



**WHEELOCK COLLEGE
EMPLOYEE HANDBOOK**

November 18, 2005

**See Wheelock College Web Site
for a copy of this handbook and addendum
(at www.wheelock.edu, see Quick Links/Human Resources)**



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PURPOSE OF THE HANDBOOK

This *Employee Handbook* is intended to provide members of the Wheelock College administration and staff with general information regarding the College's personnel policies and procedures. This printed copy is current as of the date on the cover. The Wheelock web site (www.wheelock.edu) may contain some new policies or policy changes in an addendum. When you have questions, it is always wise to check directly with the Human Resources Department for the most current information. You may print any sections of this Handbook or the addendum for your own use..

The material in this *Handbook* (and the handbook addendum on our website) replaces and supercedes previous Wheelock *Employee Handbook* material.

While this *Handbook* reflects personnel policies and practices, it is not a contract or part of a contract between you and Wheelock. The policies described in this *Handbook* may be changed or withdrawn at any time without prior notice. Wheelock also reserves the right to determine the applicability of any policy to a particular situation and to depart from the guidelines in any given case. Employment at Wheelock is "at-will." Either you or Wheelock may terminate your employment at any time and for any reason.

In some instances, this *Handbook* describes certain benefits available to Wheelock employees, such as insurance benefits and leaves of absence. Additional materials, available from the Human Resources Department, describe those benefits in more detail. Formal Plan documents will govern to the extent that there may be inconsistencies between this *Handbook* and those materials.

If you have any questions about any of the subjects described in this *Handbook*, please contact the Human Resources Department at (617) 879-2114.





SECTION I INTRODUCTORY INFORMATION

1.1. HANDBOOK DESCRIPTION

The Wheelock College *Employee Handbook* is a guide to policies, procedures and standards that govern employee matters for the members of the staff and administration. For new employees, it is an introduction to the basic information that will help you orient yourself to the College and answer many of your questions. For continuing employees, it is a handy reference on specific policies and procedures.

In the future, we intend to maintain the *Employee Handbook* material on the College web site. As policies are developed, refined and enhanced with experience, the on-line version will be easier to update and distribute to the members of the community.. In the meantime, printed versions of this Handbook may only be as up-to-date as the date printed on the cover. Check the website for an addendum to the Handbook and with Human Resources for additional information and updates.

The Human Resources Department is responsible for the *Employee Handbook*. Questions, suggestions and requests for more information on any subject described in this *Handbook* may be addressed to the Director of Human Resources in person at 200 The Riverway, Boston, MA 02215-4176 or by phone at (617) 879-2114.

Other Useful Publications include the

Wheelock College Faculty Handbook
Wheelock College Student Handbook
Wheelock College Catalogue
Course Offering Book (by semester)

1.2. THE WHEELOCK MISSION

*The mission of Wheelock College is to improve
the quality of life for children and their families.*

Wheelock College, a private college with a public mission, is recognized as a national leader in its professional fields – child life, social work, and education. Wheelock carries out this mission by providing a sound education in the arts and sciences and in the





professions. Historically, the College was founded as an institution with a focus on early childhood education and is recognized nationally and internationally as a premier institution that prepares early childhood teachers. The mission has now expanded to meet the evolving needs of children, their families, and society. The College offers outstanding professional preparation in education, child life, and social work. The Wheelock mission is sustained by the College's academic programs and by its involvement in the life of many communities.

Members of the Wheelock community are committed to the mission and practice its meaning in their work. The community includes undergraduate and graduate students, alumni, faculty members and administrators in on-campus, off-campus and international programs, trustees and members of the Corporation.

Wheelock's academic programs give students a rigorous education in the arts and sciences while enabling students to become informed and empathic professionals. A curriculum with a multicultural dimension prepares students to work with children and families, to be responsible citizens, and to help create a just society. Through demanding and responsive teaching, faculty members inspire students to become informed and contributing citizens.

The undergraduate division introduces students to social sciences, humanities, visual and performing arts, math, and science, and offers programs of study in related disciplines. A carefully conceived program of field placements beginning in the first year gives students experience in schools, hospitals, and community agencies. Students who attend Wheelock College come to see themselves as advocates for children and families in a global way. They move from understanding the personal impact they can have in children's lives to understanding the societal forces that must shape their work.

Graduate programs are designed to honor the prior experience and knowledge of graduate students, many of whom are working professionals. These students bring intellectual independence to their studies at Wheelock. Graduate programs emphasize human development within a cultural context, have a multicultural perspective, and strengthen students' research skills. Their Wheelock experience enables graduate students to become leaders in their fields. The graduate programs carry the Wheelock mission into the working world.

Wheelock alumni remain devoted to the College's mission long after they have graduated. They carry the essence of the mission into their professional and private lives. Whether or not they are working in the College's traditional professions, Wheelock





alumni continue to express their commitment to an ethical and caring society. They become leaders in their professions and help shape national thought about children, families, and society.

The College works continuously to reflect in its academic programs and its ethos the multicultural democracy of the United States. As an institution, Wheelock is committed to creating a diverse learning community. The College accepts its obligation to prepare students to live effectively in a world of unprecedented global connectedness. Wheelock seeks to create lifelong learners and leaders who will bring informed and flexible ways of thinking into complex situations where prior learning is not enough to solve problems.

1.3. COMMITMENT TO DIVERSITY

Wheelock is a diverse community devoted to promoting understanding and acceptance of all people regardless of race, color, national origin, religion, sexual orientation, age, gender, or physical ability. Each employee, regardless of position, is expected to support actively the College's commitment to diversity by displaying a positive attitude toward and acceptance of all employees and students.

Equal Employment Opportunity Policy

It is the College's policy to provide equal employment opportunity for all current and prospective employees and to take affirmative action to ensure that the employment, training, compensation, transfer, promotion, and other terms, conditions, and privileges of employment are provided without regard to race, color, religion, national origin, gender, sexual orientation, marital status, age, disability, and/or status as a special disabled veteran, Vietnam era veteran, or other veteran. Equal employment opportunity means that all personnel decisions are to be made in a nondiscriminatory manner. Harassment of employees with regard to age, sex, maternity, race, national origin, sexual orientation, religion, handicap or disability, or other prohibited criteria is unlawful and will not be tolerated. All employees should be treated with dignity and respect.

All Wheelock employees are urged to read and become familiar with this policy. This policy is administered so as to comply with existing legal requirements. If you believe this policy has been violated, you should report the matter immediately to the Director of Human Resources, your supervisor, or to a senior administrator of the College.





1.4. ACADEMIC PROGRAMS

Wheelock College academic programs include Arts & Sciences, Education, Child & Family Studies and Social Work. The College offers undergraduate and graduate degree programs and professional development programs and institutes.

Degree programs include Bachelor of Science (BS), Bachelor of Arts (BA), Bachelor of Social Work (BSW), Master of Science (MS), Master of Education (M.Ed.), Master of Social Work (MSW), a combined BS/MS degree, and the Certificate of Advanced Graduate Study (CAGS). International Academic Programs are developed and administered through the Wheelock Center for International Education and Leadership Initiatives (CIELI).

Please refer to the *Wheelock College Catalogue* for additional information on academic programs, including a list of majors offered.

In addition, Wheelock is the home of the Wheelock Family Theater and the Institute for Leadership and Career Initiatives.

1.5. BOARD OF TRUSTEES

The Board of Trustees (itself and through its Executive Committee) has the ultimate responsibility for the entire management and control of the property and affairs of the College and has all the powers usually vested in a Board of Directors of a business corporation. The Board of Trustees establishes overall policy for the College and approves major plans for the advancement of the College. For example, the Board is responsible for investment strategy, gives approval to the annual budget of the College, and votes on the final recommendations for tenure of faculty members.

The powers of the Board of Trustees are set forth in the Wheelock College by-laws.

1.6. PRESIDENT

The President is appointed by the Board of Trustees and is the chief administrative officer of the College. The President is responsible for the academic and financial administration of the College in accordance with policies established by the Board of





Trustees. The President is the primary spokesperson for the College, its programs, mission and goals and provides leadership for the development and advancement of the institution's strategic plan. The President works closely with representatives of collegial governance groups and numerous College committees and is actively involved in the life of the institution.

1.7. SENIOR LEADERSHIP

Below find a listing of senior positions in the College administration:

Vice President for Academic Affairs*

Associate Vice President for Academic Affairs

Associate Vice President for Academic Resources

Associate Vice President for Student Services

Dean of Arts & Sciences*

Dean of Education*

Dean of Child & Family Studies* (Acting 11/04)

Dean of Social Work*

Vice President for Administration and Finance*

Associate Vice President for Finance

Vice President for Institutional Development and Advancement*

Vice President for Marketing and Communication*

Dean of Enrollment and Financial Aid (Open 11/05)

Dean of Student Development* (Interim 11/05)

* Indicates member of the President's Executive Leadership Team





1.8. FACULTY SENATE

The Faculty Senate consists of full-time faculty members elected by the faculty. The Faculty Senate serves as the faculty's liaison with the administrators of the College and the Board of Trustees. The Faculty Senate serves the institution by attending to policy and program issues considered vital to faculty governance and the academic programs of the institution and is responsible for making faculty committee appointments.

1.9. ADMINISTRATIVE COUNCIL

The Administrative Council consists of representatives of the administrative departments within the College, currently including Admissions, Financial Aid, Finance, Information Technology, Off Campus Programs, Facilities, Human Resources, Field Experience, Library, Academic Advising, Student Services, Career Planning, Registrar, Alumni, and Student Development.

The Council seeks to improve communication within the College and services to students and other constituencies. Periodically the Council undertakes a strategic institutional project. For instance, the Council was responsible for the development the Performance Management Program that guides the annual performance evaluation of individual members of the staff and administration.

Two representatives of the Council are elected to serve as the leadership committee to represent the Council to the President and the Senior Administration. One representative currently attends the meetings of the President's Group, a group of academic & administrative leaders who meet four or five times each year to consult with and advise the President.

1.10. STUDENT GOVERNMENT, ORGANIZATIONS, AND RESIDENCE HALLS

Wheelock offers a variety of student organizations, athletic teams, campus activities and other leadership development opportunities for students under the Student Development Division. The Student Government Association (SGA) is a representative body that acts upon the issues and concerns of the student body, sponsors activities, and maintains lines of communication with the faculty and administration. SGA offices are located in the Student Center.





There are five residence halls on the Wheelock campus: Longwood House, Peabody Hall, Pilgrim House, Riverway House, and Colchester House (near the Brookline campus). Each residence is staffed by a Resident Director and student Resident Assistants. Each hall has a student House Council responsible for programs and activities.

For additional information, contact the Student Development Office.

1.11. REGIONAL ACADEMIC COMMUNITY

MASCO and LMA

MASCO — the Medical Academic and Scientific Community Organization, Inc. — is a shared services organization created by member medical and educational institutions in the Longwood area. CommuteWorks is a MASCO service which sponsors transportation programs.

LMA stands for the Longwood Medical Area. These initials appear on the shuttle buses.

Colleges of the Fenway

Wheelock College is a member of the Colleges of the Fenway, a consortium of the following higher education institutions in the Fenway area of Boston:

Wheelock College	Massachusetts College of Art
Emmanuel College	Massachusetts College of Pharmacy and Allied Health
Simmons College	Wentworth Institute of Technology

The consortium was founded in 1996 and incorporated in 2003 to enhance the educational experience of students and to slow the escalating costs facing its higher education institution members. Since its founding, the Colleges of the Fenway consortium has sponsored a number of highly successful projects and programs, including cross-registration for students, a COF Orchestra of students, faculty and staff, joint purchasing, and collaborative research projects.





CommuteWorks

MASCO's CommuteWorks offers a range of services to assist employees in finding the best ways to get to work without driving a car. Car pools, van pools, shuttle services from locations including Harvard Square and computerized ride matching are among the programs offered. Many involve special pricing.

CommuteWorks provides individual help with commuting options and choices. For more information, please call (617) 632-2796 and introduce yourself as a Wheelock employee.





SECTION II EMPLOYMENT POLICIES & RELATED PAY MATTERS

This section on employment is written specifically for administrative and staff employees. Faculty members should refer to the Faculty Handbook, available in the Office of Academic Affairs for information that is pertinent to them.

2.1. “AT WILL” EMPLOYMENT POLICY STATEMENT

Most employment at Wheelock College is “at-will.” Either the employer or the employee may terminate the employment relationship at any time, with or without notice and with or without cause. No employee or officer of the College has the authority to modify the at-will nature of employment except the College’s President or its Board of Trustees, and any such modification must be in writing and signed by the President or Chairperson of the Board. This *Handbook* does not form the basis for any contractual relationship between any employee and the College.

Some administrative and staff employees are hired on an annual, written contract basis. Those employees hired on a contract basis are employed for the time specified in the contract unless there is good cause for termination during that time period.

2.2. EMPLOYMENT DEFINITIONS

Full-time Regular Status

Full-time regular status employees are those who are formally designated as such and scheduled and work a 35 or 40 hour workweek established for the position. Full-time regular status employees are eligible for benefits.

Part-time Regular Status

Part-time regular status employees are those who are formally designated as such and scheduled and work half-time or more of the full-time schedule established for the position. Employees designated part-time regular status are eligible for benefits.





Position Status and Eligibility for Benefits

Full or part-time status is determined at the time the position is budgeted and filled. Those in positions formally designated full-time regular status or part-time regular status are eligible for benefits. Positions may be reviewed for change in status for July 1 with the start of the budget year and/or for January 1 with the start of the calendar year.

Casual Status

Casual status employees are those who are designated as such and scheduled and work fewer than half of the hours of the full-time schedule set for the position. Casual status employees are not eligible for benefits.

Outside Contracts

The College occasionally retains individuals on a project or independent contractor basis. Independent contractors are self-employed and make individual arrangements with the College for payment. Other short term or temporary employees are generally paid through a third party or vendor. These positions are not eligible for benefits through the College.

Temporary Positions

Wheelock, with the Colleges of the Fenway, contract with a temporary employment agency for short-term, temporary help. These temporary employees are employees of and paid through the outside agency.

Other Employment Definitions

Full-time Faculty

Part-time Faculty

Adjunct Faculty

Student Employees—Wheelock Student Payroll, including
Work Study and Term Time (non-Work Study)





2.3. HOURS OF WORK

Wheelock administrative offices are open from 9:00 AM to 5:00 PM, Monday through Friday. College offices are expected to be staffed appropriately during that time. In the Facilities Department, the regular workweek schedule is 40 hours, with weekday hours generally scheduled from 7:00 AM to 4:00 PM.

Schedules are determined by each department with the approval of the Vice President (or head) of the division. When business needs dictate, employees may be asked to work different days, different hours or beyond normally-scheduled hours. There may be occasions where overtime or extra time is mandatory.

Employees who are paid hourly are entitled to a 15-minute break for each four-hour period worked without a break. Lunch is scheduled in each department (generally from Noon to 1:00 p.m. or 1:00 p.m. to 2:00 p.m.). Meal periods are one (1) hour and are unpaid.

Change in Work Schedule

The College will attempt to provide advance notice when changing the hours in a department or for a position. The College will also attempt to accommodate schedule requests. Scheduling, however, is in the sole discretion of the College.

2.4. EMPLOYMENT CLASSIFICATIONS

Job positions are classified as either “exempt” or “non-exempt.” The designation of exempt or non-exempt is based on the definitions in the Federal Fair Labor Standards Act (FLSA). Also see Wheelock Salary Basis Policy at the end of this *Handbook* section.

Exempt Positions

Employees whose duties meet the definitions in the Fair Labor Standards Act (FLSA) of “administrative,” “executive” or “professional” are classified as exempt and are not eligible for overtime pay. Exempt employees are paid per pay period, and are expected to work the hours needed to fulfill the responsibilities of the position. Exempt employees submit monthly accrual sheets, with copies to their supervisors, for payroll processing.

Also see 2.8 in this section, Salary Basis Policy for Exempt employees.





Non-Exempt Positions

Employees in positions classified as non-exempt are eligible for overtime pay under the Fair Labor Standards Act (FLSA). All non-exempt employees are required to accurately maintain time sheets of hours worked to assure proper wage payments. Weekly time sheets are approved and signed by the supervisor and submitted for payroll processing.

In accordance with state and federal law, overtime is paid for hours worked in a workweek in excess of 40 hours. All overtime work must be approved in advance by the supervisor. Please refer to Sections 2.5 (Payment of Overtime) and 2.6 (Payroll Schedule).

2.5. PAYMENT OF OVERTIME

Any time worked over 40 hours in a workweek by a non-exempt employee is considered overtime. Overtime is paid at 1.5 times the regular hourly rate. Only non-exempt employees are eligible to receive overtime. Overtime must be scheduled and pre-approved by a manager prior to being worked. Paid Holidays are included in the calculation of hours worked for overtime purposes. Other paid time off, such as vacation or sick time, is paid at regular time and is not included in the calculation of hours worked for overtime purposes. Overtime hours must be indicated on the weekly timecard.

What To Do If You Have Not Been Paid Properly

If you believe that you have not been paid for all or your regularly scheduled hours worked in a pay week or that you have not been paid properly for overtime work, you should immediately report this information to the Director of Human Resources. If the Director of Human Resources is not available, the report may be made to the Payroll Manager or the Associate Vice President for Finance.

All reports will be promptly investigated. If it is determined that an error has occurred in your pay, a correction will be made in the next paycheck after the completion of the investigation.





2.6. PAYROLL SCHEDULE

Weekly Paychecks

The College pay week is Saturday through Sunday. Weekly paychecks are available on the following Thursday. Full-time employees have the option of being paid by check or direct deposit into a checking or savings account. The pay week or pay period may be changed at any time.

Monthly Paychecks

Monthly paychecks are issued on the 15th of the month (or the business day proceeding if the 15th falls on a weekend or holiday). The check covers the entire month's pay, from the first through the end of the month.

2.7. EMERGENCY CLOSINGS

In the event that weather or other conditions warrant an early closing of the College or shortening of the workday, the President and Vice Presidents will communicate such an event to employees.

Shortened Workday Schedule

If there is a delayed opening or an early closing for the day, Vice Presidents will notify Department heads who, in turn, will notify those who report to him/her. Due to the residential nature of the campus, the schedule change may not apply to all departments and positions.

College Closing

If the College is closed for the day, the Vice Presidents will notify Department heads who will notify those who report to him/her. Due to the residential nature of the campus, the closing may not apply to all departments or positions. Closings are announced in the morning on WBZ News Radio (AM1030), Channel 4 News at 5:00 AM, and during the local news updates on the CBS "This Morning" program from 7:00 AM – 9:00 AM.





2.8. SALARY BASIS POLICY FOR EXEMPT EMPLOYEES

Policy Against Improper Deductions From Salary

The College classifies many of its employees as “exempt” from the overtime pay requirements of the Fair Labor Standards Act. In most cases, “exempt” employees must be paid on a salary basis. The general rule is that for an employee to be considered “salaried” for these purposes, the employee must receive for each pay period a predetermined amount constituting all or part of the employee’s compensation for each workweek in which the employee performs work, without reduction because of variations in the quality or quantity of the work performed. (Of course, the College may take disciplinary action due to dissatisfaction with the quality or quantity of work performed.) There are some exceptions from the general rule concerning the requirements to be treated as salaried:

1. Deductions from pay may be made when an exempt employee is absent from work for one or more full days for personal reasons, other than sickness or disability.
2. Deductions from pay may be made for absences of one or more full days occasioned by 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 occasioned by such sickness or disability. The College is not required to pay any portion of the exempt employee’s salary for full-day absences for which the employee receives compensation under such a plan, policy or practice. Deductions for such full-day absences also may be made before the exempt employee has qualified under the plan, policy or practice, and after the exempt employee has exhausted the leave allowance.
3. Although the College cannot make deductions from pay for absences of a salaried exempt employee occasioned by jury duty, attendance as a witness, or certain temporary military leave, the College can offset any amounts received by an exempt employee as jury fees, witness fees, or military pay for a particular week against the salary due for that particular week without loss of “exempt” status under the FLSA.





4. Deductions from pay of exempt employees may be made for penalties imposed in good faith by the College for infractions of safety rules of major significance. Safety rules of major significance include those relating to the prevention of serious danger in the workplace or to other employees.
5. Deductions from pay of exempt employees may be made for unpaid disciplinary suspensions of one or more full days imposed in good faith by the College for infractions of workplace conduct rules. Such suspensions must be imposed pursuant to a written policy applicable to all employees.
6. The College is not required to pay the full salary in the initial or terminal week of employment. Rather, the College may pay a proportionate part of an exempt employee's full salary for the time actually worked in the first and last week of employment. In such weeks, the payment on an hourly or daily equivalent of the exempt employee's full salary for the time actually worked will meet the requirement.
7. The College is not required to pay an exempt employee's full salary for weeks in which an exempt employee takes unpaid leave under the FMLA or a state leave law. Rather, when an exempt employee takes unpaid leave under the FMLA or a state leave law, the College may pay a proportionate part of the full salary for time actually worked.

Any deduction from a salaried exempt employee's pay that is not made based on one of these exceptions is prohibited. If you are a salaried exempt employee and believe that the College has made an improper deduction from your pay, please notify the Human Resources Department in writing as soon as possible. Your notification should include a full explanation of the circumstances, including an identification of the deduction and a statement of why you believe it to have been improper. If it appears from your notification that the College may have made an improper deduction from your pay, the College will promptly investigate the matter. If the College concludes that it has made an improper deduction from your pay, you will be reimbursed accordingly.





SECTION III ATTENDANCE AND LEAVE POLICIES

3.1. ATTENDANCE AND RECORD KEEPING

The College expects regular and prompt attendance from all employees, and weekly or monthly attendance reports are required for payroll record keeping. Dependability is important to the quality and continuity of our educational services. While the College understands that employees may have to be absent from work due to illness and personal emergencies, employees should remember that absences place additional burdens on co-workers and our community.

Unexcused or excessive absenteeism or tardiness are not tolerated and may result in disciplinary action up to and including termination. Inaccurate reporting of time worked or vacation or sick-time used will lead to disciplinary action up to and including termination of employment.

Weekly Time Cards and Monthly Accrual Sheets

Employees are required to submit their time on a weekly basis if paid weekly or on a monthly basis if paid monthly. All time worked and/or time out must be reported. These time records are kept on record for payroll audit purposes.

Weekly timecards must be signed by the Supervisor or, in the absence of the Supervisor, by Human Resources. Those paid monthly must submit monthly accrual forms to Human Resources, with a copy to the Supervisor. Time cards and accrual forms are available in Human Resources Department or on the College's web site (www.Wheelock.edu) under Administration/Human Resources/HR Documents/Time cards.

3.2. NOTIFICATION OF ABSENCES POLICY

Unexpected Non-Emergency Absences

Employees must notify their immediate supervisor directly within an hour of their scheduled start time if they are ill or otherwise unexpectedly unable to work. Voice mail messages or messages to another person in the department must be followed by direct personal contact by the individual employee with the supervisor. Notifications must be made each day absent unless otherwise arranged with the supervisor.





If an employee is absent without direct notification to his or her supervisor, the absence will be considered unexcused and the time off will be without use of any accrued paid time. If an employee is absent for more than three days without notifying his or her supervisor directly, the employee will be considered to have voluntarily resigned.

Excessive tardiness or absences (excused or otherwise), as determined by the College, may result in disciplinary action up to and including dismissal.

Extended Absences

Absences of more than five days may require documentation of the reason for the time out of work and/or summary of readiness to return to work. For example, absence due to illness may require documentation by a medical professional attesting to the medical need for the absence and the employee's medical readiness to return to work.

While the College is generous in its time-off policies and will make a special effort to accommodate its employees, employees are expected to act in good faith and make every effort to schedule appointments outside of work hours.

3.3. LEAVES OF ABSENCE—OVERVIEW

Leaves of absence are available to Wheelock employees for personal and family, medical, maternity and adoption, military and professional reasons. Please refer to Sections 3.4 (Family and Medical Leave), 3.5 (Military Leave), 3.6 (Bereavement Leave), and 3.7 (Personal Leave) of this *Handbook*. All leaves require approval of the College.

Employees should consult with Human Resources to determine eligibility, the length of the leave that may be available, documentation required, opportunity to use vacation or sick time while on leave, and availability of other Wheelock benefits.





3.4. FAMILY AND MEDICAL LEAVES

Purpose

This policy outlines the basic procedures governing Family and Medical Leaves. Family and Medical Leaves are employee leaves of absence for child care, personal medical care and family medical care. This policy also outlines the basic procedures governing brief absences for certain other family purposes, referred to in this policy as Small Necessities Leaves, as well as absences for certain non-FMLA maternity leaves authorized under Massachusetts law.

This policy is intended to implement the federal Family and Medical Leave Act of 1993 (FMLA), the Massachusetts Maternity Leave Act (MMLA) and the Massachusetts Small Necessities Leave Act (SNLA).

Eligibility

A. Family and Medical Leaves and Small Necessities Leaves

An employee will be eligible to seek a Family and Medical Leave or a Small Necessities Leave if (1) the employee has worked for the College for at least 12 months, (2) the employee has worked for the College for at least 1,250 hours during the 12 months before the leave and (3) at least 50 employees work at the same worksite or otherwise work within a 75-mile traveling distance from the employer's worksite.

B. Massachusetts Maternity Leaves

Some employees who are not eligible for a Family and Medical Leave may nevertheless be eligible for a leave of absence for childbirth or adoption pursuant to Massachusetts law. Specifically, employees who meet the eligibility criteria specified in the MMLA (*i.e.*, full-time female employees who have been employed for at least three months) may be eligible for eight-week leaves of absence for the purpose of giving birth or adopting a child. Such an eight-week leave of absence is referred to in this policy as a "Massachusetts Maternity Leave."





Types of Family and Medical Leaves

Employees may qualify for any of three types of Family and Medical Leaves. Throughout this policy, the term “Family and Medical Leave” refers to any of these three types of leaves:

A. Birth, Adoption and Child Care Leave

An employee may take a Birth, Adoption and Child Care Leave because of the birth, adoption or foster care placement of a child and for care of that child. The leave must be completed within 12 months of the child’s birth, adoption or foster care placement.

B. Family Illness Leave

An employee may take a Family Illness Leave to care for a seriously ill or injured spouse, parent or child. The illness or injury must be a “serious health condition” within the meaning of the FMLA. Basically, a “serious health condition” means a physical or mental condition that involves inpatient care or continuing treatment by a health care provider. If the leave is for care of a child, the child must either be under age 18 or unable to care for himself or herself due to a mental or physical disability.

C. Employee Illness Leave

An employee may take an Employee Illness Leave because of an illness or injury that makes the employee unable to perform his or her job. As with a Family Illness Leave, the illness or injury must be a serious health condition.

Small Necessities Leaves

Small Necessities Leaves are absences of an employee for any of the following purposes:

- A. to participate in school activities directly related to the educational advancement of a child of the employee, such as parent-teacher conferences or interviewing for a new school;
- B. to accompany a child of the employee or an elderly relative of the employee to routine medical or dental appointments, such as check-ups or vaccinations; or





- C. to accompany an elderly relative of the employee to appointments for other professional services related to the elderly relative's care, such as interviewing at nursing or group homes.

For purposes of this policy, an elderly relative of an employee is an individual of at least 60 years of age who is related by blood or marriage to the employee.

Notice and Scheduling of Leave

An employee taking a Family and Medical Leave, a Massachusetts Maternity Leave or a Small Necessities Leave should give written notice by complying with the College's "Request for Leave of Absence" form and submitting it to Human Resources.

When the leave is a Birth, Adoption and Child Care Leave or a Massachusetts Maternity Leave, the employee must generally give at least two weeks' notice of the anticipated departure date, including a statement of intention to return to work.

If an employee plans to take a Family Illness Leave or an Employee Illness Leave because of planned medical treatment, the employee must make an effort to schedule the treatment to reduce the disruption to the College, subject to the health care provider's approval. An employee should generally consult with his or her supervisor to explore alternatives to reduce the disruption to the College. In any event, at least 30 days' written notice of the leave should generally be given to the Human Resources Department.

In some cases, an employee will not be able to give the full amount of advance notice generally required for a Birth, Adoption and Child Care Leave or for a Family and Medical Leave for planned medical treatment. When an employee cannot give the generally required notice for a legitimate reason, the employee should give as much notice as possible under the circumstances.

When a Family Illness Leave or an Employee Illness Leave is needed due to a medical reason other than planned treatment, an employee should give the Human Resources Department verbal or written notice as soon as he or she reasonably can.

When an employee's need for a Family Support Leave is foreseeable, the employee should provide at least seven days' written notice. If the employee's need for such an absence is not foreseeable, the employee should provide as much notice as is practicable.





An employee's failure to give adequate notice may delay the employee's right to take a Family and Medical Leave or a Small Necessities Leave or may affect an employee's rights to a Massachusetts Maternity Leave.

Confirmation of Leave

A. Family and Medical Leaves

After an eligible employee gives notice of intent to take a Family and Medical Leave, the College will designate the leave as Family and Medical Leave. That designation will generally be provided by a memorandum confirming receipt of the notice of the leave and setting forth some of the basic employee rights and obligations.

If an employee is ineligible for Family and Medical Leave but requests such leave, the College shall provide notice to the employee of the College's determination of ineligibility.

Employees requesting an Employee Illness Leave or a Family Illness Leave will generally be required to provide a medical certification if the leave is expected to continue for more than five calendar days. When requested, the certification must be provided within 15 calendar days of the request. The College may, in some cases and at its expense, require a second and sometimes a third certification.

Employees on an Employee Illness Leave or a Family Illness Leave for which medical certification is initially required may also be required to provide subsequent medical certifications. The cost of providing any such certifications, if any, will be borne by the employee.

Moreover, employees on leave may be contacted periodically for updates concerning their status and intent to return. Employees are expected to be fully responsive to such requests for updates.

B. Small Necessities Leaves

Within two business days of making a request for a Small Necessities Leave, an employee may be required to provide a certification signed by the employee within the following two business days stating the date of the absence, the duration of the absence, and the purpose of the absence. The College reserves the right to require any employee to provide reasonable additional information to verify the reason for requesting a leave.





Length of Leave and Restoration Rights

A. *General*

In general, an employee will be entitled to a maximum of 12 weeks of Family and Medical Leave and 24 hours of Small Necessities Leave during any 12-month period. The 12-month period is a rolling period measured backward from the date an employee uses any leave under this policy. Each time an employee takes any Family and Medical Leave, the remaining leave entitlement will be any balance of the 12 weeks that has not been used during the immediately preceding 12 months.

When an employee is eligible for a Birth, Adoption and Child Care Leave and a Massachusetts Maternity Leave, both leaves will run concurrently. However, the expiration of Family and Medical Leave rights does not itself deprive an employee of Massachusetts Maternity Leave rights, if she continues to be eligible for leave after that expiration under the MMLA.

B. *Nature of the Leave*

Unless otherwise approved, a Birth, Adoption and Child Care Leave or a Massachusetts Maternity Leave must be taken at one time and must be taken before the end of the 12-month period beginning on the date of the child's birth or placement. A Family Illness Leave or an Employee Illness Leave may be taken through either a reduced working schedule or intermittently if such an arrangement is certified to be medically necessary (or if the College approves such an arrangement in its discretion). If an employee is entitled to a Family Illness Leave or an Employee Illness Leave on a reduced work schedule or intermittent basis, the College may transfer the employee temporarily to a position for which he or she is qualified and which has equivalent pay and benefits if the alternative position would better accommodate the recurring leaves than the employee's regular position.

C. *Special Rule Applicable to Spouses who are Both Employed by the College*

If the College employs both spouses, the total Birth, Adoption and Child Care Leave to which they will be entitled together will be 12 weeks in any 12-month period.





Restoration Rights

General

At the end of a Family and Medical Leave or a Small Necessities Leave, an employee will generally have the right to return to his or her last position before the leave or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. An employee returning from a Massachusetts Maternity Leave will generally have the right to return to her last position or a similar position. In returning from any of these leaves, the employee will not lose any benefit rights, such as vacation, to the extent that those benefit rights accrued before the leave period.

Limitations

A. Notice of Change of Length of Leave

If an employee becomes aware of changed circumstances that will foresee ably increase or decrease his or her need for Family and Medical Leave or Small Necessities Leave, the employee must give the College notice of the anticipated change of the length of the leave within two business days of learning of the anticipated change of the length of the leave.

B. Adverse Actions During the Leave

An employee will not be entitled to more favorable employment terms as a result of taking a Family and Medical Leave or a Small Necessities Leave than he or she would have had if no leave had been taken. Thus, an employee who takes a Family and Medical Leave will be subject to any pay or benefit reductions or other adverse actions, including layoff, which the employee would have experienced if he or she had not been on a Family and Medical Leave. In certain limited circumstances, an employee may have further restoration rights after a Massachusetts Maternity Leave.

C. Certification Before Return

Before an employee may return from an Employee Illness Leave that has continued for at least 15 calendar days, the employee's health care provider may be required to certify that the employee is able to resume his or her job. The employee will be required to bear the costs of such a certification.





Pay and Benefits

A. *Pay*

Family and Medical Leaves, Small Necessities Leaves and Massachusetts Maternity Leaves are generally not paid leaves. However, an employee may substitute a paid leave for which the employee is eligible for otherwise unpaid leave. Such a substitution will be counted against the employee's use of leave.

If no other paid leave is available but an employee is eligible for accrued paid leave, such as vacation pay or paid personal days, the employee may use that accrued leave during a leave under this policy until it is exhausted. Where the leave is a Massachusetts Maternity Leave, the employee may, but is not required to, substitute accrued paid leave for unpaid leave. While on leaves of absence, there is no accrual of vacation or sick time, except during military leaves, as required by Federal and State law.

B. *One Month Parental Leave with Pay—Special Benefit*

The College offers its regular status full and part-time employees who have completed one or more years of service at the time the leave begins, as a benefit, a one-month paid Parental Leave. Parental leave runs concurrently with FMLA and MMLA leave. The details of that leave are set forth in Section 6.6. (This is a Wheelock benefit, not a requirement under FMLA.)

C. *Maintenance of Health Benefits*

During a Family and Medical Leave, the College will continue the employee's medical and dental insurance coverage, provided that the employee pays for the regular employee share of such coverage on a timely basis as if he or she had remained actively employed. During any paid leave, the employee share of the premiums will be deducted from the employee's pay. During the unpaid portion of a Family and Medical Leave, the employee will be required to pay the employee's share by delivering the payment so that it is received by the College no later than the 1st day of each month. If payment is more than 30 days late, the College may terminate benefits until the employee returns to work.

If the employee fails to return from the leave, the College may be entitled to recover from the employee the portions of medical and dental insurance premiums that were paid for by the College with respect to the unpaid portion of the leave. The College will be





entitled to recover these amounts unless the employee's failure to return was due to a serious health condition (within the meaning of the FMLA) or if there are other circumstances beyond the employee's control. If the employee states that he or she is unable to return from the leave because of a serious health condition, the College may require the employee to provide a medical certification.

D. Other Benefits

Group life insurance and long-term disability insurance will also be maintained during a Family and Medical Leave, subject to the same cost-sharing applicable to active employees. Employees eligible only for a Massachusetts Maternity Leave are entitled to such continuation as well.

Medical Records

Documents relating to medical certifications, recertifications or medical histories of employees or employees' family members will be maintained separately and treated as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to supervisors and managers, first aid and safety personnel, or government officials as permitted by law.

Questions and Assistance Regarding FMLA and Leaves

Please consult with Susan Fedo, Director of Human Resources, with your questions about the FMLA Policy and Leaves of Absence. Dr. Fedo can be reached at by phone at (617) 879-2114, in person on campus in Room 340, Activities West, Wheelock College, 200 The Riverway, Boston, MA 02215.

3.5. MILITARY LEAVE

The Uniformed Services Employment and Reemployment Rights Act (USERRA) entitles an employee to a leave of absence for military duty. The notice and re-employment obligations under USERRA are complex. Employees should meet with the Human Resources Department to work out the details of the leave and to gain a full understanding of rights and obligations under USERRA.

Wheelock College honors the annual and monthly training requirements of Military Reservists. Reservists are responsible for keeping the Supervisor and the Human





Resources Department up to date on training plans and dates to assist with departmental planning.

3.6. BEREAVEMENT LEAVE

In the case of death in the immediate family, the College grants full-time regular status employees up to five (5) days of paid leave. Part-time regular status employees will receive a pro-rata portion of Bereavement Leave based on their regularly scheduled work hours. Immediate family is limited to parents, step-parents, grandparents, parents-in-law, children, spouse (or partner), brothers, sisters, or other relatives living in the household.

3.7. PERSONAL LEAVES

Under some circumstances the College may approve a request for a personal unpaid leave of absence. Personal leaves are unpaid and are discretionary with the College. When considering a request for a personal leave, the College will consider factors such as the employee's position, the employee's length of service, the employee's performance record including attendance, the purpose of the leave, the needs of the department in which the employee works, the effect of the leave on other employees, and the College's general staffing needs.

Personal leaves generally are unpaid. However, accrued vacation time may be used to continue an employee's salary during the leave. Vacation and sick time will not continue to accrue during the leave of absence. Medical and life insurance benefits will not continue on the same basis as if the employee were actively working.

Wheelock cannot guarantee reinstatement upon return from a personal leave.

3.8. JURY DUTY

If an employee is summoned for jury duty, the employee will be excused from work for the duration of the jury duty assignment. Employees will be entitled to pay for the first three (3) days of jury service. An employee must show a jury duty summons to his or her supervisor as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence. Employees are expected to report for work whenever the court schedule permits.





SECTION IV EMPLOYEE PERFORMANCE

4.1. INTRODUCTORY TRAINING PERIOD

The first three (3) months of employment are considered an introductory or training period for all full and part-time employees. During this time, new employees have an opportunity to learn the job while the supervisor can assess the employee's adequacy for the position.

During the introductory, three-month period, the College may terminate an employee for any reason. Likewise, an employee may leave the College for any reason.

Among the factors taken into consideration by supervisors in determining the successful completion of the introductory period are proficiency of skills and level of knowledge necessary for job responsibilities, attendance, accuracy, service orientation, collaborative relationships with others, and timely completion of work.

4.2. PERFORMANCE MANAGEMENT PROGRAM

The Performance Management Program provides an opportunity for each employee to participate in a formal evaluation process on an annual basis. The Program creates an opportunity for both self-evaluation and supervisor feedback. The Program encourages face-to-face discussion meetings for employees with supervisors, and includes written evaluations and performance ratings. Those who supervise are evaluated by their supervisors, so the program is college-wide for members of the administration and staff.

The Performance Management Program is reviewed on a regular basis by the Administrative Council with Human Resources to assure the continued effectiveness of the program.

Introductory/review meetings are offered by Human Resources for employee participants and supervisors annually. Everyone is encouraged to attend and review the program with Human Resources and share questions and advice among all the participants.





4.3. MERIT PAY INCREASES

Pay increases at Wheelock are annual and based on performance. Merit pay increases are provided in the sole discretion of the College and employees are not guaranteed to receive a merit increase. Those with a performance rating that is below “Satisfactory” are not eligible for increases.

Generally, performance ratings (completed by the end of November) are determined in advance of any budget approvals for pay increases. If there are to be pay increases, increase letters to individual employees are generally distributed early in the new year.

4.4. DISCIPLINARY PROCEDURE GUIDELINES

Unsatisfactory performance or behavior may result in disciplinary actions up to and including termination of employment. Disciplinary procedures are intended as opportunities for communication between supervisor and employee when problems occur with the expectation that such performance or behavior will change and improve.

Progressive Discipline Guidelines

Disciplinary procedures are generally progressive, involving verbal warnings or discussion with the supervisor or counseling, written warnings with meetings with the supervisor, and termination. The steps are intended as guidelines only and, in the sole discretion of the College, the actual process may vary depending on the circumstances of the particular issues. Employment at the College is at will and may be terminated by the College at any time and for any reason.

If the issue or behavior is severe enough, in the sole discretion of the College, the progressive steps may be skipped altogether. Examples of such circumstances include but are not limited to: disrespectful behavior toward others or violation of the harassment policy; fighting or violence (or threats of violence); dishonesty of any kind; misrepresentation or withholding of pertinent facts in securing employment; unauthorized copying of printed material; and sale, possession of or reporting to work under the influence of alcohol, illegal drugs or controlled substances.





4.5. ADVANCEMENT WITHIN WHEELLOCK

Employees are encouraged to apply for open positions within the College. As positions are approved for hire, most job descriptions are posted on the College's web site. However, the Vice President (or head) of a division may elect not to post available positions within his or her division.

It is generally expected that employees will not seek to transfer from a position for a minimum of one year and will have earned a successful performance rating prior to applying for a transfer or promotion. Selections for transfer or promotion are based on overall qualifications as determined in the sole discretion of the College.

Employees are encouraged to discuss available positions with the Director of Human Resources.

4.6. RESIGNATIONS, NOTICE AND THE EXIT INTERVIEW

Whether the employment separation is voluntary (resignation, retirement) or not voluntary (position not funded or eliminated, terminated for performance reasons), the College may conduct exit interviews. Most often, Human Resources interviews the employee in person or, if necessary, by phone or letter.

Resignations—Giving Notice

When voluntarily leaving the College, employees are requested to provide as much advance notice as possible (at least two weeks) and may be asked to assist in training of their successor.

Exit Interview

An exit interview should be scheduled with the Director of Human Resources. The exit interview has several purposes:

- to encourage the separating employee to share suggestions for improving the position or work conditions for future employees;
- to review options for continuation of health benefits under COBRA, Flex Spending, and any other pertinent benefit matters;





- to arrange for the final paycheck and outline final deductions and/or payout of vacation accruals.
- to arrange for the collection of keys, cards, College property and make any necessary Information Technology arrangements; and
- to answer any other questions the separating employee may have.





SECTION V CONDUCT AND WORK GUIDELINES

5.1. POLICY AGAINST HARASSMENT

Introduction

It is the goal of Wheelock College to promote a workplace that is free of harassment with regard to age, sex, maternity, race, national origin, sexual orientation, religion, handicap or disability, or other prohibited criteria. Harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because Wheelock College takes allegations of harassment seriously, we will respond promptly to complaints of harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this: "sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:





- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for





cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

Complaints of Sexual Harassment

If any of our employees believes that he or she has been subjected to harassment of any kind, including sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting Susan R. Fedo, Director of Human Resources, (tel: 617-879-2114; fax: 617-879-2395; email: sfedo@wheelock.edu), 200 The Riverway, Boston, MA 02215-4176, or Stanley A. Rumbaugh, Vice President for Administration & Finance, (tel: 617 879-2119; fax: 617-879-2201; email: srumbaugh@wheelock.edu), 200 The Riverway, Boston, MA 02215-4176. Dr. Fedo and Dr. Rumbaugh are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

Sexual Harassment Investigation

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.





State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC – 300 days; MCAD - 300 days).

1. The United States Equal Employment Opportunity Commission (EEOC)
One Congress Street, 10th Floor Boston, MA 02114, (617) 565-3200.
2. The Massachusetts Commission Against Discrimination (MCAD) Boston
Office: One Ashburton Place, Rm. 601, Boston, MA 02108, (617) 994-6000. Springfield Office: 424 Dwight Street, Rm. 220, Springfield, MA 01103, (413) 739-2145.

5.2. CONFIDENTIAL MATERIALS AND INFORMATION

Special care is taken to maintain confidentiality of employee records and each employee's right to privacy.

Personnel Records

The College maintains personnel files for each of its employees. Employees may request to review their personnel file by making a written request to Human Resources.

References

Pursuant to Wheelock College policy, all references requests should be made to the Human Resources Department. If contacted for a reference, employees should forward the request to Human Resources. This policy is intended to safeguard employee privacy and to protect the College and individual employees from any liability that may result from providing incorrect or inappropriate information.

Employment Verifications

The Human Resources Department will confirm dates of employment at the College and current salary when asked for this verification and provided with a release to do so. All





requests for additional information should be in writing from the employee authorizing such disclosure.

Medical Reports and Other Personal Records

Medical information received in Human Resources, whether or not these include any highly personal information, are kept in separate confidential files. Wheelock will keep such information confidential, except that: (1) supervisors and managers may be informed about restrictions on work duties and necessary accommodations; (2) first aid and safety personnel may be informed as appropriate, if emergency treatment may be required; and (3) government officials may be informed during the course of an investigation of the College.

5.3. DRUG AND ALCOHOL POLICY

Wheelock College is committed to creating and maintaining a campus environment that is free of the use of illicit drugs and alcohol. In compliance with the applicable laws and in accordance with its mission to improve the quality of life for children and families, the College maintains a strict policy with regard to substance abuse. The College also provides referrals to professional health care providers for the education, counseling and treatment of members of the College community as outlined in the policy.

ON-THE-JOB USE, MANUFACTURE, POSSESSION OR SALE OF DRUGS OR ALCOHOL

A. Illegal Drugs

The unlawful manufacture, distribution, dispensation, possession or use of controlled substance on College premises or while conducting College business off College premises is absolutely prohibited. Reporting to or being at work with illegal drugs in your system is also prohibited. Therefore, any such involvement with illegal drugs or alcohol will result in immediate dismissal from Wheelock College employment.

B. Legal Drugs

The use of any legally obtained drug, to the point where such use materially adversely affects the faculty, administration or staff member's job performance, is prohibited. The prohibition covers arriving on College premises under the effects of such drugs, including





those obtained by prescription under medical direction. Employees are required to report the use of prescription drugs that could adversely affect job performance to their Dean, Supervisor, or Human Resources Director. Upon advice from a physician, reduced or light duty or a medical leave of absence may be necessary to protect health and safety within the College

C. Alcohol

The possession, consumption, purchase or sale of alcohol on College premises is prohibited. Further, no employees shall be under the influence of alcohol while on College premises or while performing College business off College premises. Failure to strictly observe these policies will result in disciplinary action up to and including immediate dismissal from Wheelock College employment.

The moderate use of alcohol by age-appropriate employees at Wheelock College sponsored events may be acceptable and approved by management under some controlled circumstances such as a special College-sponsored function

D. Notification of Conviction

In accordance with the law and as a condition of employment, employees are required to abide by the terms of this policy and are required to notify their Dean, supervisor or the Human Resources Director within five days of any drug or alcohol arrest, statute conviction, entry of a plea of nolo contendere or imposition of sentence for violation of a conviction of a criminal drug or alcohol statute. The College reserves the right to take whatever action it deems in the best interest of its employees, its students and/or its reputation in the larger community.

E. Disciplinary Action

Violation of this policy may result in disciplinary action, up to and including termination of employment at Wheelock College.

Self-Identification by Employees for Problems with Drugs or Alcohol

Employees who (1) take the initiative of advising their supervisor or the Director of Human Resources in advance of any issue or incident meriting (in the sole discretion of the College) termination from employment that they have a medical problem with regard to alcohol and/or drug use and (2) demonstrate a commitment to take necessary remedial





action, will be eligible for consideration for an unpaid leave of absence for the purpose of treating such problem and will not be subject to disciplinary action for an attempt to recover. Alcoholism or drug dependency will not be considered an excuse for unsatisfactory performance or behavior. Consistent with federal and state law, the College's Leave of Absence policies apply.

The College sponsors an Employee Assistance Program (EAP) that provides a highly professional and completely confidential counseling and referral source for employees seeking assistance. The Group Health Plans offered by the College offer participants short and long-term counseling and medical services on both in and outpatient bases. Contact Human Resources for additional assistance.

Searches

The College reserves the right to search College facilities and property, including offices, desks, files, cabinets where personal belongings are kept, etc., when a reasonable need is established.

Employee Reporting Requirement – Legal Drugs

Employees who have been informed by a physician, pharmacist or other authorized medical personnel that the use of a legal drug may present a safety risk or inappropriate behavioral side effects, are required to report such drug use to their Dean, Supervisor or the Human Resources Director. Reduced or light duty, if available, or a medical leave of absence may be required.

5.4. INFORMATION SYSTEMS ACCESS AND USE POLICY

Information systems are an integral part of the College's operations. Wheelock provides its employees with information technology tools, internet access, and electronic communications services as required for the performance and fulfillment of individual job responsibilities and service the College community. The intent of this policy is to provide a guideline for the appropriate use of computer technology, E-mail, Internet, and voicemail systems (collectively, Information Systems) when working at the College or representing the College in any way.





Permitted Use of the Information Systems

The College's Information Systems belong to the College and are for use in the College's business. Limited personal use is permitted so long as the personal use does not (1) interfere with the employee's work performance; (2) interfere with any other employee's work performance; (3) interfere with operations of any communication system; or (4) violate any policy of the College. It is each employee's responsibility to use the College's communication systems in a professional, ethical and lawful manner in both business and personal use.

Unapproved Use of the Information Systems

Disapproved uses of the College's Information Systems include, but are not limited to the following:

- Copying, distributing or otherwise using software or other material in violation of licenses or copyrights;
- Agreeing to a license or download of any material for which a registration fee is charged or other obligation is incurred without first obtaining written approval from the College;
- Downloading any software without prior, written authorization from Wheelock's Information Technology Department;
- Using Wheelock's computers and/or technology to disrupt Wheelock networks or the networks of any other users and any so-called "hacking" activities;
- Visiting sexually explicit, offensive or otherwise inappropriate web sites, or sending, downloading, or disseminating material that is sexually explicit, profane, obscene, harassing, racially offensive, defamatory, or otherwise in violation of any College policy including, but not limited to, its harassment policy;
- Using the Information Systems to harass or annoy Wheelock employees, faculty, staff, students, or any other individual or entity;
- Disclosing or distributing proprietary or confidential information belonging to the College or any affiliated organization or individual;
- Using the College's information technology resources for gambling or personal profit, including solicitation of non-Wheelock business or conducting a business using Wheelock equipment;
- Accessing other employees' Information Systems without express senior executive authorization; and
- Wasting communication systems resources by among other things, excessive personal use, engaging in computer games, mass mailings or chain letters,





engaging in online chat groups, creating unnecessary network traffic by solicitations, commercial or personal advertisements, engaging in business activities unrelated to the business of the College, or any inappropriate use of the voicemail system.

Security

Each employee is responsible for ensuring that use of the College's computers, especially those including Internet access, does not compromise the security of the College's computer systems and networks. These duties include taking reasonable precautions to prevent intruders from accessing the College's network (e.g. logging off the network and securing your laptop before going home). All material received on disk or other magnetic or optical medium and all material downloaded from the Internet or from computers and networks not belonging to the College must be scanned for viruses and other destructive programs before being placed on the computer system. In addition, home computers and laptops may contain viruses; disks transferred from home computers or laptops to the College's network must be scanned for viruses. Employees should contact the Information Technology Department immediately if they believe that the security of the Information Systems has been compromised in any way.

No Expectation of Privacy

Users of Information Systems should have no expectation of privacy in anything they create, store, send or receive through any of those systems. The use of passwords to gain access to the computer system, to encode particular files or messages, or to access voicemail messages does not imply that an employee has any ownership or privacy rights in materials sent, received or stored on those systems.

The College has the right, but not the responsibility, to access any material, and any user's computer files or voicemail boxes, at any time and without notice at the sole discretion of the College's senior administrators. The College also has the capability and reserves the right to monitor employee use of the Internet, including web sites visited and files downloaded.

The mere deletion of a message or file may not eliminate it from the system. The College maintains backup systems that preserve electronic communications that may be accessed and reviewed.





Violation of Policy

Violations of the Information Systems Access and Use policy may result in discipline up to and including termination from employment.

5.5. NO SOLICITATION NO DISTRIBUTION POLICY

Persons who are not employed by the College are not permitted to solicit employees or distribute literature or other materials, for any purpose or at any time, within the College's premises.

Employees are not permitted to solicit other employees for any purpose not directly related to their assigned work on the College's premises during their own working time or during the working time of the employees being solicited.

Employees may not distribute literature or other materials for any purpose not directly related to their assigned work during their own working time or during the working time of the employees to whom distribution is made. Employees are not permitted to distribute literature or other materials at any time in working areas of the College.

Employees may not sell any item or post literature or other materials on College property, other than for the College's purposes. Materials for distribution to employees may not be stored on the College's premises.

5.6. NO SMOKING

Wheelock College is a smoke-free campus.

Effective in June, 2003, the City of Boston has enacted regulations prohibiting smoking in Boston workplaces. Wheelock is in compliance with the recommended policy, presented below.

POLICY PROHIBITING SMOKING

It is recognized that smoking is dangerous to the health of the smoker and that involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers. The simple separation of smokers and nonsmokers within the same air space may reduce,





but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke. This applies to all smoking tobacco products, *i.e.*, cigarettes, cigars, and pipes. This policy has been developed to protect all persons from the exposure to environmental tobacco smoke and to ensure a safe working environment.

Smoking is prohibited in all facilities and areas of the entire workplace with no exceptions. Smoking is not permitted anywhere at the College, including all common work areas, elevators, hallways, Wheelock vehicles, restrooms, cafeterias, employee lounges, conference and meeting rooms, and all other enclosed or outdoor areas in the workplace. The policy applies to all employees, faculty, staff, contractors, and visitors.

Procedure

1. Compliance with the smoke-free policy is mandatory for all employees and persons visiting Wheelock.
2. Any disputes involving smoking will be referred to your immediate supervisor.
3. Employees who violate this policy are subject to disciplinary action up to and including termination from employment.
4. No person or employer shall discharge, refuse to hire, refuse to serve, or in any manner retaliate against any employee, applicant or customer because such employee, applicant or customer takes any action in furtherance of the enforcement of this regulation or exercises any right conferred by this regulation.

Smoking Cessation Opportunities

Wheelock encourages all smoking employees to quit smoking. The College is available to provide you with contact information for Smoking Cessation resources through its group health plans and EAP benefit program for those employees who want to quit. For further information about these services please contact your primary care physician or, for additional suggestions, the Human Resources Department.

Any questions regarding the smoke-free workplace policy should be directed to the Human Resources Department at (617) 879-2114.





5.7. WORK ATTIRE

All employees are expected to dress appropriately for the job they perform. An employee who reports to work dressed inappropriately, in the opinion of his or her supervisor, will be required to go home and change. The time not worked will be unpaid.

5.8. GIFTS FROM A VENDOR OR OTHER OUTSIDE SOURCE

In general, it is College policy that employees not accept gifts from vendors or other outside sources. If you are offered a gift, speak with your supervisor and/or the Vice President for Administration and Finance before accepting. Obligations that may be implied to a vendor as well as the taxable nature of the gift are factors that will be considered and discussed with you and a decision made on acceptance of the gift.





SECTION VI BENEFIT PROGRAM

The information in this section is intended as a brief summary of the benefits offered to employees at Wheelock College. Additional information is available by contacting Human Resources. The Director of Human Resources and the Benefit Manager are also available to meet with employees to discuss benefit eligibility. In the event of any inconsistency between the summaries in this *Handbook* and the actual Plan documents, the Plan documents will govern.

6.1. BENEFIT ELIGIBILITY

Unless otherwise provided, only full-time regular status and part-time (position designated as half-time-or more) regular status employees are eligible for benefits. Where employees share the cost of benefit premiums with the College, the costs for part-time employees, with few exceptions, are the same as for full-time..

For additional information on employment status, see Sections 2.2 (Employment Definitions), 2.4 (Employment Classifications) in this *Handbook* or contact Human Resources.

6.2. PAID TIME OFF—PAID HOLIDAYS

Each year the College publishes the calendar of paid holidays, including a list of the specific holidays (and other days that the College will close) and the day(s) each holiday is celebrated. Generally, the following are recognized as paid holidays:

- Independence Day
- Labor Day
- Autumn Holiday
- Thanksgiving Day and Day After Thanksgiving
- Veterans' Day
- Winter Holiday
- New Years Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Patriots Day





In addition to the eleven holidays listed above, there may be additional time off scheduled during the November/December Winter Holiday or summer time period in any given year.

To receive holiday pay, the employee must be on the payroll as an active employee and at work on the day before and after the holiday or on a paid day off or paid leave. Pay for the holiday is not paid to those on an unpaid leave of absence.

If an employee is asked to work on a holiday when the College is officially closed and does so work on the paid holiday, that employee may arrange with his or her supervisor for an alternate day off with pay. If the employee is non-exempt, he/she will be paid overtime for hours worked on the holiday. A holiday that occurs during a scheduled vacation is considered to be a holiday rather than a vacation day.

6.3. PAID TIME OFF—PERSONAL DAYS

Eligible employees receive two personal days that may be taken between July 1st and June 30th each year. Requests for personal days off must be approved in advance by each employee's supervisor to make certain there is sufficient departmental coverage.

New employees whose date of hire is between July 1 and October 31st may use both personal days. Employees hired between November 1st and June 30th are granted only one personal day. Personal days are not paid to those on an unpaid leave of absence.

6.4. PAID TIME OFF—VACATION TIME

Regular full-time and half-time-or-more employees are eligible for paid vacation time each July 1 through June 30 year. Vacation time is accrued at the end of each month of active service. Part-time accruals are pro-rated as are accruals for those who work other than 12 months. Vacation time is not accrued during FMLA or other leaves of absence, except certain military leaves. All use of vacation time must be approved in advance by each employee's supervisor.

Exempt employees

Full-time, 12-month regular status exempt employees are eligible for 20 vacation days per July 1 through June 30th year. Employees accrue 1.6667 days per month. There is no accrual for partial months worked. Accrual forms are submitted monthly by each individual, copied to the supervisor. Accrual forms indicate days out of work for vacation, sick, holiday, personal days, or other time out.





Non-exempt employees

Full-time 12-month regular status non-exempt employees are eligible for 15 vacation days per year. After five full years of service, 12-month non-exempt employees are eligible for 20 vacation days per year.

During the first five years, 12-month non-exempt, 35 hour-per week employees accrue 8.75 hours per month. After five full years, the accrual is 11.6669 hours per month. Time cards are submitted weekly and require supervisor’s signature.

During the first five years, 12 month, non-exempt, 40 hour-per-week employees accrue 10 hours per month. After five full years, the accrual is 13.333 hours per month.

Accruals for partial calendar months worked by non-exempt employees are as follows:

<u>Day of Month</u>	<u>Employment Commences</u>	<u>Employment Terminates</u>
1 st – 10 th	100%	no accrual
11 th – 20 th	50%	50% accrual
21 st – end	no accrual	100% accrual

Additional Policy Clarifications for Exempt and Non-exempt Employees

10-Month and Half-time-or-more Schedules. Accruals are pro-rated for those who work other than 12 months per year and for those who hold half-time-or-more positions.

Carry-over time. Employees may carry over up to 20 days of vacation time from one July – June year to the next .

Termination of Employment. In accordance with Massachusetts law, all accrued but unused vacation time will be paid with the paycheck date following the date of termination.

6.5. PAID TIME OFF—SICK TIME

Full-time regular status employees are eligible for 12 days of paid sick time each year. Sick time is intended to be used when the employee is absent due to personal





illness/injury or is needed at home for an ill family member on a short-term basis. Sick time is accrued each month of active service. Sick time is reported as used on each time card/accrual form. Sick time is accrued on a July 1 through June 30th year. Sick time is not accrued during FMLA or other leaves of absence except certain military leaves.

Accrued, unused time may be carried over to a maximum of 90 days.

Exempt employees: There is no accrual of sick time for partial months worked.

Non-exempt employees: Accruals for partial months worked are as follows:

<u>Day of Month</u>	<u>Employment Commences</u>	<u>Employment Terminates</u>
1 st – 10 th	1	0
11 th – 20 th	½ day	½ day
21 st – end	0	1

Accrued but unused sick time is not paid out at termination of employment.

Sick time is pro-rated for those who work other than a 12-month schedule and for part-time regular status employees.

When an employee is out of work due to illness or injury for 5 or more days, the College may require documentation for the absence from a medical professional. An additional report from a physician regarding readiness to return to work prior to the employee’s return may also be required. The College reserves the right to schedule an examination with a physician selected by the College where that is deemed advisable.

Employees who fail to report to work or notify their supervisor for three consecutive days will be considered to have voluntarily resigned from their position.

6.6. PARENTAL LEAVE WITH PAY—SPECIAL BENEFIT

The College complies with the federal Family and Medical Leave Act (FMLA) and the Massachusetts Maternity Leave Act (MMLA), which provide certain leave rights to eligible employees associated with the birth, adoption, or foster care placement of a child. See Section 3.4 (Family and Medical Leaves) of this Handbook.





As a benefit to its eligible employees, the College has elected to provide a leave benefit more generous than those mandated by law by paying employees who qualify for one month of parental leave. To qualify, employees must be regular status, full or part-time (i.e., half-time or more), with one or more years of service by the start of the approved leave.

Parental Leave is available to eligible employees upon the birth or adoption of a child. An eligible employee will receive one month of time off with pay and with benefits for the birth, adoption, or foster care placement of a child. During this period, the College will continue to make authorized payroll deductions including the employee share of the premiums for insurance. Generally, this month is taken as the first month of FMLA or MMLA leave following the birth or adoption. However, this leave must be taken in the first year following the birth, adoption, or foster care placement of the child.

Any period of leave employees may be eligible for under this Parental Leave policy runs concurrently with the College's FMLA and MMLA Policy.

This policy only pertains to adoptions in which the child is less than age 18 (or age 23 if the child is a special needs child) and the employee's spouse/spousal equivalent is not the child's parent.

6.7. MEDICAL INSURANCE

Wheelock offers the two group health plan options to benefit-eligible employees: Harvard Pilgrim Health Care (HPHC) and Tufts Health Plan (Tufts). Both are HMOs and have similar benefits and generally the same co-pays. Both include prescription coverage and a wide selection of physicians and other medical providers.

A. Eligibility Date and Premiums

Wheelock offers coverage as of the first day of benefit eligible employment. The costs of premiums are shared equally by eligible employees and the College. Individual and family plans are offered. Enrollment brochures explaining coverage, including co-payments for office visits and prescription drugs, are available in Human Resources.

Employee health plan premiums are paid through payroll deductions on a pre-tax basis. While on approved unpaid leave, employees must send all premiums due to the College by the first of the month for coverage that same month.





New Hire Enrollment Period

New employees may enroll within 30 days from their date of hire. Any employees whose status is changed to benefit-eligible may enroll during the first 30 days after that status change. The enrollment period closes after that 30-day period and the next opportunity is the College's annual open enrollment period or at the time of a Qualifying Event, described below

Annual Open Enrollment

The Annual Open enrollment for health plans at Wheelock generally begins in mid-December (or as soon as premium rates are available) and extends through January for a February 1st start-up date. Benefit-eligible employees may join or change plans during open enrollment.

Enrollment Change at Qualifying Event

If a benefit-eligible employee experiences a "qualifying event" in the course of the plan year, that employee may change coverage within 30 days of the event. Qualifying events include a birth, death, marriage, divorce or spouse or partner's loss of coverage due to employment termination or other plan loss. Qualifying events must be documented and meet the criteria for plan's criteria change.

B. Additional HMO Information

When joining an HMO, employees must select a Primary Care Physician (PCP) for the employee and each member of the employee's family. The PCP is the employee's first contact whenever he or she uses the plan and arranges for referrals to other providers.

Information on how to get help in locating a PCP, along with instructions on referrals, dependent coverage, what to do in a emergency, coverage while traveling, and other important plan policies are found in the member enrollment packets provided by each Plan. These are available in Human Resources.





C. Termination of Employment

Upon termination of employment, health insurance coverage continues to the end of the month of the last day worked. After that date, COBRA benefits apply. See Section 6.22 (Continuation of Medical and/or Dental Benefits).

6.8. DENTAL PLAN

Wheelock offers a voluntary dental plan to benefit-eligible employees. It is 100% employee-paid through pre-tax payroll deductions. Coverage is available for employee only, employee + one, and employee + 2 or more. Employees may choose the Basic or Advanced levels of coverage and premiums.

Eligible employees may enroll during their first 30 days of employment, effective on date of hire, or during the annual open enrollment period which is generally in the late Spring. Coverage is immediate for services for both Basic and Advanced plan levels (except for orthodontia for children within the Advance plan).

6.9. GROUP LIFE INSURANCE COVERAGE

Wheelock College provides benefit-eligible employees with Group Life Insurance coverage. The full cost is paid by the College. The Plan includes Accidental Death & Dismemberment (AD&D) coverage.

Coverage begins on the date of hire. Each employee is responsible for completing a beneficiary form and for updating the form as needed.

Employees are insured by the College for the following amounts:

Group Life coverage: a sum equal to 3 times the employee's annual salary;

AD&D coverage: a sum equal to an additional 3 times the employee's salary.

Upon termination of employment, Group Life Insurance coverage continues for 31 days following the last day actively at work. Employees may contact the Group Life carrier directly about the costs of individual coverage. Contact information may be obtained from the Human Resources Department.





Booklets describing the Plan provided by the Insurer are available in Human Resources. Beneficiary forms may be updated at any time.

6.10. LONG-TERM AND SHORT-TERM DISABILITY

A. Long Term Disability Plan

Wheelock provides Long-Term Disability (LTD) insurance to full-time, regular status employees. LTD protects the employee by paying a monthly income benefit if the employee is unable to work at his/her own occupation due to illness or injury. In addition, LTD continues to pay the employee's retirement plan contribution while the employee is out of work on LTD.

Employees have 30 days to enroll from date of hire or other start of eligibility. After the 30-day enrollment period, employees wishing to enroll will be asked to submit a Statement of Health for review by the Insurer before acceptance into the Plan.

LTD coverage is effective on a) the first of the month following the date the enrollment form is completed; or b) if enrolling after 30 days, the date the Insurer approves the proof of good health form. Once effective there are some limits built into the plan related to pre-existing conditions.

The cost of the Plan is shared equally by the College and the employee. Premiums are deducted on an after-tax basis through payroll deduction.

LTD benefits are reduced by other disability benefits for which the employee may be eligible. These may include Workers' Compensation, Social Security, state disability and disability benefits provided under any other group plan.

B. Individual Short Term Disability (STD)

The College offers a voluntary short-term disability plan. Employees are responsible for 100% of the cost of coverage. A variety of policy features are available. Policies are portable (*i.e.*, may be continued whether or not a College employee). Premiums may be paid through payroll deduction. Interested employees must contact Human Resources to set up an appointment with the insurance company representative.





6.11. BUSINESS TRAVEL ACCIDENT INSURANCE

This life insurance plan covers employees while they are traveling on official college business in connection with their job at the College. The Plan is 100% College-paid. The Plan does not cover day-to-day commuting to and from work by employees.

Additional information may be obtained from Human Resources.

6.12. WORKERS' COMPENSATION INSURANCE

Wheelock College employees are insured against injuries as a result of accidents occurring in the workplace and illnesses or diseases traceable to working conditions.

All Wheelock employees are required to follow these steps:

- Report any work-related accident, injury or illness to your supervisor or Human Resources immediately, no matter if it appears to be a small matter, and seek medical attention in a timely way;
- Meet with the Human Resources Department immediately to make sure that the proper report form is completed for the insurance purposes;
- Follow the instructions of the insurance company representative assigned;
- If out of work, provide regular medical reports documenting your progress to the Human Resources Department and/or the insurance company as requested; and
- Maintain communication with your supervisor and Human Resources regarding the continuation of your employment status and benefits.

A Return to Work form, completed by your medical provider, is required for your return to work. The form is available in the Human Resources department.





6.13. FLEXIBLE SPENDING PLANS

Health Care and Dependent Care Accounts

Wheelock offers two Flex Spending accounts to employees who are eligible for benefits—a health care reimbursement account and a dependent care reimbursement account. These accounts allow an employee to put money aside through payroll deduction before taxes are withheld (*i.e.*, pre-tax) to pay the costs of health care not covered by the employee's medical plan or the costs of dependent care.

Employees enrolled in a Flex Spending Plan determine the amount of money deducted from his or her paycheck on a pre-tax basis. The employee subsequently may submit receipts of qualified expenses to the claims service for reimbursement in pre-tax dollars.

There are maximum amounts that can be set aside in each account. New employees are eligible to enroll within 30 days of start date. For continuing employees there is an annual open enrollment period. For further information on these plans, contact Human Resources.

6.14. TUITION PROGRAMS

A. Wheelock Course Tuition Waiver

Regular full-time employees of Wheelock College are eligible, after one full calendar year of service with the College, to take two courses at Wheelock per semester (up to six courses per calendar year) without cost other than a registration fee. Both undergraduate- and graduate-level courses may be taken under this benefit. The cost of courses will be pro-rated for eligible part-time employees.

When enrolling in a graduate course, the employee may be taxed on the value of this benefit as required by the Internal Revenue Service.

Employees wishing to take courses may pick up a form in Human Resources. Both the Supervisor's and Human Resource staff member's signatures are required. Those taking courses during regular working hours should discuss scheduling with their supervisor.

B. Tuition Remission for Children of Employees

Wheelock College offers a tuition plan for children of full-time, regular status employees. To qualify, the child must be a dependent as defined by the Internal Revenue Code and





related regulations and must enroll as a matriculated student in an undergraduate degree program. The parent must be a Wheelock employee at all times that the child is enrolled at Wheelock. The tuition program benefit provides full tuition. The student is responsible for all other fees including without limitation room and board. To maintain eligibility, the student must enroll in consecutive semesters, up to a maximum of eight, and remain in good standing.

Note: The consecutive semester rule and eight semester limit generally applies to spring and fall semesters. A student may choose to enroll in a Wheelock summer course or to reduce credit hours for one of their eight semesters. However, participation in the program is limited to eight total semesters.

6.15. EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is a confidential telephone counseling and referral service for Wheelock employees. The EAP is pre-paid by Wheelock College and there is no cost to employees for this service.

The EAP is completely confidential. Employees may call 24 hours a day. The EAP counselor can provide assistance in such areas as alcohol and substance abuse, marital and family issues, psychological and emotional issues, financial and legal issues, and stress management. The EAP will help the employee focus on his or her concerns, advise on options and assist in locating appropriate services.

Brochures describing the EAP Program are available in Human Resources.

6.16. TIAA CREF RETIREMENT PLAN

The Wheelock College Retirement Plan is a Defined Contribution Plan operating under section 403(b) of the Internal Revenue Code. The plan uses TIAA and CREF Retirement Annuities to provide benefits. Additional information is available in Human Resources.

[Note: The College, with the approval of the Board of Trustees, made a change in the formula for contributions to the Plan, effective January 1, 2003, for those who became participants on or after that date. Those who joined on or after January 1, 2003, are part of what Wheelock calls the “New Formula.” The Plan did not change for those who became participants prior to January 1, 2003. Those participants are in what the College





refers to as the “Old Formula.” Both contributions formulas are described below. New employees may not join the Plan under the “Old Formula,” and participants under the “Old Formula” may not switch to the “New Formula.”]

A. “New Formula”—For Participants Who Enter the Plan from January 1, 2003 Forward

“New Formula” Eligibility

There are two ways you as a regular status, full-time or half-time-or-more can join the College’s retirement plan (RA):

- An eligible Wheelock employee, minimum age 25, may consider participation in the plan* upon completion of 12 months of Wheelock service. A letter of invitation is sent to the employee at that time from Human Resources, formally notifying him/her of his/her eligibility to participate.
- New hires who meet other requirements may request a waiver of the 12-month service eligibility requirement if they have been employed for the previous year at another educational institution or non-profit organization.

* Once eligible, the employee may join the plan with the first pay period of any month. The opportunity to enroll remains open as long as the employee remains in eligible employment status.

“New Formula” Contributions (Based on W2 earnings)

When an eligible employee elects to enroll, he/she may contribute up to 5% of his/her gross (W2) earnings; Wheelock College will match the employee’s contribution up to 5%. The maximum annual combined contribution is 10% of W2 earnings each year.

Example 2: if an employee chooses to contribute 2% of his/her gross pay, the College will match the 2%, bringing the total contribution to 4% of gross pay.

Employees may change contribution amounts one time per year.

B. “Old Formula”—For Participants Who Entered the Plan Prior to January 1, 2003

The Plan, under the “Old Formula,” is a one-time entry, irrevocable by IRS regulations, salary reduction plan.





As of December 31, 2002, eligibility for the “Old Formula” ended. This summary is written for those who continue to participate under the “Old Formula.”

“Old Formula” Eligibility

There were two ways a full-time or half-time-or-more employee became eligible to join the College’s retirement plan (RA):

- Minimum age 25, upon completion of 12 months of Wheelock service; or
- A new hire whose service requirement was met by employment during the previous year at another educational institution or non-profit organization.

Once the eligibility requirements were met, under the Old Formula the employee had a one-time 30-day window of opportunity to become a participant. [Note: An employee who did not enroll during this period of time forfeited the opportunity; he/she was unable to join the Wheelock Retirement Plan at a future date. This was the primary reason the “New” Formula” described above was adopted, effective January 1, 2003.]

“Old Formula” Contributions (Continue on Base Salary)

Under this formula, joining the College’s retirement annuity plan required a one-time, 5% pre-tax employee contribution in the form of a salary reduction. The employee’s base annualized salary was reduced by 5%. This initial 5% reduction established the employee’s fixed dollar contribution for all years of participation in the plan. The reduced base salary becomes the employee’s new base salary. The annual TIAA CREF contribution each year is 10% of the employee’s base salary.

Example:

Year #1: Employee “A” whose base salary is \$25,000 becomes eligible for participation in the Plan.

Employee “A” must reduce his/her salary by 5%, pre-tax, to join the plan

(5% = contribution)

$\$25,000. \times .05\% = \$1,250. = \text{one-time fixed contribution by “A;”}$





$\$25,000. \times .95\% = \$23,750.00 = \text{"A's" new base salary}$

New Base Salary Upon entry into Plan: \$23,750.00

$\$23,750.00 \times .10\% = \$2,375.00$ (one-time entry contribution to the retirement plan)

1,250.00 ("A's" fixed, one-time entry contribution made for all years)
1,125.00 (Wheelock contribution year one to meet 10%)
2,375.00 Entry year total 10% contribution to the Plan

Succeeding years: Employee "A" has receives increases of 2.5% per year:

At entry: Base Salary \$25,000

Entry year in plan: Base Salary \$23,750 10% contribution of \$2,375.00 (as above)

Succeeding Year 1: Base Salary: \$24,343.75 10% contribution of \$2,434.00

Succeeding Year 2: Base Salary: \$24,952.34 10% contribution of \$2,495.00

Succeeding Year 3: Base Salary: \$25,576.15 10% contribution of \$2,557.00

Future Years: As "A" receives base salary increases over the years, "A's" fixed contribution to the plan is the one-time salary reduction made year #1 (i.e., "A": has no additional reduction in salary for the Plan). Each year, 10% of the employee's base salary is contributed to the Plan for employee "A."

6.17. TIAA CREF SUPPLEMENTAL RETIREMENT PLAN

The TIAA CREF Supplemental Retirement Plan allows employees to set aside additional pre-tax dollars, through payroll deduction, over and above the Retirement Plan contribution, into their retirement account. There are no matching College contributions to the employee Supplemental Plan contributions.

Full-time regular status and part-time regular status employees may enroll in the Supplemental Retirement Plan on the first pay period of any month. Benefit-eligible employees may enroll in the Supplemental Plan while waiting to meet the eligibility criteria for the Retirement Plan.

The Internal Revenue Service establishes the maximum amount an employee may contribute on a pre-tax basis to the Supplemental Retirement Plan. The rules apply





differently to those who are in the “Old Formula” and “New Formula” contribution formulas of the Retirement Plan.

Under the “*New Formula*,” the employee’s Retirement Plan contribution and Supplemental Retirement Plan contribution are both included in the maximum amount that may be contributed on a tax-deferred basis. This is not the case using the “*Old Formula*” where the retirement plan contribution is not included in the total that may be tax deferred by the individual participant.

Employees wishing to contribute the maximum amounts established by the IRS are asked to contact the Tax Deferred Annuity Division (TDA) of TIAA CREF. The TDA provides an individual statement calculating the maximum amount that may be contributed for employee and College tax records.

Consult the Human Resources Office for the contact information at TIAA CREF and for additional information about the Wheelock Group Supplemental Retirement Plan.

6.18. DIRECT DEPOSIT

Full-time regular status and part-time regular status employees may elect to have their paychecks electronically deposited directly into a checking or savings account. Direct Deposit forms are available in the Human Resources Department.

6.19. MBTA “T PASS” PROGRAM

Wheelock College offers benefit-eligible employees a discount on MBTA bus, subway and train monthly passes. “T” passes are ordered through the Human Resources Department and the employee portion paid through payroll deduction.

The “T” pass program may not be used by those who purchase a Wheelock parking sticker.

6.20. HANDICAP ACCESS

Employees wishing to discuss any special accommodation to their work arrangement are encouraged to speak to the Director of Human Resources.





6.21. WHEELOCK PARKING TAG

There are a limited number of parking spaces available on the Wheelock campus. In addition to the parking lot and garages on the Riverway campus, there are additional spaces on the Brookline campus available for those with a Wheelock parking tag.

The parking tag fee is set annually. Purchase of a tag does not guarantee a parking place. Information on parking and parking regulations are available from the Facilities Department.

Wheelock parking lots are patrolled regularly and cars without valid tags are towed. Cars may not be left on campus overnight. In an emergency or special circumstance, consult with the Facilities Department.

Handicap Parking Spaces

There are handicap parking spaces on the Riverway campus and on the Brookline campus. Handicap tags to add to the Wheelock parking tag may be obtained from the Coordinator of Disability Services.

Guest Parking

Guest passes for visitors to College departments may be obtained from the Facilities Office. Parking is on a first come-first served basis. Parking spaces cannot be reserved.

6.22. CONTINUATION OF MEDICAL AND/OR DENTAL BENEFITS

In accordance with the Consolidated Omnibus Budget and Reconciliation Act of 1986 (COBRA), upon termination from employment at Wheelock, an eligible employee may elect to continue group medical coverage. The employee is responsible for the full cost of the premium. It is also possible to convert group plans to individual plans. Details on the availability and conversion of any benefits will be discussed with the employee at the time of separation from employment. Employees may also request information on this subject at any time from Human Resources.

6.23. COBRA POLICY--GROUP HEALTH PLAN CONTINUATION COVERAGE

On April 7, 1986, a federal law was enacted (Public Law 99-272, Title X) requiring that most employers sponsoring group health plans offer employees and their families the





opportunity for a temporary extension of health coverage (called "continuation coverage") at the full cost of group rates, in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligation under the continuation coverage provisions of the law. Both you and your spouse should take the time to read this notice carefully, and contact the College with your questions.

If you are an employee of Wheelock College, covered by the College's health plan, you have a right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part).

If you are the spouse of an employee covered by Wheelock College's health plan, you have the right to choose continuation coverage for yourself if you lose group health coverage under the College's Group health plan for any of the following four reasons: (see next page for dependent children)

- (1) The death of your spouse;
- (2) A termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment with Wheelock College;
- (3) Divorce or legal separation from your spouse; or your spouse becomes entitled to Medicare.

In the case of a dependent child of an employee covered by Wheelock College, he or she has the right to continuation coverage if group health coverage under Wheelock College's health plan is lost for any of the following five reasons:

- (1) The death of the employee;
- (2) A termination of the employee's employment (for reasons other than gross misconduct) or reduction in the employee's hours of employment with Wheelock College;
- (3) The employee's divorce or legal separation.





- (4) The employee becomes entitled to Medicare; or the dependent child ceases to be a "dependent child" under the Wheelock College health plan.

Under the law, the employee or a family member has the responsibility to inform Wheelock College's health plan administrator of a divorce, legal separation, or a child losing dependent status under the College's Plan within 60 days of the date of the later of the event or the date on which coverage would end under the Plan because of event. Wheelock College has the responsibility to notify the Plan Administrator of the employee's death, termination, and reduction in hours of employment or Medicare entitlement. Similar rights may apply to certain retirees, spouses, and dependent children if your employer commences a bankruptcy proceeding and these individuals lose coverage.

When the Plan Administrator is notified that one these events has happened, the Plan Administrator will in turn notify you that you have the right to choose continuation coverage. Under the law, you have at least 60 days from the date you would lose coverage because of one of the events described above to inform the Plan Administrator that you want continuation coverage. Once you notify the Plan Administrator, you have 45 days to bring your payments due up to date.

If you do not choose continuation coverage on a timely basis, your group health insurance coverage will end.

If you choose continuation coverage, Wheelock College is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that you be afforded the opportunity to maintain continuation coverage for 18 months in most cases such as termination of employment, or up to as much as 36 months because of other specified events (such as a death, divorce, legal separation, or Medicare entitlement) or if these specified events occur during the initial 18-month period.

The 18 months may be extended to 29 months if an individual is determined by the Social Security Administration to be disabled (for Social Security disability purposes) as of the termination or reduction in hours of employment. To benefit from this extension, a qualified beneficiary must notify the Plan Administrator of that determination within 60 days and before the end of the original 18-month period. The affected individual must also notify the Plan Administrator within 30 days of any final determination that the individual is no longer disabled. In no event will continuation coverage last beyond three





years from the date of the event that originally made a qualified beneficiary eligible to elect coverage.

However, the law also provides that continuation coverage may be cut short for any or the following five reasons:

- (1) Wheelock College no longer provides group health plan coverage to any of its employees;
- (2) The premium for continuation coverage is not paid on time;
- (3) The qualified beneficiary becomes covered under another health plan that does not contain exclusion or limitation with respect to any pre-existing condition he or she may have;
- (4) The qualified beneficiary becomes entitled to Medicare;
- (5) The qualified beneficiary extends coverage for up to 29 months due to disability and there has been a final determination that the individual is no longer disabled.

You do not have to show that you are insurable to choose continuation coverage. However, continuation coverage under COBRA is provided subject to your eligibility coverage; the Wheelock College Plan Administrator reserves the right to terminate your COBRA coverage retroactively if you are determined to be ineligible.

Under the law, you may have to pay all or part of the premium for your continuation coverage. There is a grace period of at least 30 days for payment of the regularly scheduled premium to be paid in full, following the 60 day period you have to notify the Administrator when employment terminates. At the end of the 18-month, 29-month or 36-month continuation coverage period, qualified beneficiaries will be allowed to enroll in an individual conversion health plan provided under the Health Plan.

If you have changed marital status, or you or your spouse has changed addresses, please notify the Plan Administrator in Human Resources at the address below.

If you have any questions about COBRA, please contact the Plan Administrator, Susan R. Fedo, Director of Human Resources, 200 The Riverway, Boston, MA 02215, (617) 879-2114.



