Affirm this relationship between the United Methodist Church and Kansas Wesleyan University openly and with pride in our mutual history and shared potential for the future.

- As the Disciples received their great commission (Matthew 28:16-20) the faculty and staff take up our commission by pledging our support to provide quality education, to be a vital and vibrant Christian faith community, and to prepare individuals for lives of committed service.

Mission Statement

Kansas Wesleyan University is committed to promoting and integrating:

- Academic Excellence
- Spiritual Development
- Personal Well-being
- Social Responsibility

This mission guides all aspects of university life, including teaching, service, and the overall campus experience.

Kansas Wesleyan University provides an educational program characterized by excellence within a caring community, rooted in the liberal arts tradition. The call of the university is to develop both intellect and character, to stimulate creativity and discovery, to nurture the whole person – body, mind, and spirit. Diversity is encouraged in curriculum, faculty, and students.

Kansas Wesleyan University prepares students not only for careers and professions but also for lifelong learning. The university equips its students for responsible leadership in their communities, for useful service in and to the world, and for stewardship of the earth.

Kansas Wesleyan University provides a setting in which faith and learning is integrated; encounter with the Christian proclamation is an integral part of the life of the university. The university fosters the lively discussion of faith and values, encouraging students to develop a thoughtful, personal world view informed by Christian tradition.

Kansas Wesleyan University serves the church, community, and the world by providing a variety of resources for educational, cultural, and spiritual enrichment. The aim of the university is to discover, to build and to share a higher quality of life and a broader vision of the world.

Vision Statement

Kansas Wesleyan University graduates individuals who are prepared for:

- Lifelong Learning
- Personal and Professional Success
- Social Responsibility
- Service to Others

This is achieved by integrating excellence in academics, co-curricular activities, and experiential learning within a church-based and caring community.

This focused vision statement created in May 2010 is the guiding set of principles that shapes the actions and decisions taken by all members of the KWU community.

Current Students—this vision reminds us of our ultimate goal – to lead rewarding and productive lives. As members of the KWU community, we will diligently work toward graduation and preparation for a lifetime of success in our careers, in our service to community, and in our commitments to faith and family. With the support of the KWU community, we acknowledge the deeply valued bond between education, activities, and service to the community. The KWU students will do our best to honorably reach our fullest potential academically and socially. We will proudly strive to be winners in the classroom, in our sport, in the community, and in our personal lives.

Prospective Students—this vision stands as a promise of success, support, and a life-long commitment from KWU. We will experience first-hand our opportunities for academic success, meaningful relationships, and learning beyond the classroom.

Alumni—this vision urges us to stand as exemplars of character and service in our careers and communities. We will embrace life-long learning for ourselves and offer mentoring opportunities to current KWU students whenever possible. As advocates for the University, we remain loyal, connected, and philanthropic.

Faculty—this vision drives us to be teachers, advisors, and scholars who offer the support each KWU student needs to graduate ready for a fulfilling life. We will provide an educational experience that bolsters academic and professional skills, and promotes curiosity, integrity, critical thinking, resourcefulness, service, and stewardship of the earth.

Staff—this vision affirms our goals as a community to provide excellent customer service and enhance communication among all KWU constituents. We will make KWU a community where students can achieve academic and personal success. In all aspects of our organization, we will demonstrate our commitment to and respect for KWU and for each other.

Board of Trustees—this vision commits us to be advocates for KWU; to support the financial well-being of the institution; to support enrollment of students who are prepared and motivated to graduate from KWU; to ensure quality and integrity in instructional, co-curricular, and experiential learning programs and in university administration; to foster a caring and supportive community; and to uphold KWU ideals of inclusion, compassion, and service.

Community—this vision is a pledge that KWU will be a valuable citizen to Salina and the surrounding region, building bridges to the world beyond. KWU will employ its resources and expertise to benefit the community and will welcome opportunities for KWU students to develop their minds, faith, and skills as they discover the joy of serving others.

Core Values

The mission of Kansas Wesleyan University is to promote and integrate academic excellence, spiritual development, personal well-being, and social responsibility. The mission is further supported by four core values that guide the work of the university, and they are listed and defined below:

1. Faith:

Faith is defined as belief with strong conviction; firm belief in something for which there may be no tangible proof; complete trust, confidence, reliance, or devotion. Faith is the opposite of doubt. At KWU, we believe that spiritual/religious development is important, in belief and in practice, and so we strive to provide an environment where existential growth can occur.

2. Inclusivity:

Inclusiveness denies every semblance of discrimination; there, KWU is committed to creating an environment in which individuals are welcomed, respected, heard, supported, and empowered to fully participate without fear of being excluded or marginalized.

3. Accessibility:

This refers to the immediacy of being a member of a community of learners, with easy access both to each other as well as the resources broadly defined, to deepen the educational experiences for all.

4. Civility:

Although we may disagree with one another, we will work together in a spirit of mutual respect, generous grace, authenticity, humility, and intellectual honesty. Our hope is to promote mutual understanding and trust, seeking common ground while appreciating one another's various perspectives.

Ethics Code

Kansas Wesleyan University is committed to lawful and ethical conduct in all of its operations and activities and will conduct its operations honestly and ethically. We strive to improve the quality of our operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound judgment. Our Trustees, officers, faculty, staff, and students are expected to adhere to high standards of business and personal integrity in conducting their duties and responsibilities to the university. Employee conduct should be consistent with their duty of loyalty as well.

We expect that Trustees, officers, and employees will not knowingly misrepresent information about the university and will not speak on behalf of the university unless specifically authorized to do so. The confidentiality of proprietary information, and similar confidential business information (i.e. financial records/reports, marketing or business strategies, plans, constituents' information, intellectual property, etc.) about the university or operations, or that of our business relations and partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to Confidentiality).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation. While honest, ethical, fair, and respectful conduct and integrity are expectations of all university employees, the good faith engagement in protected activities or legally permitted or required conduct will not be deemed a violation of the Ethics Code. Concerns about unethical or illegal conduct of university officials should be reported to a senior administrator or Human Resources and will be investigated.

Accreditation

Kansas Wesleyan University is accredited by The Higher Learning Commission (HLC). The HLC website is <http://www.hlcommission.org/> and their phone number is 800-621-7440.

Kansas Wesleyan University also maintains programmatic accreditation for several of its programs.

The baccalaureate degree program with a major in Teacher Education is approved by the Kansas State Board of Education (through 2030), 900 SW Jackson St, Topeka, KS 66612, 785-296-3203. The website is <http://www.ksde.gov>.

The baccalaureate degree program in Nursing at Kansas Wesleyan University is accredited by the Commission on Collegiate Nursing Education, 655 K St, NW, Suite 750, Washington, DC 20001, 202-887-6791. The website is <http://www.ccneaccreditation.org>.

The baccalaureate degree program with a major in Social Work at Kansas Wesleyan University is accredited by the Council on Social Work Education's Commission on Accreditation, 333 John Carlyle Street, Suite 400, Alexandria, VA 22314, 703-683-8080. For more information about social work accreditation, click here: <https://www.cswe.org/accreditation/info/contact-accreditation-staff/>.

Revisions to Handbook

This Handbook is our attempt to keep you informed of the terms and conditions of your employment, including Kansas Wesleyan University policies and procedures. The Handbook is not a contract. The university reserves the right to make changes to this Handbook as the university determines to be in its best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, they will be communicated to employees, typically in a written update to the Handbook.

The president may revise the Employee Handbook to address typographical errors, title changes, or changes in names of service providers without seeking approval from campus constituents or the Board of Trustees, and to the extent any provisions are deemed in conflict or inconsistent, the president may resolve such inconsistencies.

2.0 General Information

University Organization Chart

University Organization Chart: [Organizational Chart](#)

All members of the university have a role in the internal organization of the institution, with roles varying depending on job position and level of responsibility. The overall direction is set by the Board of Trustees with the president of the university having the responsibility to carry out those plans and actions. Senior executives, program directors, department heads, and other supervisory personnel are responsible for executing policies and procedures at the detail level within their respective areas that result in accomplishing the direction set forth by the Board of Trustees and the president.

Board of Trustees: [Board of Trustees](#)

The Board of Trustees shall have and exercise the corporate powers prescribed by the laws of the State of Kansas. The essential function of the Board shall be policy making and assurance of sound management. The Board has primary and ultimate responsibility in determining general, educational, financial, and related policies deemed necessary for the administration and development of Kansas Wesleyan University in accordance with its stated purposes and goals.

President's Council: [President's Council](#)

The President's Council serves as the management team for the president. Guided by the university mission, the members of the council work to coordinate initiatives and activities in the implementation of the strategic plan. The council serves three primary functions: to provide advice and counsel to the president, to prepare items for consideration and decision making by the council and to coordinate activities and work across all offices/departments.

The President's Council includes the President, the Provost and Executive Vice President for Student Success, the Executive Vice President for Advancement and University Operations, the Vice President of Finance and Chief Financial Officer (CFO), and the Vice President for Student and Community Engagement. The Executive Assistant to the President serves as ex-officio.

Committee Structure

The following committee structure is set up to help facilitate the operations of the university. All committees, whether institutional or faculty, serve as *advisory* bodies to the president.

<u>Faculty Committees</u>	<u>Institutional Committees</u>	<u>Institutional Advisory Councils</u>	<u>Institutional Ad Hoc/Task Force Committee</u>
Academic Affairs Curriculum Divisional Council Enrollment Faculty Affairs Honors Program Liberal Studies Online and Educational Technology Teacher Education	Athletics Data Integrity and Reporting Diversity, Equity and Inclusion Green Institutional Assessment and Research Council (IARC) Institutional Direction Retirement Plan Student Conduct/Student Life Student Success	Animal Use & Care Emergency Management Program Institutional Review Board for the Ethical Treatment of Human Subjects (IRB) Nursing Advisory Council Social Work Advisory Board Teacher Education Advisory Council	Compliance Task Force

Communications

- University policies, procedures, membership lists, and reports are posted online.

- All campus members (faculty, staff, and students) are eligible for a KWU email address and campus post office box. Email should be checked on a regular basis as it will be the main form of communication with the campus community.
- In addition to the university website (www.kwu.edu), several social media pages have also been created and are used as an additional avenue of communication (for example, the athletic teams and fine arts have individual pages). Any social media page using the university name must have prior approval from the university marketing and communications department.
- The Marketing and Communications Office (MARCOM) distributes the **Contact** magazine twice per year, is responsible for the university website, press releases, social media, branding (to include logo usage), advertising and leading all media relations, with assistance from the Athletic Communications office for athletic programs. The MARCOM office should be made aware of all media inquiries and brand creation (i.e., logo needs) prior to development.

Solicitation/Distribution

To keep the workplace respectful and productive, Kansas Wesleyan University limits solicitation and distribution of materials.

- **Non-Employees**
People who do not work for the university cannot solicit or distribute materials on campus without written permission unless the law says otherwise.
- **Employees**
Employees may not solicit or distribute materials during working time—that is, when they should be working. Solicitation is allowed only during breaks, lunch, or before/after work. Distribution is allowed only in non-working areas during non-working time and only if the person agrees to receive the materials.
- Supervisors and managers should not ask their staff to buy, donate, or fundraise to avoid any pressure.
- **Prohibited Materials**
Soliciting or distributing materials that are discriminatory, harassing, defamatory, hateful, profane, obscene, or illegal is never allowed.
- **Posting Materials**
All posted materials in employee work areas must be approved by the Student Development Office or display the official KWU logo. Nothing may be posted on outside doors of university buildings.
- **Employee Rights**
This policy does not limit employees' rights under federal or state law (as may be applicable to employees of a religiously affiliated employer), including the right to discuss wages, or raise concerns about work conditions.
Employees should follow this policy while respecting both their rights and the need for a peaceful, disruption-free workplace.

Assessments

Institutions must regularly self-evaluate to grow, improve, and mature. Therefore, all employees are expected to participate in individual, departmental, and institution-wide assessments. Employees are asked to be honest and reflective in all evaluation exercises.

Further, some employees will be expected to develop and implement assessment of Institutional Learning Outcomes (ILOs). This work should consider the learning of students as it relates to the four ILO categories. It should provide formative feedback to students and cumulative data that helps the university understand its effectiveness in meeting the ILOs.

3.0 Campus Calendars, Map and Directory

Daily events are posted on the main KWU Campus Calendar. Additional information can be found on the following links:

KWU Campus Events, to view click here: [Campus Events](#)

KWU Athletics, to view click here: [Athletics Calendar](#)

KWU Fine Arts, to view click here: [Fine Arts Calendar](#)

Campus Map: [Campus Map](#)

KWU Directory, Faculty and Staff: [KWU Directory](#)

The KWU online directory includes only work-related information about faculty and staff. The directory lists name, working title, department, office location, on-campus mail address, telephone, and email address. Directory listings can be edited or modified by Marketing and Communications only.

4.0 General Employment

At-Will Employment Statement

Employment with Kansas Wesleyan University is considered at-will, unless otherwise specified in a written agreement signed by the president. This means that either you or the university may end the employment relationship at any time, with or without notice, and with or without cause.

Note: Faculty employment is governed by the Faculty Handbook and individual appointment letters, which may outline specific terms or conditions.

Nothing in this Employee Handbook or any other university document should be interpreted as creating a contract of employment for a specific duration, a guarantee of continued employment, or a promise of termination only "for cause." No representative of Kansas Wesleyan University—except the president—has the authority to modify this at-will employment relationship, and any such modification must be in writing and signed by the president to be valid.

The university also retains the right to make decisions regarding other aspects of employment, including but not limited to disciplinary action, reassignment, transfer, changes in job duties, or other employment-related decisions, at its sole discretion.

Because the employment relationship is at-will, the university reserves the right to revise, modify, or eliminate any policies, procedures, or benefits described in this handbook at any time, with or without notice.

Finally, nothing in this handbook will be interpreted or applied in a way that interferes with, restrains, or coerces employees in the exercise of any rights they may have under Section 7 of the National Labor Relations Act, should such rights apply.

Employment Authorization Verification

It is the policy of Kansas Wesleyan University to comply with immigration laws. New hires will be required to complete Section 1 of the Form I-9 no later than the first day of paid employment and must present acceptable document(s) authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Kansas Wesleyan University. Employees who are authorized to work for a limited period of time will be subject to reverification using Form I-9 no later than the date their employment authorization expires.

Kansas Wesleyan University is a participant in the E-Verify program. As part of this partnership, E-Verify will be used to confirm employment eligibility following the completion of Form I-9 and will be initiated on the employee's first day of employment.

Confidential Information

Many employees of the university are in daily contact with and have access to confidential information about university operations, students and other employees. Being in such a position of trust, it is imperative that such information never be divulged (unless required under applicable law, court order or as necessary for legitimate business reasons) or otherwise improperly used by employees and former employees.

The Family Educational Rights and Privacy Act (FERPA) governs the privacy of student education records and requires the university to secure student data and information including students' personal identifiable

information (PII) consistent with legal requirements. All employees are expected to maintain compliance with FERPA and any violation of these obligations is considered serious and cause for discipline up to and including dismissal.

All employees have a continuing responsibility to protect the university's confidential and proprietary information, during and after their employment with the university. Such confidential information includes, for example, intellectual property, business and marketing plans, financial data, employee information, or any other proprietary information acquired through employment with the university. This information is critical to our institution and should be kept strictly confidential. It is not to be discussed outside the university, except as necessary in the normal course of business and cannot be used except for the benefit of the university. This policy does not restrict employees' communications or actions that are protected or required by applicable state or federal law.

Conflict of Interest

Kansas Wesleyan University expects all employees to conduct themselves with the highest level of integrity and avoid situations where personal interests could conflict with, or appear to conflict with, the interests of the university.

A conflict of interest may arise when an employee's personal, financial, or outside interests interfere—or appear to interfere—with their duties, responsibilities, or judgment in performing work for the university. Conflicts can involve outside employment, personal relationships, financial investments, or other situations that could compromise the employee's objectivity or loyalty.

Examples of potential conflicts include, but are not limited to:

- Having a financial interest in, or receiving personal benefit from, a vendor or competitor of the university.
- Engaging in outside employment or consulting that interferes with job responsibilities.
- Supervising or participating in decisions involving a relative or someone with whom the employee has a close personal relationship (see personal relationships section).
- Using university property, information, or resources for personal gain.

All employees are required to disclose any actual, potential, or perceived conflict of interest to their supervisor or the Human Resources office as soon as it arises. The university will evaluate the situation and take appropriate action to avoid or manage the conflict.

Failure to disclose a conflict of interest, or engaging in activities that conflict with university interests, may result in disciplinary action, up to and including termination of employment.

Employment Classification

All employees at Kansas Wesleyan University are classified based on their employment status and work schedule. These classifications determine eligibility for certain benefits and how compensation is administered. Employees are categorized based on the number of hours they are regularly scheduled to work each week:

- **Full-Time:** Regularly scheduled to work 40 or more hours per week.
- **Three-Quarter Time:** Regularly scheduled to work 30 to 39 hours per week.
- **Part-Time:** Regularly scheduled to work 10 to 29 hours per week.

Employment Categories (Non-Faculty)

For the purposes of compensation, overtime calculation, and benefits eligibility, non-faculty employees are further classified into the following categories:

- **Administrative/Executive/Professional Employees**
Includes upper and middle-level management, administrative staff, and professional roles. These employees are typically classified as **exempt** and may be either full-time or part-time.
- **Staff Employees**
Includes all other non-faculty employees not classified as administrative, executive or professional. These employees may be **exempt or non-exempt** and may work full-time or part-time.

- **Temporary Employees**

Hired for a limited duration to meet specific operational needs. Temporary employees may work full-time or part-time and can be either exempt or non-exempt. They are not eligible for university benefits, except as required by law.

Note: Individuals hired through a temporary employment agency are employees of that agency, not Kansas Wesleyan University. While not eligible for university benefits, they are expected to follow all university policies and procedures.

FLSA Status: Exempt vs Non-Exempt

- **Non-Exempt Employees**

These employees are typically paid on an hourly basis and are eligible for overtime pay at one and one-half times their regular rate for any hours worked over 40 in a workweek, in accordance with federal wage and hour laws.

- **Exempt Employees**

These employees must be paid on a salary basis and meet duties tests and are not eligible for overtime pay. Exempt employees typically fall under federal exemption categories such as executive, administrative, professional, computer, or creative roles. There are special exemptions in higher education. Teachers and coaches are also generally exempt employees, as are academic administrative employees.

Employees will be notified of their employment classification and FLSA status (exempt/non-exempt) in their initial job appointment letter. Any changes to classification or exemption status resulting from promotions, transfers, or role changes will be communicated in writing by the president.

If you have questions about your employment classification or exemption status, please contact Human Resources.

Separation of Employment

Employees desiring to end their employment relationship with Kansas Wesleyan University are urged to notify the university as soon as possible and provide a minimum advance notice, prior to their intended separation date, of two weeks for staff, and one month for administration. Such notice should be given in writing and addressed to the president. **Failure by employees to provide the minimum notice of intent to separate as specified herein will result in a forfeiture of payment for accrued and unused PTO.**

Employees who plan to retire are urged to provide Kansas Wesleyan University with a minimum of two months' notice. This allows sufficient time to make all necessary arrangements and adjustments for the employee and the employer.

Exit Interview

You may be asked to participate in an exit interview when you leave Kansas Wesleyan University. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the university in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated. Human Resources will conduct this interview.

5.0 Employee Compensation and Benefits

Group Health and Related Benefits

Kansas Wesleyan University has established a variety of employee benefit programs designed to assist all eligible full-time and three-quarter employees and their eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help them plan for retirement.

Kansas Wesleyan University employee benefits include the following:

1. Group Health, Dental, and Vision Insurance
 - a. Cafeteria benefit credit towards your medical insurance premium
 - b. Cafeteria taxable benefit (RCAFE) is grandfathered as of 6/30/2025.
2. Flexible Spending Accounts (FSA/DCS)

3. Disability Benefits (short-term and long-term)
4. Life Insurance (group and voluntary) / Accidental Death & Dismemberment (AD&D)
5. Retirement Plan
6. Tuition Discount
7. Free YMCA employee membership and discounted membership for family members
8. Five (5) free meals per week during the academic year
9. Free parking
10. Free attendance at most university events

Kansas Wesleyan University reserves the right to add, amend or terminate any of these programs or increase employee premium contributions toward any benefits at its discretion. This reserved right may be exercised in the absence of financial necessity.

In the event of any inconsistency or conflict between the information in this Handbook and the official plan documents or master contracts (such as for health insurance, retirement plans, or other benefits), the terms of the official documents will take precedence and govern in all cases. You may contact Human Resources with any questions.

Retirement Plan

Kansas Wesleyan University has established a TIAA/CREF (Teachers Insurance and Annuity Association of America-College Retirement Equities Fund) Retirement Annuity Plan to assist employees in their post-employment years. Employees are encouraged to begin planning for retirement early in their career so that university retirement benefits, benefits from the federal government's Social Security program, and income from personal investments can grow together to provide future financial security.

The Kansas Wesleyan University Retirement Plan Committee is charged by the Board of Trustees with developing the investment structures and policies for the university plan. The retirement plan is designed to provide employees with a source of income after retirement. Currently, 10% of the eligible employee's base salary is contributed to the employee's retirement account.

All three quarter-time and above, non-temporary employees are required to participate on the first day of the month following employment if transferring directly from another non-profit or state educational institution where participating in their retirement plan after one (1) year of continuous employment, or after 90 days of continuous employment at Kansas Wesleyan University, the employee owns the entire TIAA/CREF Retirement Annuity and is fully vested immediately.

Employees may elect contribution toward a TIAA/CREF Supplemental Retirement Annuity at any time during their employment. The elective maximum percentage allowed is controlled by Internal Revenue Service regulations. These additional contributions will be deducted from the employee's gross pay before Federal and State income taxation. Contact Human Resources for further details.

Employee Eligibility

To be eligible for self-participation in the Plan, employees must fulfill the following requirements:

- Be an employee of Kansas Wesleyan University to exclude federal and institutional work study students.

To be eligible for KWU contribution, employees must fulfill the following requirements:

- Complete 90 days of employment with KWU or come to KWU from a non-profit or state institution.
- Complete more than 1,000 hours of service to KWU in a calendar year to exclude temporary and seasonal employees.

Onboarding Process Overview

Human Resources' goal is to ensure that new employees receive the essential information and resources needed to successfully integrate into the university's culture and operations. The onboarding process is conducted electronically through the Paylocity payroll system and is designed to be smooth and informative. In addition, each new employee will meet with a representative from Human Resources to review key policies, ask questions, and receive personalized support. Our aim is to make every new team member feel welcomed, supported, and fully prepared to begin their journey at KWU.

Payroll

All payroll-related information is managed through Paylocity. Your username and password are typically assigned during the electronic onboarding process as a new hire. If you need assistance with any payroll-related matters, please contact Human Resources. Our company ID is **46250**, and you can access the system here: [Paylocity](#).

Regular Payroll Procedures

All Kansas Wesleyan University employees are paid on a bi-weekly basis, typically on Fridays, through automatic payroll deposit or, if necessary, by paper check.

- If a scheduled payday falls on a university-observed holiday, pay will be issued on the preceding Thursday.
- Standard payroll deductions, including federal, state, and local taxes, as well as any authorized voluntary deductions, will be automatically withheld from each paycheck.
- Employees are encouraged to review their pay information regularly through the Paylocity portal. If you notice an error in your pay, please report it to the Human Resources Office immediately. HR will investigate and work promptly to resolve any discrepancies.

Timekeeping Procedures

It is the duty of all non-exempt employees to accurately record all time that they work. It is the policy of the university to pay employees for all of their time spent working. This means non-exempt employees are responsible for recording all of the time they work, whether or not such work is outside of scheduled work hours, so that they will be properly paid. Exempt employees are not required to record time worked. While employees are required, as a matter of policy, to obtain advance approval for working overtime, they will be paid for all time worked each week, including any overtime worked.

Overtime Pay Procedures

Non-exempt employees are eligible for overtime pay. Overtime is compensated at one and one-half times the employee's regular hourly rate for all hours worked in excess of 40 hours in a single workweek. Non-exempt employees must follow the guidelines below when working overtime.

Important Overtime Guidelines:

- **Pre-Approval Required:** All overtime must be approved in advance by the employee's direct supervisor.
- **Authorization Chain:** The supervisor must also obtain approval from their supervisor and the appropriate PC (President's Council) member before authorizing overtime.
- **Notice of Overtime:** Supervisors will provide as much advance notice as possible when overtime is necessary, but in some situations, immediate needs may arise with limited notice.

Failure to follow the university's overtime approval process may result in disciplinary action.

Salary Basis Policy

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any work week in which they perform no work, except to the extent that they are taking approved paid leave. The university may make deductions from an exempt employee's pay: When the employee is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability (including work related accidents) if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for loss of salary due to sickness or disability (including the Paid Time Off Policy in this Handbook), a state disability insurance law, or a state workers' compensation law; to offset amounts employees receive as jury or witness fees, or for military pay; for unpaid disciplinary suspensions of one or more full days imposed by the university in good faith for workplace conduct rule infractions; For working a partial week in the initial or last week of employment; and/or for partial or full-day penalties imposed on an employee in good faith for infractions of safety rules of major significance.

Payroll Deductions

The university is required by law to make certain deductions from every employee's paycheck, including federal, state, and local income taxes and the employee's share of Social Security and Medicare taxes. Employees may authorize deductions from their paychecks as allowed by law. The university prohibits improper deductions. If an employee has a question about any deduction from their paycheck, the employee must contact Human Resources immediately.

Paycheck Questions and/or Errors

It is the policy of the university to compensate employees accurately and to do so in compliance with all applicable federal and state laws. **Each employee is responsible for reviewing their pay stubs and ensuring their accuracy. If an employee has a question about their pay or believes they have not been paid properly (including not being paid for all time worked or having an unauthorized deduction from their pay), the employee must contact Human Resources immediately.**

Paid Time Off (PTO)

Kansas Wesleyan University recognizes the importance of paid time off in providing the opportunity for rest, recreation, health and personal activities; Kansas Wesleyan University grants annual, paid time off to its non-temporary administration and staff who work at least three-quarter time. The amount of paid time off allowed depends on length of service and employment classification.

Years of Service as of first Month following Employment Date	Annual Allowance
Up to 2 years	12 days
After 2 years	18 days
After 7 years	24 days

Paid time off (PTO) can be taken in weekly blocks or as individual days, subject to departmental approval. Employees must submit a request for time off via the Paylocity portal for both immediate and future absences due to illness or family emergencies. Supervisors will review and approve these requests through Paylocity. Due to the nature of the university's business of supporting students, there are certain times of the year that are not conducive to permitting time off (i.e., student move-in days, homecoming, commencement) and PTO may not be approved during these times, due to the demands of serving students.

PTO may be used as it accrues throughout the year, with supervisor approval. Employees cannot accrue more than 240 hours (30 days) by the end of the calendar year. Any hours exceeding this limit will be forfeited and will not be compensated for or carried over. Employees are not permitted to take PTO before it has been accrued.

No payments will be made in lieu of taking PTO, except for the payment of unused accrued PTO upon employment termination (when such payment is permitted). If an employee leaves the university, they will be paid for any earned but unused PTO, provided they have given proper notice as outlined in the Termination of Employment section. Failure to properly report and record PTO may result in discipline or forfeiture of unused hours at the time of termination.

Kansas Wesleyan University reserves the right to apply unused PTO to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy. PTO use will run concurrently with other leaves of absence (such as FMLA) where permitted by law. PTO must be used before an unpaid leave may be taken.

Holiday Time Off

Kansas Wesleyan University provides paid holiday time off to all non-temporary administrative and staff employees who are regularly scheduled to work three-quarter time or more.

The university observes a number of official holidays each year, as published on the university's website:

 [KWU Holiday Schedule](#)

Holiday Observance

- When a holiday falls on a Saturday, it is typically observed on the preceding Friday.
- When a holiday falls on a Sunday, it is typically observed on the following Monday.
- The President's Council approves the official holiday schedule each year.
- Employees are notified of the holiday schedule prior to the start of each calendar year.

Working on a Holiday

If an employee is required to work on a designated university holiday, the supervisor and employee should mutually agree on an alternate paid day off to be used within a reasonable time limit.

Holiday During Scheduled PTO

If a university-observed holiday occurs during an employee's scheduled paid time off (PTO), and the employee is eligible for holiday pay, the employee will be granted an alternate paid day off, which must be used within the same pay period.

New Employees and Year-End Holidays

Employees whose employment begins after November 1 will not be eligible for paid time off during the university's year-end holiday break in their first year of employment.

Workers' Compensation and Reporting Process

Kansas Wesleyan University provides workers' compensation insurance to cover medical expenses and other benefits in the event of a work-related injury or illness. Coverage includes:

- **Medical treatment** for injuries or illnesses sustained on the job.
- **Disability benefits** for lost wages (partial wage replacement), which may begin after the third consecutive day of absence due to a qualifying injury or illness, depending on the circumstances and state regulations.

The amount and duration of benefits are determined by Kansas workers' compensation laws and depend on the nature and severity of the injury or illness.

Employees with questions regarding workers' compensation coverage, benefits, or procedures should contact the Human Resources Office.

Please note: Workers' compensation laws are subject to change. The university will always comply with the most current legal requirements.

Reporting a Work-Related Injury or Illness

If an employee is injured or becomes ill due to a work-related incident, they are required to:

1. **Immediately report** the injury or illness to their immediate supervisor, security, and Human Resources.
2. Follow the appropriate steps to ensure timely and accurate documentation and to receive proper medical care.

Prompt reporting is essential to ensure appropriate treatment and compliance with legal reporting requirements.

Medical Treatment Guidelines

- For **non-emergency injuries**, treatment must be obtained from a preferred workers' compensation provider (Occupational Health Partners). Prior authorization is required before receiving care.
- For **emergency situations**, employees should seek care from Salina Regional Health Center, depending on the severity of the injury.

Protection from Retaliation

Kansas Wesleyan University strictly prohibits retaliation against any employee who reports a workplace injury or illness or exercises their rights under workers' compensation laws.

Post-Accident Testing

Any employee involved in a work-related accident or injury may be asked to submit to a drug and/or alcohol test. Such testing may include not only the employee injured, but any employee who potentially contributed to the accident or injury event, as required or permitted by applicable law and insuring policies. A post-accident test that establishes drug or alcohol impairment may result in the denial of workers' compensation benefits for the injured employee. Refusal to submit to a requested drug or alcohol test could result in the forfeiture of workers' compensation benefits, as provided by law, and discipline, including termination. If, after reasonable investigation, the university determines that potential impairment due to alcohol or drug use was not a contributing factor to a work-related accident or injury, the university may determine that no testing is required.

6.0 Leaves of Absence

Family and Medical Leaves (FMLA)

Kansas Wesleyan University provides unpaid leave in accordance with the Family and Medical Leave Act of 1993 (FMLA). This policy only serves as a summary as it is the university's intent to follow the provisions of the Act. Any additional questions should be directed to Human Resources.

Kansas Wesleyan University complies with the FMLA, which entitles eligible employees to take unpaid, job-protected leave for certain family and medical reasons.

Eligibility

Employees are eligible for FMLA leave if they meet all the following criteria:

- Have been employed by the university for at least 12 months (not necessarily consecutive),
- Have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and
- Work at a location where the university employs 50 or more employees within a 75-mile radius.

Faculty Eligibility Note: For the purposes of determining FMLA eligibility for faculty, the 1,250-hour requirement shall be considered met if the faculty member has taught a cumulative total of 18 credit hours during the immediate-preceding fall and spring semesters.

Reasons for FMLA Leave

Eligible employees may take up to 12 workweeks of unpaid leave in a 12-month period for one or more of the following reasons:

- The birth of a child and to care for the newborn,
- The placement of a child for adoption or foster care,
- To care for a spouse, child, or parent with a serious health condition,
- A serious health condition that makes the employee unable to perform the essential functions of their job, or
- Certain qualifying exigencies arising from a covered family member's active-duty military service.
- Eligible employees may take up to 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious injury or illness (Military Caregiver Leave).

FMLA Protections

- During FMLA leave, the university will maintain the employee's group health insurance coverage on the same terms as if the employee had continued working.
- Upon return from FMLA leave, employees will be restored to their same or an equivalent position with equivalent pay, benefits, and working conditions.

Questions and Assistance

Employees with questions about FMLA eligibility, benefits, or procedures should contact Human Resources.

Designation of FMLA Leave

If the university becomes aware that an employee's leave qualifies under the Family and Medical Leave Act (FMLA), it will designate the leave as FMLA, regardless of whether the employee requests it and will provide notice of the designation to the employee. Employees may not opt out of FMLA designation if their leave qualifies.

Compensation and Benefits During FMLA and Other Leaves

Leave under FMLA, the university's Personal Leaves of Absence Policy (below) and similar university policies are generally unpaid leave. However, employees are required to use any available PTO as part of their FMLA or Personal leave. This means PTO runs concurrently with FMLA or Personal Leave—not in addition to the 12-week entitlement.

Exception: Employees are **not required** to use PTO if they are receiving income replacement benefits, such as:

- Workers' compensation
- State disability insurance
- Paid family leave benefits

Employees may choose to use PTO in these cases, but it is optional. Using paid leave does not extend the maximum duration of FMLA leave. Once PTO is exhausted, any remaining leave time is unpaid.

PTO accrual will only continue during the portion of the leave for which the employee is receiving PTO pay. Accruals cease when the leave becomes unpaid.

Kansas Wesleyan University will maintain group health insurance coverage for eligible employees during:

- Up to 12 weeks of FMLA leave
- Up to 26 weeks of military caregiver leave

Employees are responsible for continuing to pay their employee portion of group health insurance premiums during their leave. Failure to pay the employee's premium contribution may result in termination of coverage. The university is entitled to recover from an employee any payments made on behalf of the employee during such leave.

For all other university-sponsored benefits (e.g., dental, vision, supplemental plans), employees must pay **100% of the premium cost** during their leave if they wish to maintain coverage.

If an employee exhausts their FMLA entitlement to coverage or otherwise becomes ineligible, they may elect to continue health coverage at their own expense under COBRA (Consolidated Omnibus Budget Reconciliation Act) in accordance with its provisions.

Failure to Return from Leave

If an employee does not return to work following the conclusion of their FMLA or other leave, the university may require repayment of any health insurance premiums it paid on the employee's behalf during the leave period, unless the failure to return is due to a serious health condition or other circumstances beyond the employee's control.

Return to Work

Employees returning from FMLA medical leave may be required to provide a medical certification confirming their ability to safely resume work and perform the essential functions of their job. This certification must be submitted to the Human Resources Office prior to the employee's return.

Job Reinstatement

While the university cannot guarantee reinstatement in every situation, FMLA-eligible employees who return to work within their approved leave period are generally entitled to be reinstated to their same or an equivalent position, subject to the following conditions:

- The employee returns within the 12-week FMLA leave period, or within 26 weeks for approved military caregiver leave.

- The position has not been eliminated or affected by unrelated business decisions, such as layoffs or restructuring.
- The employee is able to perform the essential functions of their job, with or without reasonable accommodation.

Employees returning from leave beyond 12 weeks due to a work-related injury may also be reinstated, unless reinstatement is not possible due to business necessity (e.g., the position is no longer available).

Key Employees and Reinstatement Limitations

Under the FMLA, the university may decline to reinstate "key employees" if doing so would cause substantial and grievous economic injury to university operations. However, this limitation does not apply if the employee is returning from a work-related injury.

A key employee is defined as a salaried employee who is among the highest-paid 10% of all employees within a 75-mile radius of their worksite and who is considered crucial to the success of the university.

If an employee is designated as a key employee, they will be notified in writing at the time of their FMLA request or as soon as possible thereafter. The notification will include information about the potential consequences for reinstatement.

Other Leaves of Absence (Non-FMLA Leave)

Personal Leave

Kansas Wesleyan University may grant unpaid personal leaves of absence of up to 30 calendar days to eligible employees, in its sole discretion, subject to university approval and operational needs.

Eligibility

To request personal leave, employees must:

- Be in a non-temporary administrative or staff position
- Be regularly scheduled to work at least three-quarter time
- Have completed one year of continuous service

Requesting Personal Leave

- Employees must submit their request through the Paylocity payroll portal at least two weeks in advance of the intended leave start date.
- If the leave is due to an emergency, the employee or immediate family member must notify Human Resources as soon as possible. A written explanation of the reason and expected duration of the leave must be submitted within three business days of the leave's start.

Note: All available and accrued PTO must be exhausted before a personal leave of absence is granted. Personal leave is unpaid and may only be approved when it will not seriously disrupt university operations.

Reinstatement

Reinstatement to the same or an equivalent position is not guaranteed following a personal leave. However, the university will make reasonable efforts to place returning employees in a comparable position in terms of pay and status, subject to:

- Budgetary constraints
- Departmental staffing needs
- Availability of qualified replacements during the leave

Parental Leave

Employees not eligible for FMLA may take parental leave with advance approval. Leave taken for the birth or placement of a child (for adoption or foster care) must be used as a continuous, uninterrupted block of time. Parental leave must be completed within 12 months of the child's birth or placement.

Employees may also use parental leave prior to placement of an adopted or foster child for activities such as:

- Legal or court appointments

- Counseling sessions
- Meetings with adoption agencies or attorneys

Spouse Aggregation

If both spouses are employed by Kansas Wesleyan University:

- The combined total amount of leave for the birth or placement of a child or to care for a parent with a serious health condition is limited to 12 weeks per leave year (under FMLA or Parental Leave).
- The combined total for military caregiver leave is limited to 26 weeks, reduced by any FMLA leave taken for other qualifying reasons.

Note: This aggregation rule does not apply to leave taken for:

- An employee's own serious health condition
- Caring for a spouse or child with serious health condition
- Leave for a qualifying exigency

Leave for Victims of Domestic Violence or Sexual Assault

Kansas Wesleyan University supports employees impacted by domestic violence or sexual assault by providing up to five (5) days of unpaid leave per calendar year to:

- Obtain or attempt to obtain protective orders, such as a temporary or permanent restraining order or other court-issued relief.
- Seek medical care for injuries related to domestic violence or sexual assault.
- Access services from a domestic violence shelter, support program, or rape crisis center.
- Attend legal proceedings and settle related matters, including court appearances.

Eligibility & Use of PTO:

Employees may choose to use accrued Paid Time Off (PTO) for this leave. If no PTO is available, the leave will be unpaid.

Notice & Documentation:

- Whenever possible, employees should provide reasonable advance notice of the need for leave.
- In emergency situations where advance notice is not feasible, employees (or a representative) must notify Human Resources within 48 hours of the absence and provide appropriate documentation.

Acceptable forms of certification include:

- A police report indicating victim status.
- A court order or documentation showing court involvement.
- A statement from a medical provider, counselor, or advocate confirming treatment or services related to domestic violence or sexual assault.

All information provided will be kept confidential in accordance with applicable laws.

Non-Retaliation:

The university strictly prohibits retaliation against any employee who requests or takes leave under this policy.

Jury Duty and Witness Leave

Kansas Wesleyan University encourages participation in civic responsibilities, including jury and witness service.

Jury Duty:

- Eligible employees (non-temporary administrative or staff working three-quarter time or more) will receive full pay for up to 15 working days per calendar year while serving on a jury.
- Employees may retain any stipend or allowance received from the court.
- Employees who work less than three-quarter time may take unpaid leave for jury duty.

Witness Leave:

All employees may take unpaid time off to appear in court as a witness when subpoenaed. Employees may use accrued PTO to cover this time.

Requirements:

To qualify for jury or witness leave, employees must provide:

1. A copy of the summons or subpoena; and
2. Proof of service following the completion of jury or witness duty.

The university will not attempt to delay or reschedule jury duty unless business necessity requires it.

Note for Exempt Employees:

Partial workweek absences for jury or witness duty will not affect salary if paid leave is exhausted or unavailable.

Voting Leave

Kansas Wesleyan University complies with Kansas state voting laws. Employees may receive up to two (2) consecutive hours of paid leave to vote if their work schedule does not allow two consecutive hours outside of work during polling hours.

Example:

If the polls are open from 7:00 AM to 7:00 PM:

- An employee working 8:00 AM to 5:00 PM has two hours after work to vote and is not eligible for voting leave.
- An employee working 8:30 AM to 5:30 PM may be eligible for 30 minutes of voting leave if they lack two consecutive hours outside of working time.

Key Guidelines:

- Voting leave is not deducted from PTO.
- The university may designate when during the workday the leave may be taken (e.g., at the beginning or end of the shift).
- Voting leave does not include the employee's regular lunch break.

Bereavement Leave

Kansas Wesleyan University offers paid bereavement leave to support employees during the loss of a loved one.

Eligibility:

Available to all non-temporary employees who are regularly scheduled to work three-quarter time or more.

Definitions:

A **close relative** includes:

Spouse, child, parent, sibling, foster parent, stepparent, stepchild, in-laws (mother, father, brother, sister), grandparents, grandchildren, unmarried domestic partner, or any relative/legal guardian residing in the household.

Bereavement Leave Allotment:

- Up to two (2) paid working days per incident, per close relative.
- Time is recorded as Bereavement in the university's timekeeping system and does not impact PTO.

Employees must notify their supervisor and submit a Bereavement Leave form with any required documentation to Human Resources as soon as possible.

Executor of Estate Leave:

Employees serving as an executor of an estate may request up to six (6) days of additional leave. This leave may be taken as PTO or unpaid leave, subject to supervisor approval.

Outside Employment During Leave

Employees on leave of absence are not permitted to work or be gainfully employed for another employer or for themselves without prior written authorization from the university. Engaging in unauthorized employment while on leave may result in disciplinary action, up to and including termination.

State and Local Leave Laws

Kansas Wesleyan University complies with all applicable state and local leave laws. If those laws provide greater benefits or protection than federal law, the university will apply the more favorable provisions. Employment-related matters are governed by the laws of Saline County, Kansas, where the university is located.

Abuse of Leave

Providing false or misleading information related to a leave request is grounds for disciplinary action, up to and including termination.

Non-Retaliation

The university prohibits retaliation against any employee who:

- Requests or takes a qualified leave
- Participates in a related investigation or proceeding

Fitness for Duty Requirement

Employees returning from medical leave related to their own serious health condition (excluding intermittent leave) are required to submit a fitness-for-duty certification from a healthcare provider. Employees will not be permitted to return to work without this documentation.

Reinstatement After Leave

In general, employees who return to work following approved leave will be reinstated to their same or equivalent position, with the same pay, benefits, and terms of employment. Employees will not lose any benefits accrued before the leave began.

Failure to Return from Leave

Employees who:

- Fail to return at the end of their approved leave, or
- Failing to request an extension before their leave expires will be considered to have voluntarily resigned their employment.

The university is not obligated to grant open-ended leaves with no reasonable return date, including as disability accommodations.

Job Status After Leave

In certain cases, an employee's return to their original position after a leave of absence cannot be guaranteed. Employment may be terminated under the following circumstances:

- The original or equivalent position is no longer available due to business needs.
- The employee fails to return to work on the next scheduled workday following the end of approved leave.
- The employee does not return to their job as soon as medically or legally able.
- The employee accepts other employment while on leave without university approval.

Employees who do not comply with the university's leave procedures or misuse any form of leave may be subject to disciplinary action, including termination.

7.0 General University Services

KWU Identification Card

All regular Kansas Wesleyan University employees are entitled to a KWU ID card which can be used at Memorial Library to check out books, journals, CDs, and DVDs or use computers and use at the Everett Morgan Strength Training Center. For new employees, this process is completed during onboarding. For existing employees and/or students, please contact Student Development for assistance.

Parking Permits

The University provides parking options for all employees. All employees wishing to use main campus parking facilities must register their vehicles with the Student Development Office and acquire a parking permit. For new employees, this process is completed during onboarding.

Dining Services, (Shriwise Café at Bieber Dining Hall)

Full-time employees receive five (5) free meals per week in the Bieber Dining Hall. Campus dining facilities are in the Bieber Dining Hall (Pfeiffer Hall) and The Den (Student Activities Center). An electronic KWU ID card is needed. Find information on campus meal plans, dining options, hours, and more:

[Visit KWU Dining Services](#)

The Everett Morgan Strength Training Center

Faculty and staff are welcome to use the space, as are students not affiliated with an athletic team. Please remember that a valid KWU ID is necessary to use the facility, and guests must sign a waiver. The team schedules are posted in the Center to help individuals find the best time to work out, but during open hours, individuals are always welcome. Learn more: [Visit the Everett Morgan Strength Training Center](#)

Use of Facilities

Employees may request permission to use KWU facilities for non-KWU meetings or events. Employees should email events@kwu.edu to request and reserve space. Reservations must be confirmed by the Scheduling Officer **PRIOR** to any announcements of the facilities as a location for any meeting or event.

Educational Benefits

Kansas Wesleyan University is committed to supporting the educational advancement of its employees and their families. The university offers a range of tuition discount programs for undergraduate and graduate coursework, as well as participation in tuition exchange programs and support for professional development.

Undergraduate Tuition Discount

Eligible employees, their spouses, and dependent children may receive a tuition discount for regularly scheduled undergraduate courses at KWU, subject to the conditions outlined below.

Eligibility

- Available to full-time, non-temporary employees, their spouses, and dependent children.
- Tuition remission equals 100% of undergraduate tuition.
 - This benefit does not cover student fees, course-specific fees, or tuition overages.

Note: Students who are part-time, temporary, or non-temporary KWU employees are **not** eligible for this discount.

Definition of Dependent Children

"Dependent Children" are defined in accordance with the **Free Application for Federal Student Aid (FAFSA)** guidelines for the academic year in which enrollment occurs. Contact the Office of Student Financial Planning for clarification.

Conditions for Use

- Students must meet all university admission requirements.
- Employees are not charged an admission fee or enrollment deposit.
- Spouses and dependent children are subject to the standard application fee.
- Students must complete the FAFSA (or relevant application for aid) by March 1 each year and apply all federal, state, or employer-provided gift aid toward tuition before the discount is applied.
- KWU scholarships (academic or activity-based), federal or state grants, and outside scholarships will be deducted before applying the tuition discount.

Example Calculation

If full-time undergraduate tuition is \$12,600 per term:

- KWU Academic Scholarship: \$7,000
- Pell Grant: \$2,000

- Outside Scholarship (e.g., Kiwanis Club): \$600
- Tuition Discount: \$3,000
- Total aid equals tuition: no tuition balance remains.

If an employee or eligible dependent fails to complete required financial aid applications by the stated deadlines, the tuition discount will be reduced by the amount of gift aid forfeited. If no application is submitted, tuition discount will not be granted.

Limitations

- The benefit is not retroactive for courses already in session at the time of employment.
- Courses must be part of a degree-seeking program (excluding pre-freshman or second-degree students).
- Students in federal loan default must resolve the issue to regain eligibility.
- Off-site courses (e.g., K-State Salina, KICA schools) are not eligible for tuition discount.

Course Load and Work Schedule

- Employees may enroll in one daytime class per term (8:00 AM – 5:00 PM), with supervisor approval.
- Time missed from work must be made up, taken as PTO, or unpaid leave.
- Online courses are eligible for tuition discount based on availability.

Exceptions to this policy are at the discretion of the provost.

Graduate Tuition Discount

Full-time, non-temporary KWU employees and their spouses are eligible for tuition discounts on graduate-level coursework.

Discount Rates

- **Employees:** 100% graduate tuition
- **Spouses:** 50% of graduate tuition

Additional Guidelines

- One daytime class per term (8:00 AM – 5:00 PM) is permitted with supervisory approval.
- Employees must make up the time, use PTO, or take unpaid leave.
- No financial aid application is required, as federal/state grants are not currently available for graduate programs.
- Employees are encouraged to utilize employer tuition assistance when available and notify the Office of Financial Aid of their enrollment.

Tuition Exchange Programs

Kansas Wesleyan University participates in two national tuition exchange programs:

1. **Council of Independent Colleges (CIC) Tuition Exchange**
 - Learn more: [CIC Tuition Exchange](#)
2. **Tuition Exchange, Inc. (TE)**
 - Learn more: [Tuition Exchange Schools](#)

These programs allow eligible dependent children of full-time employees to apply for tuition remission at other participating institutions.

Application Process

- Visit the relevant program website to view eligible institutions and complete the required online application.
- For assistance, contact the KWU Tuition Exchange Officer (currently the Human Resources Director).

Continuation of Tuition Exchange Benefits

Tuition remission or exchange benefits do not continue after employment ends, except in cases of:

1. **Death** of the employee
2. **Retirement**
3. **Total disability**, in which case:

- One academic year of tuition benefit is granted for every four years of full-time employment.
- If the employee recovers and returns to work outside KWU, the benefit ends.

Continuing Education & Professional Development

Kansas Wesleyan University supports the ongoing development of its employees.

Training During Work Hours

- If KWU requires training or coursework during normal work hours, non-exempt employees will be paid accordingly.

Requesting Reimbursement for External Courses

- Employees must submit a written request in advance for classes not sponsored by KWU, including:
 - Course details
 - Length and cost
- Upon supervisor and President Council member approval and successful completion, the university may reimburse all or part of the course expenses, including:
 - Tuition
 - Materials
 - Meals
 - Transportation

8.0 General University Employment Policies

Equal Opportunity Employment and Non-Discrimination, Harassment and Retaliation Policy

Kansas Wesleyan University affirms its mission by recognizing the inherent dignity and worth of every individual. This commitment extends to the recruitment and selection of students and employees, the implementation of programs and activities, and the election of its board of trustees.

The university maintains a long-standing commitment to the principles of equal employment opportunity and complies fully with applicable federal, state, and local laws. Discrimination, harassment, or retaliation based on any protected characteristic—including race, color, age, citizenship, national origin, ancestry, ethnicity, disability, sex (including pregnancy, childbirth, lactation, and related conditions), gender, sexual orientation, gender identity or expression, religion, or veteran status—is strictly prohibited.

As a Christian institution, Kansas Wesleyan University may exercise a legal preference in hiring individuals who can affirm and support its mission, where permitted by law.

This policy applies to all aspects of employment, including but not limited to hiring, placement, promotion, compensation, benefits, training, transfers, leave, discipline, and termination. It also applies to university-sponsored activities such as education benefits, social events, and recreational programs.

Reporting Discrimination, Harassment, or Retaliation

All employees are responsible for helping to maintain a workplace free from discrimination and harassment. If you believe you have been subjected to or witnessed discrimination, harassment, or retaliation, report it immediately to:

- **Human Resources** at 785-833-4303 or **HR@kwu.edu**, or
- **Your supervisor**, if appropriate.

Employees will not be retaliated against for reporting a concern, participating in an investigation, or engaging in any legally protected activity.

The university will respond promptly to all complaints. Investigations will be conducted as confidentially as possible, and appropriate action will be taken if the policy is violated. Disciplinary actions may include reprimand, suspension, demotion, transfer, or termination.

Kansas Wesleyan University also prohibits behavior that may not rise to the level of unlawful conduct but is still inappropriate for the workplace. Any investigation or discipline pursuant to this policy should not be an

acknowledgement that any laws were violated but only that the university considered the conduct inappropriate and thus a violation of the policy. The university may take corrective action for such conduct to preserve a respectful and inclusive work environment.

Employment of Relatives

Kansas Wesleyan University supports the fair and equitable treatment of all employees and recognizes that qualified individuals may be related by family or personal relationships. The university permits the employment of relatives, provided such employment does not create—in fact or appearance—a conflict of interest, favoritism, or disruption to the workplace.

This policy applies to all categories of employment, including regular, part-time, and temporary positions.

Relatives of current employees may be hired or continue employment, as long as:

- They do not directly report to, or supervise, one another.
- Their relationship does not compromise the university's commitment to impartial decision-making.

Kansas Wesleyan University reserves the right to restrict employment or reporting relationships between:

- Spouses or domestic partners
- Immediate family members

Definition of "Relative"

For purposes of this policy, a "relative" includes:

- Spouse or domestic partner
- Parent, stepparent, or parent-in-law
- Child, stepchild, or child-in-law
- Sibling, stepsibling, or sibling-in-law
- Grandparent or grandchild
- Aunt, uncle, first cousin

Any other familial relationship that may create a conflict of interest. Where such relationships exist or develop during employment, the university may take action to eliminate any real or perceived conflict. This may include transfer, reassignment, or other changes in job duties, at the university's discretion.

Children in the Workplace

Kansas Wesleyan University values an atmosphere that fosters a healthy balance between workplace obligations and family responsibilities. At the same time, Kansas Wesleyan University strives to maintain a professional environment that is conducive to work and where disruptions and health and safety concerns are minimized, maintaining a high-quality educational environment for students, employees, and other constituents. The workplace is typically not designed for children. However, the university recognizes that employees may occasionally want to bring children to the workplace for brief visits, specific campus events, situational convenience, or family emergencies. The purpose of this [policy](#) is to provide guidance for creating a supportive working climate for employees to meet family obligations and to outline when children can appropriately be in the workplace.

Reasonable Accommodation Policy

Kansas Wesleyan University is committed to providing equal employment opportunities in compliance with the Americans with Disabilities Act (ADA), Pregnancy Discrimination Act, Pregnant Workers Fairness Act, Title VII, and all applicable federal, state, and local fair employment laws.

The university will provide reasonable accommodations to qualified employees and applicants who require assistance due to a disability, pregnancy, childbirth-related condition, or sincerely held religious belief or practice, unless doing so would create an undue hardship for the university or pose a direct threat to health or safety.

Requesting Accommodation

If you require accommodation to perform the essential functions of your position, you must notify your supervisor or Human Resources. You may be asked to submit a written request that includes:

- A description of the accommodation being requested

- The reason for the request
- How the accommodation would enable you to perform essential job duties

Upon receiving a request, the university will engage in an interactive process with you to identify limitations and explore reasonable accommodation options. In some cases, the university may need permission to contact your healthcare provider for supporting information. If the information provided is insufficient, you may be required to consult with a medical professional of the university's choice at the university's expense. Failure to provide required documentation or attend a medical evaluation may result in denial of the accommodation request.

All medical information provided in connection with accommodation requests will be treated confidentially. While employee input is welcome, the university is not obligated to grant specific accommodation and may instead offer an effective alternative, provided it does not cause undue hardship. If a leave of absence is granted as reasonable accommodation, it may run concurrently with FMLA, or any other applicable leave allowed by law.

Kansas Wesleyan University strictly prohibits retaliation against any individual for requesting accommodation or participating in the accommodation process.

If leave is provided as reasonable accommodation, such leave may run concurrently with leave under any other law or policy, where permitted by law.

Personal Conduct

Employees should conduct their personal affairs consistent with the mission and values of the university so that there can be no opportunity for unfavorable reflection upon the university, either expressed or implied. The use of common sense, good ethical standards and discretion will guide employees in proper conduct. Employees are at all times expected to conduct themselves with professionalism, courtesy, and respect in their dealings with each other and with students, parents, and vendors. Failure to maintain such conduct expectations is cause for discipline up to and including dismissal, in the discretion of the university. These expectations for employee conduct, however, do not interfere with or prohibit employees' rights to engage in legally protected activity or raise complaints about working conditions for themselves and their fellow employees, or disclosing information where such activity or disclosure is permitted or required by law.

Conduct Expectations

Kansas Wesleyan University wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, students, and other stakeholders. We all share the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol or illegal/unprescribed substances during working hours on university property (including in university vehicles), or on university business.
- Inaccurate reporting of the hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the university or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-university communications, or expense records.
- Taking or destroying university property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.

- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of university confidential information, trade secrets, and proprietary information.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in non-designated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on university premises during working hours.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job.
- Gambling on university premises.
- Lending keys or keycards to university property to unauthorized persons.

Nothing in this policy limits your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

Reporting Concerns

Kansas Wesleyan University ("KWU") requires its Trustees, officers, faculty, staff, student workers, interns, vendors and volunteers, to observe high standards of business and personal ethics in the performance of their duties on the university's behalf.

The university is committed to protecting individuals from interference when making a "Protected Disclosure" (see definition below) and from retaliation for having made a Protected Disclosure or for having refused to follow an illegal instruction.

The principal objective of this reporting policy is to encourage and enable university representatives, without the fear of retaliation, to raise concerns regarding suspected unethical and/or illegal conduct or practices on a confidential basis, so that the university can address and investigate potential inappropriate conduct and actions.

This policy is not intended to be the method for reporting violations of the university's applicable human resources policies, problems with colleagues, co-workers, or supervisors, or for reporting issues related to alleged employment discrimination or sexual or any other form of unlawful harassment, all of which should be handled in accordance with the university's employment or Title IX policies, as those policies are designed to address individual grievances and personal complaints.

The university will exercise its authority to take whatever action may be needed to prevent and correct activities that are found to constitute wrongful conduct.

Definitions

- Wrongful Conduct Concern ("Concern") are violations of university policies; a violation of applicable local, Kansas, and Federal laws; or the use of university property, resources, or authority for personal gain or other non-university-related purposes.
- Protected Disclosures are communication about actual or suspected wrongful conduct engaged in by a university faculty member, staff member, student worker, volunteer, or contractor (who is not also the disclosing individual) based on a good faith and reasonable belief that the conduct has both occurred and is wrongful under university policies and/or applicable laws. Individuals who are aware of or have reason to suspect wrongful conduct should report the conduct promptly.

Procedures

This policy is intended to protect individuals who engage in good faith disclosures of alleged wrongful conduct to a designated university official or public body. (Note: complaints under the Equal Opportunity Employment and Non-Discrimination, Harassment and Retaliation Policy should be made in accordance with the reporting procedures in that policy; and complaints under the Title IX KWU Sexual Misconduct & Harassment Policy should be made in accordance with the reporting procedures in that policy).

This policy:

- Encourages individuals to disclose wrongful conduct to the appropriate university official, so that prompt investigative action can be taken.
- Encourages individuals to review how wrongful conduct can be disclosed.
- Protects individuals from retaliation or adverse action for disclosing wrongful actions (note that self-disclosure is not afforded this protection).
- Reporting Concerns - Concerns should be reported either verbally or in writing as soon as practicable to any one of the following: Human Resources, the President, Provost, or senior administrators to whom the disclosing individual reports.
- Reports can be made via email HR@kwu.edu or by calling the university's Human Resources Office: (785) 833-4303.
- Handling Reporting Concerns - The President, Provost, and senior administrators receiving reports shall report them immediately to the Human Resources, which has the responsibility for investigating concerns and issuing reports to the appropriate university officers.
- Investigations - The Human Resources Office will attempt to notify the disclosing individual (when identity is known) to acknowledge receipt of the reported concern. All reports will be promptly investigated, and appropriate corrective action will be taken when warranted by the investigation. Human Resources shall determine the scope, manner, and parameters of any investigation and report to the appropriate university officers.
- Reporting Responsibility - It is the responsibility of all university representatives to report, in good faith, concerns they may have regarding actual or suspected activities which may be illegal or in violation of the university's policies with respect to, without limitation: fraud, theft, embezzlement, accounting, or auditing irregularities, bribery, kickbacks, and misuse of the university's assets, as well as any violations or suspected violations of institutional and personal ethical standards.
- No Retaliation - No university representative who in good faith reports a concern shall suffer intimidation, harassment, retaliation, discrimination, or adverse employment consequences because of such report. Any employee of the university who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including termination of employment.
- Acting in Good Faith - Anyone reporting a concern must act in good faith and have reasonable grounds for believing that the information disclosed may indicate a violation of a law, university policy, and/or ethical standards. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
- Confidentiality - The university takes seriously its responsibility to enforce this policy and therefore encourages any person reporting a concern to self-identify to facilitate any resulting investigation. Notwithstanding the foregoing, in reporting a concern, university representatives can request that their report be treated in a confidential manner (including that the university takes reasonable steps to ensure that the identity of the reporting person remains anonymous).
- Concerns will be kept confidential to the extent possible, consistent with the need to conduct a thorough and complete investigation.
- All investigative material will be retained as required.

Workplace Privacy and Right to Inspect

Kansas Wesleyan University property, including but not limited to lockers, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of the university and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on university premises, including those kept in lockers and desks.

Sexual Assault, Harassment, and Other Forms of Sexual Misconduct

Kansas Wesleyan University strictly prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking. These behaviors are violations of university policy and may also violate state or federal law under **Title IX** and the **Violence Against Women Act (VAWA)**.

The Sexual Misconduct & Harassment Policy applies to all students, faculty (including adjunct), staff, volunteers, and contractors, and is intended to and should be construed, as complying with Title IX and its current regulations.

Employee Reporting Requirements

All KWU employees are designated “responsible employees” and are required to report any known or suspected incidents of sexual misconduct or harassment to the Title IX Coordinator. Reports will be handled promptly and as confidentially as possible, consistent with the need to ensure a fair process and a safe campus.

To report misconduct or for more information, contact:

Title IX Coordinator

☎ 785-833-4325 | ✉ titleix@kwu.edu

Title IX Deputy Coordinator

☎ 785-833-4303

For comprehensive definitions, procedures, and legal standards, please refer to the full **Sexual Misconduct and Unlawful Harassment Policy**:

Full policy: [KWU Sexual Misconduct & Harassment Policy \(PDF\)](#)

Prohibited Conduct Includes:

- **Sexual Harassment** – Unwelcome conduct of a sexual nature that creates a hostile, intimidating, or offensive environment.
- **Sexual Assault** – Any sexual act committed without consent.
- **Dating or Domestic Violence** – Abuse within intimate or romantic relationships.
- **Stalking** – Repeated, targeted conduct causing fear or distress.

Consent

Consent must be informed, voluntary, and clearly communicated through words or actions by all parties. Key points:

- Cannot be given when someone is impaired, coerced, underage, or unconscious.
- Silence or previous relationships do **not** imply consent.
- Can be withdrawn at any time.
- Power dynamics (e.g., supervisor over subordinate) may affect a person’s ability to freely consent.

Training Requirements

Sexual misconduct frequently occurs in contexts where power imbalances exist. Training is essential to:

- Raise awareness of what constitutes sexual misconduct.
- Promote prevention through early recognition of risk factors and warning signs.
- Equip individuals with proactive response strategies.

Training Schedule:

- New Employees: Within six months of hire
- All Employees (contact with protected persons): Annually
- All Employees (no contact with protected persons): Annually
- Key Students, Camp Counselors, Program Leaders: Prior to performing duties
- Volunteers (contact with protected persons): Annually

Enforcement and Sanctions

Violators may face disciplinary action including termination, suspension, expulsion, removal from campus, or legal action. Conduct that violates university policy but not necessarily the law may still result in internal sanctions.

Non-Retaliation

KWU prohibits retaliation against any individual who reports misconduct, participates in an investigation, or exercises rights under this policy in good faith.

Cooperation with Investigations

The university conducts investigations from time to time concerning employees and other university constituents. An investigation under this policy is any university-authorized internal examination, inspection, inquiry, analysis, or review to determine facts. An investigation is not a hearing or legal proceeding and may be formal or informal. Investigations may be undertaken by the university, including, but not limited to Title IX Coordinator, Human Resources, the Office of the President, and the Office of the Provost, or by an outside investigator appointed by the university.

Duty to Cooperate

All employees must cooperate fully with investigations undertaken by persons charged with conducting the inquiry (exceptions may exist under the Policy on Sexual Assault, Harassment, and Other Forms of Sexual Misconduct (as prohibited by Title IX*). Cooperation with investigations includes, but is not limited to:

- Promptly acknowledging and responding to requests for information,
- Making oneself available for meetings with investigating officials,
- Providing full, accurate, and truthful information,
- Keeping confidential information learned or transmitted during the investigation, unless directed by legal authorities or otherwise permitted by law, and
- Preserving relevant information and documents.

Non-cooperation or obstruction of an investigation is subject to university disciplinary action, to include termination of employment. **Current guidance from the Department of Education prohibits Kansas Wesleyan University from requiring cooperation from any individual in such matters.*

Confidentiality and Non-retaliation

Confidentiality for individuals who are interviewed or otherwise cooperate in an investigation will be maintained to the extent possible and consistent with applicable legal principles. While absolute confidentiality cannot always be guaranteed, all matters will be kept private (i.e., shared only with those with a need to know).

To protect the confidentiality of individuals who are subject of an investigation and to protect the integrity of the investigative process, participants in the investigation normally will not be informed of the outcome of the investigation.

Retaliation based on an individuals' cooperation with an investigation is prohibited, and subject to disciplinary action. All suspected reports of retaliation should be reported immediately to Human Resources, the Provost, or other senior level personnel.

Personal Relationships

Employees who enter into a romantic or intimate relationship with someone in their reporting line—direct or indirect—must promptly disclose the relationship to Human Resources. The university will evaluate the situation and may take steps to address potential conflicts, including reassignment if feasible.

While the university will make reasonable efforts to accommodate requested changes, it reserves the right to deny any request based on business or operational needs.

Personnel File

Kansas Wesleyan University maintains a personnel file for each employee. These records include important employment documentation such as performance evaluations, beneficiary forms, disciplinary actions, and commendations.

To ensure personnel records remain accurate, employees are responsible for updating their personal information—such as legal name (with supporting documentation), address, phone number, marital status,

and emergency contacts—through the Paylocity portal. Employees may also contact Human Resources for assistance with these updates.

Personnel files are the property of the university and are kept confidential. Current employees may submit a written request to Human Resources to review the contents of their own file. File reviews may be scheduled no more than once per calendar quarter and must occur at a mutually convenient time with Human Resources.

Former employees are not entitled to access their personnel file or any other confidential university records after separation from employment.

Performance Evaluation

Kansas Wesleyan University conducts annual performance evaluations for all staff (non-faculty) employees. These evaluations are intended to promote clear communication between supervisors and employees, clarify job responsibilities, and assess performance based on defined job expectations.

The evaluation process provides an opportunity to formally document performance discussions; however, ongoing dialogue between supervisors and employees regarding performance is strongly encouraged throughout the year.

Completed evaluation forms are retained in the employee's personnel file in Human Resources for three years. Employees will receive a copy of their completed evaluation from their supervisor. Faculty performance evaluations are conducted according to the procedures outlined in the Faculty Handbook.

Job Assignment

The responsibilities and opportunities connected with a particular position are carefully explained before an employment commitment is made. The immediate supervisor will outline specific duties. Although assignments will be made to a particular position, each employee will maintain an attitude of flexibility. At times of peak workload, employees may be assigned additional responsibilities as needed. One will be expected to accept other duties as he or she may be assigned when the need arises.

Appearance

A neat personal appearance and avoiding extremes in clothing are desired assets at Kansas Wesleyan University. Care should be taken to dress tastefully as befits the school's function and related constituencies. Common sense and good taste should be used in the selection of clothing that will complement a proper business atmosphere; as KWU abides by business casual dress code.

Examples of inappropriate dress for most employees include non-KWU t-shirts, overalls, shorts, spandex/lycra leggings or pants without proper coverage, or clothing considered to be provocative or revealing. Exceptions to the above would depend on the employee's job description, spirit day, or a task that requires more casual clothes such as coaching or training activities.

Employees are also expected to keep their work area clean and orderly.

Employee Professional Development Fund [Policy](#)

Kansas Wesleyan University has established this specific Employee Professional Development Fund (EPDF) to encourage and provide support for faculty or staff employees who seek to engage in any training or other creative professional development opportunities that advance the university's strategic plan. This money can be used to attend conferences, conduct research, host a learning journey, or engage in creative endeavors. The EPDF will be budgeted by university operations.

Travel [Policy](#)

Employees should conduct travel with an awareness that university funds are being utilized and therefore keep the best interest of the university in mind when arranging and booking travel. Therefore, it is each employee's responsibility to be attentive to the reasonable and effective use of university resources and money.

As a general matter, the quality of travel, accommodations, and related expenses should be governed by what is reasonable, appropriate, and customary to the business and travel purpose involved. The university will pay for normal, reasonable, and prudent business-related travel expenses that are incurred by employees traveling on official university business. Employees are expected to be conservative in their spending and managers are expected to be diligent and timely in their review and approval of such expenditures.

Employees are required to request authorization from their supervisor before business-related travel.

Employees requesting rental vehicles or university vehicles must be a current university employee with an approved driver status through Human Resources Department.

The university offers a corporate credit card through UMB Bank that should be used for travel purposes. Any personal expenses incurred while on a university related trip are to be paid by the employee.

There may be situations in which university employees travel for work-related purposes in their personal vehicles. Request for mileage reimbursement must be submitted to the business office within 10 days of returning from the trip.

Purchasing [Policy](#)

No employee of Kansas Wesleyan University is to use a KWU credit card for a personal purchase, and no personal purchases may be charged against the university. Kansas Wesleyan University has a decentralized purchasing system and depends upon employees to purchase items that are related to their work and/or the university. Receipts for KWU purchases must be signed and coded per department and uploaded into the credit card portal in a timely fashion or uploaded by the 6th of each month.

If a personal purchase is inadvertently made using the KWU credit card, reimbursement of said charge is expected immediately.

Computer Use Policy

Compliance

Compliance with the *Computer Use Policy* is mandatory for all employees. Any violations of this policy will be handled through the standard disciplinary procedure according to the respective university guidelines.

The Gramm-Leach-Bliley Act (GLBA)

[GLBA Information Security Program](#)

Compliance

Compliance with this *GLBA Opt-Out Notice Policy for Personally Identifiable Information (PII)* is mandatory for all faculty, staff, and students. Any violations of this policy will be handled through the standard disciplinary process.

Open Door/Conflict Resolution Process

Kansas Wesleyan University strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any suggestions, concerns, or grievances you have about the workplace to the attention of your supervisor(s) and, if necessary, to Human Resources or senior administration. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the university, administration, its employees, vendors, customers, or any other persons or entities related to the university, bring your concerns to the attention of your supervisor(s) at a time and place that will allow the person to properly listen to your concern, or report the issue to Human Resources. **Most problems can be resolved informally through dialogue between you and your immediate supervisor(s).** If you have already brought this matter to the attention of your supervisor(s) before and do not believe you have received a

sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or senior administration. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

Disciplinary Process

It is the policy of the university to administer consistent discipline for unsatisfactory conduct or performance. The primary purpose of most disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory performance in the future. However, the university has the right to terminate any employee's employment at will, with or without cause, advance notice, or prior discipline. The university may use progressive discipline in its discretion. The purpose of this policy is to provide a structured corrective action process to improve and prevent the recurrence of undesirable employee behavior and performance issues.

Employee misconduct is ordinarily addressed through progressive discipline consisting of four steps: verbal warning, written warning, suspension, and termination. Serious offenses may result in immediate suspension or termination. The university recognizes, however, that there are certain types of employee conduct and performance issues that are serious enough to justify either a suspension or termination of employment without any prior disciplinary action.

This policy applies to non-faculty employees. Related faculty issues are governed by the Faculty Handbook.

Documentation

The employee will normally be provided copies of discipline documentation, including all performance improvement plans (PIPs), although verbal counseling or coaching may not always result in documented disciplines. The employee will be asked to sign copies of this documentation attesting to employee's receipt and understanding of the corrective action outlined in such documents. Copies of these documents will be placed in the employee's official personnel file. You may specifically request that your supervisor(s) assist you in developing a performance improvement plan at any time.

The performance improvement plan (PIP) process is a means of increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. (A positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.)

9.0 Safety and Health

It is the responsibility of all Kansas Wesleyan University employees to maintain a healthy and safe work environment, report any health or safety hazards, and follow the university health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment.

Kansas Wesleyan University is committed to providing a safe and healthy working environment. In this regard, the university makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment. Violations of these standards should be immediately reported to the attention of the Human Resources office.

It is Kansas Wesleyan's express intention to identify, understand, and comply with current health, safety, and communication standards associated with the Occupational Health and Safety Act (OHSA), Health Insurance Portability and Accountability Act (HIPPA), and the Family Educational Rights and Privacy Act (FERPA).

The responsibilities of all employees of Kansas Wesleyan University under this policy include:

1. Exercising maximum care and good judgment at all times to prevent accidents and injuries.
2. Reporting to supervisors and seeking first aid for all injuries, regardless of how minor (supervisors need to prepare an accident report for workers' compensation purposes for every accident requiring off-campus treatment).
3. Reporting unsafe conditions, equipment, or practices to supervisory personnel.

4. Using safety equipment provided by the university at all applicable times.
5. Observing conscientiously all safety rules and regulations at all times.
6. Notifying their supervisors before the beginning of the workday that any medication they are taking may cause drowsiness or other side effects that could lead to injury to them and their co-workers. The specific medication need not be disclosed.

Employees having the last work of the day in an area should turn off the lights and be sure that windows and doors are locked. When employees gain access to or are present in university facilities after normal building hours, they should be sure that any doors they used, especially exterior doors, are left locked.

Emergency Response

Kansas Wesleyan University has developed a comprehensive Campus Emergency/Disaster Response Plan that outlines response tactics to major disasters which may impact the university. The purpose of the plan is to arm our campus with preparedness, increase our sense of detection, improve our success in continuity, and aid in recovery, while ensuring the protection of students, employees, and the public from the effects of these disasters.

Kansas Wesleyan University has adopted the National Incident Management System (NIMS) structure, utilizing designated university personnel as Incident Commander (IC). Remaining cabinet members and designated staff members will act as the General Staff and the Command Staff. Various other department person(s) will act as Essential Personnel.

Campus Notification Policy

In the event of an incident, the university president (or designee) shall be responsible for informing the campus community. It shall be the responsibility of each administrative cabinet officer to inform other persons within their operating unit(s). Each unit is expected to have a notification procedure in place for the systematic and timely process of notifying campus members.

Notification Procedures:

1. The university president (or a designee) shall consult with administrative cabinet officers as appropriate and determine both the extent of the situation and the anticipated outcome.
2. Each administrative cabinet officer will be responsible for informing all persons assigned to the officer's work unit(s).
3. The university president will designate an official university spokesperson, to be in contact with media outlets and the post appropriate notices on the campus website. All inquiries from the media are to be forwarded to the designated spokesperson.

Inclement Weather and Campus Closures

Kansas Wesleyan University will remain open during inclement weather except in cases of extreme or dangerous conditions or when requested to suspend operations by city or state authorities. The provost has the authority to cancel classes, suspend campus activities, or close the university in response to severe weather.

The safety of students, faculty, and staff is a top priority. No employee or student is expected to travel or work in unsafe conditions. Individuals who determine it is unsafe to travel should notify their supervisor or instructor and will be excused without penalty.

Weather-Related Procedures

1. Communication
Closure announcements or schedule changes will be communicated through the university's Campus Notification System and local media.
2. Employee Expectations
When the university remains open, all faculty, administrators, and staff are expected to make reasonable efforts to report to work. Employees should use good judgment and prioritize personal safety if conditions are hazardous.
3. Faculty Responsibilities
If a faculty member is unable to hold class due to weather, they must notify the Provost and their Department Chair as soon as possible. A notice will be posted to inform students of the class cancellation.

4. Essential Services

If the university is officially closed, essential operations (e.g., food services and plant operations) will continue. Essential employees are expected to report as feasible and will be notified directly.

5. Library Access

The library may remain open as a student and faculty resource when weather conditions allow.

6. Student Academic Responsibilities

Students are responsible for completing coursework missed due to weather-related absences. Faculty are expected to provide reasonable opportunities to make up missed assignments or exams.

7. Essential Employees

Employees in Plant Operations and Food Services are designated as essential personnel during inclement weather closures.

Drug-Free Schools and Communities Act

It is the policy of Kansas Wesleyan University to comply with The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

Statement of Drug-Free Workplace Policy. The use of drugs, including alcohol, on the campus of Kansas Wesleyan University is considered detrimental to the educational environment. For this reason, Kansas Wesleyan University wishes to maintain a drug-free campus. Illegal drugs, as referred to in this policy, include drugs that are not legally obtainable, as well as drugs that are legally obtainable but used for illegal or unauthorized purposes. The unlawful manufacture, possession, use, dispensation, sale, purchase, transfer or distribution of illegal drugs and alcohol (except in limited situations permitted by administration and in such case, only for lawful consumption) by employees on the property of Kansas Wesleyan University or as a part of any of the activities of the university is strictly prohibited. Violators will be subject to disciplinary action. Empty alcohol beverage containers are not permitted, even as decorative items.

University Sanctions. The university expects its employees to obey the laws established and enforced by local, state, and federal agencies concerning the possession, use or distribution of illegal drugs. Employees of the university who violate the terms of this policy, any city ordinances, state criminal laws, or federal laws relating to alcohol or drug use, or who do not cooperate with the university in its attempts to maintain a drug-free environment, will face appropriate disciplinary action up to and including termination. In the case of applicants, the offer of employment can be withdrawn, and the applicant may not reapply.

University action may also take such forms as education, counseling or referral to rehabilitation programs, referral to outside agencies, or suspension. Successful completion of counseling or rehabilitation may be a condition of re-employment.

Opportunity for Rehabilitation. Following a violation of the Drug-Free Workplace Policy, depending on the nature and severity of the violation, a covered individual may be offered an opportunity to participate in rehabilitation. In such cases, the covered individual must sign and abide by the terms set forth by university as a condition of remaining on campus. If it is found that an employee should enter and complete a drug education or rehabilitation program, the costs of such a program will be the responsibility of the employee.

Federal penalties for drug trafficking are listed on the U.S. Drug Enforcement Administration website: <http://www.justice.gov/dea/agency/penalties.htm>.

NOTE: Employees are required to notify Kansas Wesleyan University in writing of any conviction for a violation of a criminal drug statute (including Driving Under the Influence of Alcohol or Drugs) no later than five (5) calendar days after such conviction.

Medical Marijuana. Although laws in some states may permit the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards, federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. Kansas laws do not recognize the use of medical marijuana. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed on any university property; nor is it allowed at any university-sponsored event or activity off campus.

Workplace Searches. In order to safeguard the property of Kansas Wesleyan University, its employees, and its students, and to help prevent the possession, use, and sale of illegal drugs on university premises (in keeping with the spirit and intent of this drug-free workplace policy) the university reserves the right to question employees and all other persons entering and leaving its premises. The university further reserves the right to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from university property. In addition, the university reserves the right to search any employee's office, desk, files, locker, or any other area or article on university owned premises. In this connection, it should be noted that all offices, desks, files, lockers, computers, etc., are the property of the university, and are issued for the use of employees only during their employment. Inspections may be conducted at any time at the discretion of the university. Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will be asked to leave the premises. Employees working on, entering, or leaving the premises that refuse to cooperate in an inspection, as well as employees who after an inspection are believed to be in possession of stolen property or illegal drugs, will be sent immediately to Human Resources. These individuals will be subject to disciplinary action up to and including discharge if, upon investigation, they are found to be in violation of the university's security procedures or any other university rules and regulations.

Compliance with Disability Laws. The university recognizes chemical dependency as a treatable illness and may provide a basis for reasonable accommodation for eligible covered individuals who require leave for rehabilitation. The university reserves the right to require that employees comply with its Code of Conduct, regardless of the employee's chemical dependency status. Nothing in this policy prohibits an employee from being disciplined or discharged for other violations and/or performance problems.

Employees who are diagnosed as chemically dependent will be treated in the same manner as employees with other types of illnesses with the coverage being limited by the insurance coverage provided by the group health insurance plan. On the basis of proper medical certification of chemical dependency, they will qualify for the same employee benefits and group insurance coverage which is provided for other medically certified illnesses covered in employee benefit plans, except as may be limited by the specific benefit plans concerned. While treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan, the ultimate financial responsibility for recommended treatment belongs to the employee. The university's employee group medical insurance coverage for in-patient and out-patient treatment is detailed in the employee's and the university master policy. The university cannot accommodate requests for accommodations pertaining to the use, prescription marijuana or other prescribed drugs that are unlawful under federal law.

Statement on Confidentiality. All information received by the university through the drug-free workplace program is confidential. Access to this information is limited to those who have a legitimate business need to know in order to comply with relevant laws and management policies. The confidential nature of medical records of employees with chemical dependency will be preserved in the same way as for other medical records.

Also pursuant to Higher Education Opportunity Act (HEOA) requirements, the university conducts a biennial review of its Drug and Alcohol Abuse Prevention Program in order to:

- a) Determine program effectiveness and implement changes if needed.
- b) Ensure consistent enforcement of disciplinary sanctions.
- c) Determine the number of drug- and alcohol-related violations and fatalities occurring on campus or as part of the activities reported to campus officials; and
- d) Determine the number and type of sanctions the university imposes on students or employees as a result of such violations or fatalities.

An electronic copy of the Biennial Review is available on the university's website (<http://www.kwu.edu>), and paper copies are available in the Student Development Office.

Health Risks. Health risks associated with the use of illicit drugs and the abuse of alcohol vary. Possible effects and risks include coma, convulsions, respiratory failure, hallucinations, psychosis,

fatigue, paranoia, and death. Detailed materials are available through the Student Development Office.

Counseling, Treatment, and Rehabilitation Programs. Counseling and referral services are available to university employees through the Student Development Office. All costs for counseling, treatment and rehabilitation programs will be the responsibility of the employee.

Other area service providers include:

- *Central Kansas Foundation for Alcohol and Chemical Dependency*
1805 South Ohio, 785/825-6224
- *Mental Health Center of Central Kansas* 809 Elmhurst, 785/823-6322

This program will be reviewed biennially by a committee appointed by the president of the university. The purpose of the review will be to determine the effectiveness of the program, to recommend the implementation of changes in the program and to ensure that the sanctions are consistently enforced. The review committee will make its findings and recommendations in a written report that will be presented to the president of the university.

Tobacco Free Campus Policy

Kansas Wesleyan University prohibits smoking, tobacco use, and vaping on its premises, consistent with the [Kansas Clean Indoor Air Act](#). It is in our collective best interest to have a healthy working environment and to protect our students, faculty, staff, and campus visitors..

- **Tobacco Free** covers all types of smoking products and smokeless tobacco (chewing tobacco) products.
- **Vaping** refers to the use of electronic nicotine delivery systems or electronic smoking devices.

Restrictions on Smoke, Vape and Tobacco Use

All areas of the university premises and grounds are now smoke, vape and tobacco free, without exception. This policy prohibits the use of all types of smoking products and smokeless tobacco (chewing tobacco) products, and electronic nicotine delivery systems (also known as e-cigarettes, e-cigars, e-hookahs, and e-pipes) anywhere on university owned property. No smoking, vaping or tobacco use is permitted within the facilities of Kansas Wesleyan University at any time. This includes, but is not limited to, common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, cafeterias, stairwells, restrooms, employer-owned or leased vehicles, and all other enclosed facilities.

Campus Visitors

Staff, visitors, and clients will be informed of this policy through signs posted throughout properties owned and operated by KWU. All visitors, contractors and deliveries are required to abide by this policy. Any client or visitor observed using e-cigarettes on owned or leased premises will be asked to discontinue in a tactful manner.

Vehicles

This policy also applies to any university-owned or leased vehicles, as well as any vehicles used for university business.

Compliance

Compliance with the smoke and tobacco free policy is mandatory for all employees, students and visitors to campus.

KWU will assist students and employees who want to quit smoking or vaping by providing resource information to access smoking cessation programs and materials. [Services and Provider Information.](#)

Any student or employee violations of this policy will be handled through the standard disciplinary procedure according to the respective university guidelines.

- First offense – written reprimand
- Second offense – a fine of \$25
- Third offense - fine of \$50

After a third offense, any subsequent violations of this policy may result in more serious disciplinary action, up to and including termination according to the respective university guidelines.

Policy Statement on HIV and Other Communicable Diseases

All current information indicates that neither students nor employees with HIV or AIDS present a health risk to other students and employees in an academic setting. Research indicates that HIV is mainly spread through sexual intercourse with an infected person or by sharing infected needles. It also may be spread through the transfer of blood or blood products, or it may be contracted at birth from an infected mother. The greatest risk to people today is through sexual contact. There has been no confirmed case of transmission of HIV by any household, school, or other casual contact.

Current medical evidence reveals that HIV cannot be transmitted through casual physical contact. Living in the same building or room as an infected person, caring for an HIV-positive patient, eating food handled by an infected person, being coughed or sneezed upon or even kissed by an infected person does not place an individual at risk of contracting HIV.

Kansas Wesleyan University will not discriminate in the admissions or employment process and will not restrict regular classroom attendance, access to campus facilities, jobs and activities solely on the basis of someone's HIV-positive status. Decisions about housing for students with HIV infection will be made on a case-by-case basis.

HIV-infected members of the campus community. Appropriate university staff members will be informed of the existence or identity of HIV-infected persons only on a need-to-know basis and specific information will generally be provided only with the written consent of the individual. Each case will be evaluated to deal with special consideration and policies.

The American College Health Association's Task Force on AIDS states that the "primary response" of colleges and universities must be education. All members of the Kansas Wesleyan university community are encouraged to take effective precautions against contracting and/or spreading HIV.

For assistance or information please contact the following sources:

On-Campus: VP for Student and Community Engagement (785) 827-5541 ext. 4325

Off-Campus: Saline County Health Department (785) 826-6600

Kansas STI/HIV Hotline (785) 296-6174

National HIV Hotline (CDC-INFO) 1-800-CDC-INFO (232-4636) | 1-888-232-6348 TTY

This policy shall be made available to all students and employees.

Violence-Free Workplace

Kansas Wesleyan University is committed to maintaining a safe, secure, and respectful work environment. To support this goal and protect the safety of employees, vendors, contractors, and the general public, the university strictly prohibits any acts or threats of violence in the workplace, on university property, or during university-sponsored activities. We are dedicated to working with our employees to ensure a workplace free from violence, intimidation, and other disruptive behavior.

Zero Tolerance

The university has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, which occurs in the workplace or other areas. This applies to administration, faculty, staff, other, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited conduct

Violent, threatening, or intimidating behavior by employees, guests, vendors, or visitors is not tolerated. This includes, but is not limited to:

- Physical altercations, fighting, or causing bodily harm to another person.

- Threatening or abusive language, gestures, or any acts or threats of physical violence.
- Threatening to injure a person or damage property by verbal, written, direct, indirect, or electronic means.
- Any action that places a person in reasonable fear of imminent harm or offensive contact.
- Possession, brandishing, or use of firearms on School property or while conducting School business, except as permitted by state law.
- Violating restraining orders, orders of protection, injunctions against harassment, or other court orders.

Weapons Prohibition

Firearms and other weapons are strictly prohibited on campus. This applies to all employees, students, visitors, and vendors.

Authorized Exceptions

Exceptions to this policy include:

- **Campus Safety Officers** who are approved by the university president and specifically commissioned under applicable law to carry firearms as part of their official duties.
- **Authorized law enforcement officers or military personnel** acting in the performance of their official duties.
- **University-sanctioned events or activities**, including:
 - Starting pistols used during athletic events
 - Theatrical performances using replica weapons
 - ROTC military drills
 - Fencing or martial arts classes as part of the curriculum
 - Official university events involving a color guard
 - Licensed fireworks displays at university events

If you observe or experience any behavior that raises concern for workplace safety or involves any prohibited conduct, report it immediately to Campus Safety and Human Resources.

Reporting Incidents of Violence

Report to your supervisor(s) or Human Resources, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to Human Resources.

Acknowledgment of Employee Handbook Receipt and Review

By signing below, I acknowledge that I have received an electronic copy of the Kansas Wesleyan University Employee Handbook (Handbook), that a hard copy will not be provided, and that I have read it, understand it, and agree to comply with it. I understand that the university reserves the right to alter, amend, modify, or terminate any benefits, policies, or provisions contained in the Handbook at any time it chooses with or without prior notice to me. I also understand that any delay or failure by the university to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver or affect the right of the university to enforce such rule, regulation, or procedure in the future.

I understand that my employment is at-will (unless I have a written employment agreement providing otherwise) and neither this Handbook nor any other communication by administration or a supervisor is intended in any way to create a contract of employment, and this Handbook does not modify my "at-will" employment status.

This Handbook is not intended to, and shall not be construed to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this Handbook prohibits an employee from engaging in any protected conduct permitted or required by law.

This Handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Kansas Wesleyan University.

If I have any questions about the content or interpretation of this Handbook, I will contact Human Resources.

Signature

Date

Print Name