

EMPLOYEE HANDBOOK
FOR
STUDENT EMPLOYEES



WILLAMETTE UNIVERSITY

SALEM, OREGON

2014 EDITION

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ABOUT THIS HANDBOOK

Student employees make significant contributions to the success of the University and are an integral part of the University as a workplace. It is our hope that student staff members find their work experience at Willamette is both a positive experience and one that contributes to the overall learning experience provided by a Willamette education.

The purpose of this handbook is to provide a summary of employment policies, practices and programs of Willamette University that apply to student employees. This handbook applies to all student employees and supersedes all prior policy handbooks. Each student employee is expected to read this handbook to learn the policies governing the workplace. Upon hire, it is expected that all new student employees will be provided with sufficient work time during working hours to review this handbook and ask questions, if any. Appointments for a handbook consult with Human Resources can be made by contacting the Human Resources office at ext. 6210 on campus. Through a consult, Human Resources will provide a structured overview of this policy manual upon request.

Willamette's policies are subject to change at any time, with or without advance notice, at the discretion of the University. Like any other compilation of information collected at a specific moment in time, certain portions of the handbook may become outdated. This handbook is updated periodically to reflect changes in policies and/or laws governing the workplace. More timely updates to policies may be available on the "web-version" of this handbook, or may be obtained through the Human Resources office. It is the responsibility of employees to make certain they have the most current policy before taking any action of substance based on policies in this handbook.

University management reserves the right to interpret the terms of this handbook, which is intended as a set of general guidelines and is not all inclusive or detailed procedurally. It does not represent an employment contract, express or implied, nor does it guarantee that any employee will be employed for any specific or definite period of time. In addition, as circumstances change, the benefits and practices described in this handbook may also change from time to time. The University reserves the right to change, add to or discontinue any of the policies in this handbook, as it deems appropriate.

Should you wish further explanation of the information contained in this handbook, the Human Resources office can provide assistance.

SECTION 1: INTRODUCTION TO WILLAMETTE UNIVERSITY

1.1 MISSION AND MOTTO

Willamette University provides rigorous education in the liberal arts and selected professional fields. Teaching and learning, strengthened by scholarship and service, flourish in a vibrant campus community. A Willamette education prepares graduates to transform knowledge into action and lead lives of achievement, contribution and meaning.

University motto

Non nobis solum nati sumus — Not unto ourselves alone are we born

Core Themes

Willamette University is a community

- Of collaborative educators committed to rigorous education.
- That cultivates an authentic engagement with place.
- That promotes transformation of knowledge into action in ways that lead to lives of achievement, contribution and meaning.

1.2 HISTORY OF THE UNIVERSITY

In 1834 missionary Jason Lee came to the Oregon Territory to establish a Methodist mission for Native Americans living in the Willamette Valley. One of the mission's primary operations was a school designed to "educate and civilize" the Native children.

When the missionaries arrived, they encountered communities ravaged by deadly diseases that had been introduced only a few generations earlier by the first white traders who had come to the region. These diseases shattered communities that had flourished for millennia in the fertile Willamette Valley. Deeply moved by the misery of the Indians they encountered, the missionaries offered health care, food and shelter to several Indian children who had been orphaned when their parents, grandparents, aunts and uncles succumbed to these deadly diseases.

As was standard with most missionaries of the times, Lee and his followers failed to acknowledge that the Native American tribes of the Pacific Northwest had settled the area thousands of years prior and that these advanced societies had been successfully hunting, fishing and trading for generations. This lack of cultural understanding on the part of the missionaries contributed significantly to the failure of the mission school. While a few Indians took advantage of the education offered by the missionaries to learn English and hence become more effective treaty negotiators in the years that followed, most Indians found little of value in what the missionaries had to offer. In the early 1840s, the missionaries began to shift their focus from serving the Native Americans of the Pacific Northwest to serving the rapidly increasing number of white settlers.

As the first Protestant mission in the Pacific Northwest, Lee's work was followed closely by church members who remained in New England. After two "reinforcements" of missionaries and supplies were sent west, the mission expanded. Some early missionaries traveled west to teach. Others came for reasons of commerce. In 1841 construction of the Indian Manual Labor Training School began on what is now the Willamette University campus.

Because of its failure to thrive, in 1844 the Methodist Mission Board closed the mission, and the building that had previously housed the Manual Labor School was sold to the trustees of the Oregon Institute to be used as

a school for the children of missionaries and settlers. The building that remained on the University campus was renamed the Oregon Institute. It housed the first session of the legislature to meet in Salem and sheltered the first court in the territory under the auspices of the United States. It is this institute that finally became Willamette University. At a mission meeting, Jason Lee and his followers determined to use Feb. 1, 1842, as the founding date for Willamette University.

Willamette University is closely associated with the beginning of law and government in the historical Oregon Territory, which now comprises Oregon, Washington, Idaho and parts of Montana and Wyoming. It educated many of the Northwest's first leaders, artists and business people. Willamette established the first law school (1883) and the first school of medicine (1866) in the Pacific Northwest, which later merged with the medical school of the University of Oregon.

During the University's first half-century, its land holdings were gradually sold to meet other needs, with the result that much of the present Salem downtown is built on former University land.

Willamette was one of the earliest coeducational institutions in the United States, and its first graduate was a woman. Women were attending the School of Medicine as early as 1877.

Today, Willamette University continues to push the frontier of higher education, aware of the influence of the first peoples of the Pacific Northwest. In its efforts to strengthen relationships with regional Native American tribes, the University has placed new energy in renewed partnerships.

Chemawa Indian School and Willamette University have begun a collaborative partnership with the support of the Lilly Project. In 2005 Chemawa administrators invited Willamette to assist in its long-term process of transitioning to a college preparatory curriculum. Willamette students now volunteer as tutors and mentors at Chemawa study hall. They in turn learn from the relationships they are building with Chemawa students and the teaching staff at Chemawa.

The Native American Enlightenment Association, a student organization, has worked with tribal elders to rekindle the annual campus Powwow. Funds have also been made available to bring Native American artists and speakers to campus. On Founders Day 2005, Willamette held a Ceremony of Renewal with regional tribes to acknowledge its Indian mission legacy and begin a new chapter in the mutual history of Oregon's tribal communities and the University. At the ceremony, President M. Lee Pelton announced the establishment of a lecture series to bring guests from Indian country to the campus and the broader Willamette Valley for dialogue, teaching and learning. The Indian Country Conversations Series is coordinated in consultation with the University's community-based Native American Advisory Council.

Willamette University has a responsibility to speak honestly about its earliest beginnings. Today Willamette University is committed to building a more inclusive and tolerant community.

1.3 GOVERNANCE AND ADMINISTRATION

Willamette University is a non-profit institution of higher education, which operates under its Articles of Incorporation and Bylaws. It is governed by a self-perpetuating Board of Trustees that has the responsibility of establishing basic institutional policies and overseeing the affairs of the University. The full Board normally meets three times each year.

The President of the University is appointed by the Board of Trustees and is the Chief Executive Officer of the institution. Administrative Council is made up of Deans and Vice Presidents and is the committee through which the administrative affairs of the institution are coordinated and employment policies are established.

Organizational charts detailing the administrative structure of the University are available through the Human Resources office and/or online at www.willamette.edu/dept/hr

SECTION 2: UNIVERSITY-WIDE EMPLOYMENT POLICIES

2.1 NON-DISCRIMINATION/EQUAL OPPORTUNITY

Willamette University is committed to the principle that its educational facilities, activities and employment opportunities shall be offered without regard to race, color, religion, sex, national origin, marital status, veteran status, actual or perceived sexual orientation, gender identity, gender expression, or status with regard to pregnancy, disability or age. Willamette is firmly committed to adhering to the letter and spirit of all federal and state equal opportunity and civil rights laws, including but not limited to Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA) of 1990, and their implementing regulations.

Reporting and Possible Sanctions

Unlawful discrimination is strictly prohibited by the University. Treating an employee or student differently in the terms or conditions of his or her employment or education on the basis of any protected status described above, or otherwise defined by law, constitutes unlawful discrimination and may result in disciplinary action, up to and including discharge. Further, retaliation against any individual for making a complaint of harassment or of any unlawful discrimination, or for assisting in the investigation of such a complaint, is strictly forbidden and will likewise result in disciplinary action.

For information on this or any other policy, contact the Office of Human Resources, Willamette University, 900 State Street, Salem, OR 97301, 503-370-6210. Reports of violations of this policy may be made to the Director of Human Resources, or through our online bias incident reporting system at <https://secure.willamette.edu/cgi-bin/datastore.cgi/biasreport>.

2.2 GENDER EQUITY

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender in educational programs which receive federal financial assistance. Areas of the institution where Title IX may have application include athletics, student recruitment and admissions, financial aid, scholarships, course offerings and access, employment, and housing and residential services. Title IX also protects students and employees, both male and female, from unlawful sexual harassment in school programs and activities. Willamette has established a committee of Title IX Coordinators to respond to concerns in these areas.

Questions related to this policy can be directed to the Vice President and Executive Assistant to the President, who serves as chair of this committee and is the University's central Title IX Coordinator.

2.3 GENETIC INFORMATION NON-DISCRIMINATION

It is the policy of Willamette University to prohibit discrimination on the basis of genetic information. As required under Title II of the Genetic Information Non-Discrimination Act, effective November 21, 2009, the University and its representatives may not request, require, or purchase genetic information about an individual, subject to limited exceptions described below.

The University prohibits using genetic information, including information obtained inadvertently, to discriminate against any employee or applicant in regard to hiring, termination, promotion, compensation, job training, or any other term, condition, or privilege of employment.

This prohibition extends to making employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals on the basis of genetic information. For purposes of this policy, the term "genetic information" means information about: an individual's genetic tests; the genetic tests of that individual's family members; and the manifestation of disease or disorder in family members of the individual (family medical history).

Even the inadvertent acquisition of genetic information (i.e., if an employee casually mentions that a family member has cancer) cannot be disclosed, nor can it be considered when making employment-related decisions.

2.4 DIVERSITY

Willamette University seeks to be a diverse community that reflects the geographic, racial and cultural variety inherent in the world in which we live. Specific efforts are made to attract and retain a diverse faculty, staff and student body in order to strengthen academic excellence and ensure an intellectual atmosphere in which diverse viewpoints are freely expressed and respected, and diverse backgrounds are honored.

2.5 NURSING ACCOMMODATION

It is the policy of Willamette University to make reasonable efforts to provide private space and time for nursing mothers who request a place to express milk for their newborns 18 months of age and younger. The location provided will be in reasonably close proximity to the employee's work area, and cannot be a toilet stall or restroom.

This policy, as with Oregon Law concerning the provision of such accommodation, should not be construed to require provision of a dedicated lactation room. A vacant office or conference room is sufficient so long as it is private. A cubicle is not considered private. An employee must provide reasonable written or verbal notice to her supervisor that she intends to express breast milk at work. Questions concerning this policy, or requests for assistance in determining appropriate accommodations, should be addressed to the Director of Human Resources, or his/her designate.

2.6 DISABILITY ACCOMMODATION

Willamette University provides reasonable accommodation to otherwise qualified employees who are disabled and need assistance to perform the essential functions of their positions. The employee is responsible for requesting accommodation and for providing medical documentation to assist in understanding the nature of the employee's functional limitations. This documentation may be subject to confirmation by a University-appointed healthcare provider. For more information, contact the University's Director of Human Resources.

Initial requests for employment-related disability accommodation should be directed to the Director of Human Resources, who will work with the department in which an employee works or where a prospective employee will be working to determine reasonableness of requested accommodations, as well as actions to be taken in making accommodations. Initial requests may also be made directly to a supervisor, Dean or Vice President responsible for a unit, but is not required. The Director of Human Resources will limit the dissemination of medical information provided in medical documentation submitted pursuant to a request for disability accommodation to only those individuals who have a need to know, and only in order to implement an accommodation.

Appeals regarding disability-related decisions should be directed to the Vice President and Executive Assistant to the President who has been designated as the University's ADA Appeals Officer. Formal appeals presented to the ADA Appeals Officer will follow the University's grievance procedure described in Section 9 of this handbook, starting at the second level of review. An employee has the right to contact the Equal Employment Opportunity Commission (EEOC) at any stage of a perceived disability complaint. However, the appeal procedure is an attempt to resolve complaints internally.

2.7 HARASSMENT POLICY

This policy addresses harassment involving staff and/or faculty of Willamette University only. Policies related to student-student harassment may be found in the Selected Policies Manual issued by the Office of Campus Life.

Prohibition of Harassment Including Sexual Harassment

Willamette University will not tolerate harassment of any individual. Tolerance and respect for dignity and worth should be the guiding principles for our relations with each other. The University strives to provide a community where students, faculty, staff and others work and live together in an environment free of all forms of harassment, exploitation, intimidation and discrimination. Harassment is demeaning to all persons involved, and subverts the mission of the University.

The University can fulfill its distinctive mission only in an arena where ideas are vigorously debated, including those which some find offensive, and in an arena where staff, students, and faculty respect one another's dignity in their common membership in a community of inquiry. We must take great care neither to stifle discussion nor to make it dangerous to speak one's mind. However, harassment compromises academic freedom and damages the trust that we must all repose in one another and will not be tolerated. Furthermore, harassment is a violation of state and federal law.

(a) Harassment

Harassment is verbal or physical conduct that demeans or shows hostility toward an individual because of his/her race, color, religion, gender, national origin, age, disability, sexual orientation, or that of his/her relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following: (1) epithets, slurs, negative stereotyping, demeaning comments or labels, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, disability, or sexual orientation and (2) written or graphic material that demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, disability or sexual orientation and that is placed on walls, bulletin boards, or elsewhere on the University's premises, or circulated in the workplace.

(b) Sexual Harassment

Sexual harassment is a form of gender (sex) discrimination. The Equal Employment Opportunity Commission has defined sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, (2) submission to or rejection of sexual conduct influences employment or academic decisions affecting the individual, or (3) sexual conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive work or academic environment.

Prohibited sexual harassment may include, but is not limited to sexual jokes, calendars, posters, cartoons, magazines; derogatory or physically descriptive comments about or towards another individual; sexually suggestive comments; inappropriate use of University communications including e-mail and telephone, unwelcome touching or physical contact; punishment or favoritism on the basis of an individual's sex; sexual slurs; negative sexual stereotyping.

Harassment will not be tolerated at Willamette University. It is against the policies of the University for any individual to harass another individual. This includes acts between supervisors and employees, between fellow

employees or between employees and students, and between third parties such as vendors or visitors and employees or students.

Where one party is in a position to extend academic or employment benefits to another, even a completely welcome, consensual, romantic or sexual relationship raises at least the appearance of impropriety and can create an unwelcome appearance of favoritism and bias. Such a relationship can lead to sexual harassment allegations if it later becomes unwelcome. Sexual harassment is not limited to situations where there is an unequal power relationship between parties, but such a relationship may make sexual harassment more likely.

Any staff member, faculty member or student who believes he or she has been the subject of harassment by an employee of the University should report the circumstances immediately to his/her supervisor, the supervisor of the person with whom he/she is having difficulty, or the Director of Human Resources. A staff member, faculty member or student may contact the Director of Human Resources without first contacting his/her supervisor. The University will not tolerate any retaliatory treatment or adverse consequences as a result of acting in good faith to report harassment or participating in an investigation.

Reports of harassment or retaliation will be promptly, thoroughly and impartially investigated. Consistent with the University's need to conduct an adequate investigation and, where a reasonable person would consider an action to be in violation of this policy, prompt corrective action to rectify any harassment or retaliation will take place. Confidentiality will be maintained to the extent possible. Inquiries will proceed pursuant to the Procedural Guidelines for Addressing Claims of Harassment Involving Staff or Faculty at Willamette University, provided as appendix to this policy manual.

Any supervisor who sees or hears about conduct that may constitute harassment under this policy must immediately report such conduct to the Office of Human Resources.

Any staff or faculty member found in violation of this policy will be subject to discipline up to and including discharge.

2.8 DRUG-FREE WORKPLACE POLICY

Willamette University is committed to maintaining a safe, healthful and drug-free professional and educational environment for all faculty, staff and students. While few at the University are involved with illegal drugs, those who are involved in usage or trafficking at the University adversely affect the University's professional and educational environment. Such individuals impair our ability to maintain a safe campus that is free from the effects of drugs.

To carry out this commitment, and to comply with our obligation under the Drug-Free Workplace Act of 1988, the unlawful use, sale, possession, manufacture, distribution, dispensation, or being under the influence of illegal drugs or controlled substances while on the job, on University property or at University-sponsored activities is strictly prohibited, and will be subject to immediate disciplinary action. The type of disciplinary action taken will depend on the situation. However, it might include termination, suspension, probationary conditions, required rehabilitation, referral for prosecution or a combination of these measures.

As a condition of employment on government contracts (Federal grants), employees must abide by the terms of this statement and must notify the employer of any criminal drug conviction within five days of the conviction.

Recognizing that there may be employees who have a drug problem, the University stands willing to assist in the resolution of that problem and encourages anyone to seek help. The University's employee medical insurance plans may include coverage for treatment of chemical dependencies. Additionally, the University's employee assistance program (EAP) provides free, confidential alcohol and drug assessment and counseling services for employees and their family members.

See the complete text of the University's Drug and Alcohol Policy in Section 11.2, APPENDIX.

2.9 NON-SMOKING POLICY

Willamette University takes seriously its obligation to provide a safe, healthful, and welcoming environment for all students, employees and guests. Willamette complies with Oregon's Smokefree Workplace Law and all other laws pertaining to smoking. Consistent with these laws, at Willamette, the right of the non-smoker to enjoy a campus environment free of smoke supersedes the right of the smoker to smoke on campus.

Willamette recognizes that smoke from tobacco products has an adverse effect on the health of smokers and non-smokers alike. For this reason, and to promote fire safety on campus, smoking is not permitted inside any buildings, nor is smoking permitted within 25 feet of the exterior of any University building.

All employees of Willamette share in a responsibility to enforce this policy. Campus Safety and Human Resources are available to respond to specific incidents of noncompliance should you require support and assistance.

Signs describing this policy will be posted at all entrances, as required by law. Human Resources will provide on-demand web-based guidance for those who want to learn techniques for politely addressing those whose smoking is disruptive or in violation of this policy.

Students looking for help with quitting smoking may contact Bishop Health Center for available options.

Formal reports of violations should be addressed to Campus Safety, Human Resources, or to a supervisor. Reports may also be made directly to the State Department of Human Services toll free reporting line at (866) 621-6107.

2.10 FIREARMS/WEAPONS POLICY

Willamette University has a zero tolerance policy regarding firearms and weapons on campus. Firearms and other types of weapons are not allowed on University property, in University vehicles, or at any University-sponsored event off-campus.

This policy prohibits the possession, use or threatened use of firearms, ammunition, explosives, or other objects as weapons. Persons who possess a concealed-weapons permit are NOT allowed to carry weapons on the private property of Willamette University's campus. Possessing a weapon for the purpose of sport, hunting, personal protection, or any benign reason will not exempt a person from this policy.

Anyone who observes or has knowledge of someone on the Willamette University campus violating this policy should immediately report the incident to the Campus Safety office by dialing x6911. The complainant should be prepared to provide the Campus Safety office with any relevant information that caused them to observe or suspect the violation.

Campus Safety officers have the right to confiscate weapons from persons in violation of this policy. These weapons will be secured in the Campus Safety office while a thorough investigation of the incident is conducted.

Failure to adhere to the University's firearms/weapons policy or failure to cooperate in an investigation is grounds for disciplinary action, which, depending on the circumstances, may include termination of employment.

2.11 WORKPLACE VIOLENCE POLICY

Willamette University is committed to maintaining a safe environment for all faculty, staff and students, and will not tolerate any form of workplace violence committed by or against its employees. Any observed or reported form of workplace violence will be taken seriously and thoroughly investigated. Any confirmed

offenders will be dealt with through the current Willamette University disciplinary process, and local law enforcement procedures, as appropriate.

Workplace violence includes, but is not limited to, the following: harassment; stalking; physical violence; the use of weapons of any kind; the direct or implied threat of physical violence toward any member of the student body, staff or faculty of Willamette University

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited by this policy:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be reported immediately to a supervisor, the Campus Safety office, or the Director of Human Resources. Reports or incidents warranting confidentiality will be handled appropriately and confidentiality will be maintained to the extent possible.

By extension, Willamette considers workplace violence to include criminal charges of violence in the broader community. Willamette University requires prospective employees to submit to pre-employment criminal background checks and active employees to disclose criminal convictions that occur during the period of their employment.

2.12 LEAVES OF ABSENCE

Although student employees will generally not work enough to qualify for protected leave under the Federal Family and Medical Leave Act (FMLA) or the Oregon Family Leave Act ("OFLA"), there are circumstances under which a student employee may qualify. Eligibility is further limited due to the temporary nature of all student employment.

In addition to OFLA and FMLA protected leave, students may also be eligible for leave under the Oregon Victims of Certain Crimes Leave Act, the Uniformed Services Employment and Reemployment Rights Act, and the Oregon Military Family Leave Act.

Students who encounter needs for any type of leave of absence from their student positions should inquire with Human Resources to determine if they may be eligible for leave under the law.

2.13 CONFIDENTIALITY OF STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act, the federal law popularly known as FERPA, is intended to ensure a student's right to inspect and review his/her educational records and to protect the student's right to privacy by limiting the transferability and disclosure of information in his/her records without prior consent. Disclosure of student information to any unauthorized person could subject an employee to criminal and civil penalties imposed by the FERPA law.

Willamette University's education records policy is intended to comply with the requirements of the Family Education Rights and Privacy Act (FERPA). All school officials are expected to manage student records in their custody in accordance with FERPA regulations. For more information, please contact the Registrar's Office.

2.14 DUTY TO REPORT CHILD ABUSE

It is the policy of Willamette University, and a requirement of Oregon law, that all faculty and staff, including student employees, report cases of suspected child abuse to the Oregon Department of Human Services, or a law

enforcement agency. The obligation to report child abuse applies whether knowledge of suspected abuse comes about as a result of your work for Willamette University, or in the regular course of your daily life, and should also be made even if the child or family member does not wish to file a report.

Suspected abuse of minor children (under age 18) should be reported to the Oregon Department of Human Services by calling (503) 378-6704. During non-business hours, reports should be made by calling law enforcement at 911. Child abuse occurring on Willamette University's campus, or within Willamette University programs must, in addition to the above, be reported to the Office of Campus Safety in person or by phone at extension 6911, or 503-370-6911.

2.15 DUTY TO REPORT SUSPECTED SEXUAL MISCONDUCT (ASSAULT/HARASSMENT)

It is also the policy of Willamette University, and a requirement of the implementing regulations of Title IX, that all faculty and staff, including student employees who become aware of sexual misconduct through their employment status, report claims of sexual assault or harassment made by Willamette University students to one of the following: the Title IX deputy in Campus Life (Director of Residence Life); the Title IX Coordinator (Vice President & Executive Assistant to the President); or any other university-identified Title IX officer. Reports must be made even if the student does not wish to file a report. Employees in Bishop Wellness Center and the Chaplain of the University are statutorily exempt from the duty to report and serve as a confidential resource to victims.

How to Report

Reports may be made directly to the individuals identified above, or via the online Sexual Misconduct Report Form. Contact information for reporting follows:

[Sexual Misconduct Report Form](#)

Cynthia Stinson, Director of Educational Equity Assurance and Deputy Title IX Coordinator, (503) 375-5361

Elizabeth Trayner, Deputy Title IX Coordinator, Director of Residence Life: (503) 370-6212

Kristen Grainger, Title IX Coordinator, Vice President and Executive Assistant to the President: (503) 375-5474

Keith Grimm, Director of Human Resources (if employee involvement): (503) 375-5445

Possible Sanctions

Failure to report suspected abuse, sexual assault, or harassment may subject employees to disciplinary action. Such action would be determined by the appropriate Dean or Vice President in consultation with the Director of Human Resources and carried out based on policies governing disciplinary procedures in the respective Policy Handbooks.

2.16 FINANCIAL MISCONDUCT AND REPORTING POLICY

Willamette University employees are expected to adhere to high standards of professional, ethical and legal conduct in carrying out their duties. These standards apply to all financial practices, including appropriate accounting, internal controls, auditing and compliance and are the responsibility of every member of the community. Early identification and resolution of ethical or legal issues help to protect the institution's resources, which in turn support the institution's mission.

Any employee who observes financial activities or practices believed to be against the law or against university policy should promptly report them to his or her immediate supervisor. If there are reasons not to make the report to the immediate supervisor, it may be made to the controller, the human resources director, a member of administrative council, or the university's legal counsel.

Reports may be made anonymously, in which case they should be in writing to an appropriate official via campus mail or US Mail. Reports and investigations will be kept confidential to the extent possible consistent with University policies, applicable laws, and the need for an adequate investigation. The University will take steps to ensure that employees who come forward in good faith will be protected from harassment, retaliation, or adverse employment practices.

2.17 CONSENSUAL RELATIONSHIPS POLICY

Willamette University prohibits the establishment of consensual romantic or sexual relationships between any Willamette employee (faculty, administration or staff) and any Willamette University student. Further, consensual romantic or sexual relationships between two Willamette University employees in a supervisory relationship are prohibited. Student employees, while generally excluded from this policy relative to students of Willamette due to their dual status, should still avoid romantic or sexual relationships in employment where there is a power differential (ie. supervisor to subordinate).

Romantic or sexual relationships where an academic or supervisory relationship exists may give rise either to impropriety or an appearance of impropriety, including but not limited to sexual harassment, reduced educational opportunities for students, or reduced collaboration and productivity in the workplace. Violations are considered a breach of professional standards.

Requests for exceptions to the Consensual Relationships Policy will be considered on a case-by-case basis by the responsible dean or vice president in consultation with the Director of Human Resources, and when appropriate, the University's Title IX Coordinator. Both parties to the consensual relationship must submit written requests to their dean or vice president for an exception and will be required to meet with the responsible administrator(s). Exceptions will only rarely be granted. Student-employee relationships that exist prior to enrollment of the student are not prohibited, however, it will be necessary to ensure that conflict of interest is avoided relative to academic benefits.

If a faculty member, staff member, other employee or student is in a consensual relationship as described in this policy and unsure whether the relationship is subject to this prohibition, both parties must submit a written inquiry to their dean or vice president. Failure to submit a request for an exception to the policy, or a written inquiry regarding whether the consensual relationship is subject to the policy, may result in disciplinary action. The University will make every effort to keep requests for an exception and written inquiries confidential.

"Academic or supervisory relationship", for the purpose of this policy, means the ability by faculty or staff to extend influence or affect academic or employment benefits to a student or employee. Academic benefits include, but are not limited to grades, financial aid, and admissions. Employment benefits include, but are not limited to, employment itself, wages, promotions, and performance appraisal.

SECTION 3: STUDENT EMPLOYEE EMPLOYMENT POLICIES

3.1 TEMPORARY STATUS AND EMPLOYMENT "AT-WILL"

Employment of all student employees at Willamette University is both on a temporary basis and "at-will." "At will" means that just as the student employee may sever the employment relationship at any time with or without cause or notice, the University may sever the employment relationship at any time with or without cause or notice. While the University generally adheres to progressive discipline where policy violations are involved, and also may provide for periods of notice prior to other types of involuntary separation, it is not bound or obligated to do so. This "at-will" status also permits the University to alter employment status, classification, hours, schedule or position assignment at its own discretion with or without notice or cause.

Staff members are not guaranteed, in any manner, that they will be employed for any set period of time. No one in the University, except the President, Deans and Vice Presidents, in a written, signed contract, may make any representation or promise to the contrary.

3.2 USE OF UNIVERSITY EQUIPMENT

During the course of employment, employees may have the use of university-owned equipment, such as offices, desks, chairs, computers, computer software, telephones, fax machines, copy machines, e-mail, Internet access, network accounts, etc. The University has the right of access to all of its assets, equipment,

offices, buildings, machines, etc. Employees do not have a privacy interest in University material, equipment or assets. Employees have a responsibility to use University equipment in a careful, professional manner for work-related purposes. Inappropriate, careless, wrongful or improper use of university equipment, materials or assets, as well as an employee's failure to assist in an investigation of wrongful use will result in disciplinary action, up to and including discharge.

3.3 UNIVERSITY ASSETS AND PROPERTY

University assets and property, including equipment, supplies, and facilities, are to be used in a reasonable and prudent manner for conducting University business. Excessive, unnecessary, or unauthorized use of University equipment, supplies or facilities is not permitted.

Use of University equipment and supplies for personal reasons should be avoided. Instances of personal use of University equipment should be rare, and employees are responsible for reimbursing the University for the cost of using University equipment or supplies in those cases.

Misuse or damage of University property because of recklessness or gross or negligent indifference on the part of the employee may subject the employee to personal liability for damage, loss or injuries to the person or property of third parties. It may also result in disciplinary action up to and including discharge.

3.4 CONFLICTS OF INTEREST/COMMITMENT

All employees of the University have important fiduciary responsibilities in the work they perform. In support of these significant obligations, it is essential that staff perform their duties in a manner that will ensure no conflict, nor any appearance of conflict, between their personal interests and those of Willamette University. To that end, the University subscribes to the broad principles outlined in the following policy statements.

Conflict of Interest

A conflict of interest exists when individual commitment to the University may be compromised by personal benefit. Staff is expected to avoid situations or activities that could interfere with their unencumbered exercise of judgment in the best interests of Willamette University.

In addition, it is considered inappropriate for staff to make use of University property or other resources, including time, to advance personal interests or activities during the course of their employment at Willamette.

Conflict of Commitment

This policy statement is not intended to limit reasonable participation in professional and community activities which benefit and reflect positively on the University, by mutual agreement of the staff member and his or her supervisor. Paid outside activities which primarily advantage or benefit the staff member are to be performed on the staff member's personal time. In some circumstances, accrued vacation time may be used to cover such absences.

Paid personal consulting activities or other outside pursuits are not to occur on University time, nor is it permissible to use, in the course of outside consulting, University resources including, but not limited to, office equipment, supplies or support staff. Such activities must not divert staff attention from their University duties or consume so much time or creative energy that they interfere, or appear to interfere, with staff responsibilities to the University.

3.5 POLITICAL ACTIVITIES

Willamette University holds a federal income tax exemption under section 501(c)(3) of the Internal Revenue Code of 1986. As a 501(c)(3) organization, the University is prohibited from directly or indirectly participating in, or intervening in (including the publishing or distribution of statements or campaign

literature), any political campaign on behalf of (or in opposition to) any candidate for public office, political issue or ballot measure. The University prohibits any employee from engaging in any activity that would cause the University to violate this restriction. Questions about this policy can be addressed to the Director of Human Resources.

SECTION 4: TERMS AND CONDITIONS OF EMPLOYMENT

4.1 WORKWEEK/HOURS OF WORK

Student employees are assigned a work schedule as defined by their supervisor. In general, it would be rare for student employees to work in excess of forty hours in a work week. However, for the purpose of computing overtime, if such occasions do occur, the workweek is the base period and is defined as a fixed and regularly recurring period of 168 hours consisting of seven (7) consecutive 24-hour periods. For student employees, the workweek begins at 12:01 a.m. on Monday morning and ends at 12:00 midnight on Sunday. Other workweeks may be designated for student employees in non-office employment settings. Students should verify their workweek with their supervisor.

An employee is not permitted to exchange shifts with another employee without prior authorization of the supervisor. Any shift change should be accomplished without interference with University operation, and the implications of overtime should be considered by the supervisor in approving such changes.

4.2 MEAL AND REST PERIODS

Meal and rest periods are a requirement of law for non-exempt employees, including Willamette's student employees. The meal period is not included as paid work time. Each employee who is scheduled to work a minimum of six (6) hours will have a scheduled meal period which is not less than 30 minutes and no more than one hour long. The meal period should fall approximately midway in the employee's daily work schedule.

Rest periods are included as paid work time and should be provided for every segment of four (4) hours, or major portion thereof, and be no less than ten (10) minutes. Rest periods should not exceed twenty (20) minutes, including travel time to and from the break location. Rest periods should be scheduled in the middle of the work period. The scheduling of meal and rest periods may, on occasion, be altered due to work and service requirements of the department, but must generally be consistent with the above.

Rest periods may not be forgone to cover a staff member's late arrival or early departure or to extend a meal period. In addition, rest period time cannot be accumulated to provide for a prolonged rest period later or in the same day.

4.3 JOB DESCRIPTIONS

While student employment is generally more flexible and varied, a job description should be prepared and maintained that includes a broad statement of duties and expectations, as well as general qualifications. Such a description has use in recruitment of student employees and may have other uses that are of importance to University operations.

Job Descriptions reflect shared expectations among the employee, supervisor and others in the institution relative to job duties. Job descriptions are not static and require updating based on changing institutional requirements. Job descriptions should always reflect actual functions being performed, not those that are aspirational. Job Descriptions are not intended to provide for an exhaustive list of duties and the University reserves the right to assign other duties as it deems appropriate without change to the job description. In general, Job Descriptions will only be updated if substantial changes in duties occur.

Upon hire, and whenever job descriptions are changed or edited, incumbents in the jobs should be provided with a copy of the job description.

4.4 EMPLOYMENT OF MEMBERS OF IMMEDIATE FAMILY OR HOUSEHOLD

The University does not prohibit or limit the simultaneous employment of more than one member of the same family or household except in those situations where there is a potential conflict of interest. Members of the same family or household will not be so placed organizationally that one is in a position of having direct supervision over the other's position. Current employees who marry or become household members may continue to work provided they do not work in a direct supervisory relationship with one another.

Family members include: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent or stepchild, grandparent or grandchild of the individual. Household members include individuals regularly sharing the employee's residence.

While the University does not prohibit such relationships, it reserves the right to take corrective employment action should such relationships lead to issues of conflict that are pervasively disruptive to the workplace.

4.5 SAFETY AND SECURITY

In order to provide a safe and secure environment for all members of the Willamette community, the University employs Campus Safety personnel. Safety Officers are generally available and patrol the campus 24 hours a day. A Safety Officer can be reached by dialing 6911 from campus phones and 503-370-6911 from off-campus telephones. In spite of extensive efforts, the campus is not free from the risks associated with its surroundings. Consequently, at all times, safety and security is the responsibility of each member of the Willamette community.

Community members can help enhance the safety and security of the campus by taking the following measures:

- A. Reporting all unsafe conditions to their immediate supervisor or the Campus Safety Office.
- B. Observing all safety regulations.
- C. Utilizing all safety equipment and wearing all protective devices provided.
- D. Being alert and reporting all conditions that may jeopardize the safety and security of individuals and property.
- E. Observing all precautions to prevent unsafe or unsecured conditions from occurring.
- F. Observing established security procedures and securing property and facilities when possible.

With every member's individual effort, this cooperative and preventive approach will achieve our objective of maintaining a safe and secure environment.

- A. Do not assume someone else will take responsibility.
- B. Do not treat safety and security issues lightly.
- C. Do your part and take appropriate steps to correct problems.

4.6 ACCIDENTS

Accidents involving employees must be reported immediately to the employee's supervisor or Human Resources. Should medical attention be necessary, assistance should be sought from the employee's personal physician, Salem Hospital Occupational Medicine, or the Salem Hospital which is located one block south of the campus on Winter Street. In the case of serious injury requiring immediate emergency treatment, Campus Safety must be called at 6911. **DO NOT MOVE AN INJURED PERSON.** An injured or potentially injured person should be transported by an ambulance not by a private vehicle. The University maintains workers compensation insurance as required by law. If injured in the course of working, students may be asked to

complete forms required for submission as a workers compensation claim. Information on filing a claim may be obtained from the Office of Human Resources. See Policy 5.8 for more information.

4.7 CONTACT INFORMATION

It is the responsibility of each employee to immediately advise the Payroll and/or Human Resources Office of any change in name, address, telephone number, or marital status. Failure to provide timely notice of these changes can result in important communications not reaching the employee in a timely manner, as well as inability to contact the employee for employment related matters.

4.8 APPROPRIATE APPEARANCE & PERSONAL HYGIENE

The University's commitment to excellence and its position in the community require standards of personal appearance from employees that are consistent with departmental needs and with the expectations of those whom the department serves. Some areas of the University in which employees have limited contact with persons outside the department may be flexible in terms of dress standards. Departments may set reasonable standards that reflect departmental needs, including the wearing of standardized uniforms provided by the University at no expense to the employee.

In addition to appropriate attire, good personal hygiene and modesty in dress are expected of all employees. If a supervisor believes an employee is not dressing appropriately and/or practicing good personal hygiene, his or her decision regarding either of these issues will prevail, and the employee is expected to cooperate in making the necessary changes to meet expectations.

Occasionally, the situation arises in which an employee has an allergic reaction to the fragrance another employee is wearing. In these instances, it is expected that the employee wearing the fragrance will discontinue doing so in the interest of other co-worker's comfort and health.

SECTION 5: PAYROLL, CLASSIFICATION, COMPENSATION, STATUTORY BENEFITS

5.1 CLASSIFICATIONS AND STATUS DESIGNATIONS

In order to effectively manage policies and the laws that govern pay, benefits, and other provisions of employment, the University must maintain appropriate classification and status designation definitions for employees.

FLSA Status

All student employees are "non-exempt" relative to the provisions of the Federal Fair Labor Standards Act (FLSA). Non-Exempt employees must be paid for all hours worked and receive time and one half pay for any hours worked in excess of 40 hours in a work week. In addition, employees classified as "Non-Exempt" must be provided with appropriate meal and rest periods.

Pay Class

All student employees are paid on an hourly basis in order for the University to comply with wage and hour law. Employees paid hourly are paid on the last day of the month for hours worked during the period starting on the 15th of the previous month to the 14th of the month in which the payday occurs.

5.2 PAYDAY

All employees are paid on the last day of each month. Should the last day of the month fall on a Saturday, Sunday, or University holiday, payment will be made on the last working day of the month.

The vast majority of employees elect to have their paychecks direct deposited to their bank account. For those that don't, paychecks may be picked up in the Payroll office during normal business hours or will be forwarded to student mail boxes.

5.3 PAYROLL DEDUCTIONS/TAXES

Every payday an employee receives a statement of earnings. This statement provides current and year-to-date earnings and withholdings.

Compulsory deductions are those withholdings that Willamette is required by law to make from an employee's earnings. Compulsory deductions include Social Security and Medicare, Federal Income Tax, and State Income Tax. In January of each year, all employees will receive a Wage and Tax Statement, Form W-2.

5.4 DIRECT DEPOSIT

All employees are encouraged to utilize the benefit of Direct Deposit. Direct Deposit saves time and effort by depositing the monthly paycheck directly into the employee's designated bank account. Forms are available through Payroll or Human Resources. More than one Direct Deposit may be set up and employees may commence or discontinue Direct Deposit at any time.

5.5 STUDENT EMPLOYEE TIME SUBMISSION

All employees must complete a timesheet and submit it to their supervisor at the close of the pay period, the 14th of each month. Timesheets are electronic and available through Jason on the "Internal Web." Paper timesheets are also available.

The supervisor is responsible for reviewing the employee's reported hours of work. The supervisor approves the timesheet online, or if paper, signs and forwards the completed time sheet to the Payroll Department where the reports are processed, audited and filed. Employees are strictly forbidden from completing another employee's time sheet.

5.6 OVERTIME

Employees whose jobs are classified as non-exempt positions will be compensated for their overtime hours at a rate of time-and-one-half for any work performed in excess of 40 hours in a given week. Compensated overtime is reserved for peak periods, special projects, and emergencies. Employees working unauthorized compensated overtime may be subject to disciplinary action up to and including termination.

A workday is defined as a period of 24-consecutive hours, commencing with the beginning of the employee's regularly scheduled work shift.

1. Time and one-half, where applicable, will be paid for all hours worked over 40 hours in one workweek.
2. If a non-exempt staff member has worked extra hours on one day of the workweek, the supervisor may give an equal amount of time off on another day within **the same workweek** to prevent use of overtime for the workweek. However, non-exempt staff may not be provided with "comp time" in a separate workweek to offset overtime worked in a prior week.

5.7 STUDENT PAY SCALE

The office of Human Resources maintains the student pay scale and classification system and reviews the system on a periodic basis. Reclassification of student positions within the student pay system may only be requested by the student employee's supervisor and must be supported by the Administrator responsible for the area in which the student is employed. Human Resources will determine appropriateness of reclassification relative to the pay and classification system.

5.8 STATUTORY BENEFIT PROVISIONS

Unemployment Insurance

The University reimburses the State Employment Division for unemployment benefits paid to former employees in accordance with the laws of the State of Oregon. The State determines eligibility to receive benefits. In general, student employees working during the school year will not be entitled to receive unemployment compensation upon separation from employment.

Social Security and Medicare

In accordance with Federal law, a percentage of each employee's salary is deducted to cover Social Security benefits which may include retirement payments, Medicare benefits, death benefits, disability insurance and monthly income payments to certain dependent survivors of covered workers. The percentages are mandated by law and are subject to change from year to year. They are equally matched by a University contribution to the Social Security fund. Benefits are determined by the Social Security Administration.

Workers' Compensation

To provide for payment of certain medical expenses and for partial salary continuation in the event of a work-related injury or illness, employees are covered by workers' compensation insurance as required by state law. An employee injured or becoming ill as a result of a job-related exposure should report such injury or illness to his/her supervisor or other designated individual in a timely manner. In addition, to protect the rights of recovery from the insurance carrier, a claim form (the state's 801 Form for First Report of Injury) available from the Human Resources Office should be filed within 24 hours of a work-related illness or accident, or as soon as is possible following the injury. Questions regarding workers' compensation insurance should be directed to the Human Resource Office.

SECTION 6: ATTENDANCE, CODE OF CONDUCT, AND DISCIPLINARY PROCEDURES

6.1 ATTENDANCE POLICY

All employees are responsible for good attendance and punctuality. Employees must report to work on each scheduled workday unless illness or other unavoidable circumstances make it impossible to do so, or unless prior permission to be absent has been given by the supervisor. Student employees are likewise held to regular attendance standards, however, Willamette supervisors are encouraged to recognize that students at Willamette are "students first" in terms of their priorities. We encourage open dialog between supervisors and student employees when/where this attendance policy and the burdens of academic work conflict.

If an employee is unable to report for work, either for the day or on-time, the employee must notify his/her immediate supervisor (or an alternate designated by the supervisor) of such absence or lateness and the reasons for such absence/lateness as soon as possible, but in no case later than thirty (30) minutes after the beginning of the employee's scheduled work day. Supervisors may make alternate arrangements with their employees for reporting protocols that better meet the needs of their department and the nature of the position.

Employees are expected to call their supervisor each day they are ill or injured. If an employee becomes ill during the workday, the supervisor must be notified before the employee leaves the work site. Failure to follow this procedure will result in the absence being recorded as an unexcused absence.

Recognizing that unscheduled absence from work is an occasional requirement of all employees, Willamette maintains a "no-fault" attendance policy. This means that we will not make determinations as to whether absences are excused or unexcused. Employees who are absent from work without prior approval or who do not provide a justifiable explanation of their absence may be denied pay for the day(s) involved and may be subject to disciplinary action. Excessive lateness or absenteeism, regardless of the reasons and assuming not protected by Federal or State law, may result in disciplinary action up to and including termination.

If an absence extends three days without proper notification (ie. "no-call, no-show"), the employee may be considered voluntarily terminated.

6.2 GUIDELINES FOR APPROPRIATE CONDUCT

Employees are expected to follow acceptable business principles in matters of personal and business conduct, to accept responsibility for the appropriateness of their own conduct and to exhibit a high degree of personal and professional integrity at all times. It is impossible to list all forms of conduct that might be considered inappropriate. Certain behavior (such as theft, fighting, falsification of records, breach of confidential information, bribery and threats of violence) is clearly unacceptable at any time in any workplace. Other conduct such as failure to cooperate with other employees, harassing or intimidating others and rudeness to co-workers, students, or visitors, while often more subtle, is equally unacceptable.

The University expects all employees to observe the highest standards of professionalism at all times, to comply with all laws applicable to the University business wherever conducted and to treat others (co-workers, students, vendors, and visitors) with dignity and respect. Unsatisfactory performance, work habits, overall attitude, conduct and demeanor; violation of University policies, procedures or guidelines or practices; or any other behavior or conduct deemed inappropriate by the University may lead to disciplinary action up to and including termination.

6.3 DISCIPLINE

It is the policy of the University that any employee who violates the University's policies, guidelines, rules and/or standards of conduct should be subject to disciplinary action up to and including termination.

In general, the University will look to utilize basic progressive discipline standards and processes in administering disciplinary action for policy and other serious violations. This includes the possibility of verbal counseling, written warnings, final written warnings, suspension, and discharge. It is not always necessary that the disciplinary action process commence with verbal counseling or include every step. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense, including even termination.

Consideration will be given to the seriousness of the offense, the intent and the attitude of the individual, and the environment in which the offense took place. The University expressly reserves the right to determine the severity of the problem and the preferred method of proceeding in each individual case. Nothing in this policy should be construed to change the "at-will" nature of the employment relationship.

SECTION 7: PROBLEM RESOLUTION

7.1 GRIEVANCE PROCEDURE

The University recognizes that in any employee group, personnel problems will occasionally arise. It is usually in the best interest of both the University and the employee to resolve such problems as soon as possible at the lowest possible administrative level. In order that employees may be assured fairness in the consideration of such problem(s), a process of appeal and review, without prejudice, to higher levels of authority has been established. Employee problems or concerns regarding University rules or regulations, working conditions, personnel practices, and the application of personnel policies should be addressed in the following manner.

1. The employee should first attempt to resolve the difficulty informally by discussing it with the employee's immediate supervisor. It is anticipated that satisfactory resolution can usually be achieved at that level.
2. If the matter is not resolved to the employee's satisfaction informally, a description of the problem should be submitted in writing to the employee's immediate supervisor. The written complaint should include an explanation of the problem, a listing of all facts related to it, a summary of any action or attempted resolution undertaken by the employee, and a

description of the desired resolution. The complaint must be presented to the immediate supervisor, with a copy to the Director of Human Resources, within thirty (30) days of the occurrence of the problem. The supervisor will respond in writing to the employee within five (5) working days.

3. If the matter is not resolved to the employee's satisfaction at that level, the employee may take it to a second level of review. The second level of review will be to the Vice President or Dean responsible for the employee's administrative area and must be made in writing within five (5) working days of the response from the immediate supervisor. The second-level reviewing administrator will respond in writing to the employee within five (5) working days. This is the final level of review.

7.2 COOPERATION IN AN INVESTIGATION AND NON-RETALIATION

When investigations become necessary, the University takes its responsibility to conduct a full, fair, and complete investigation very seriously. All members of the Willamette community who have involvement with an investigation are expected to cooperate completely.

Failure or refusal to cooperate with or interference with a campus investigation may be grounds for disciplinary action up to and including termination. Retaliation or reprisals against participants in an investigation is particularly egregious and will be treated with seriousness if confirmed, and is likely to result in immediate termination of the person engaging in such acts.

SECTION 8: SEPARATION FROM EMPLOYMENT

8.1 VOLUNTARY SEPARATION

Willamette student employees may choose to terminate their employment with Willamette University at any time and for any reason. While there is no policy requirement for notice, Willamette appreciates the good faith shown by those who choose to provide a period of notice, usually at least two weeks. Adequate notice may also be necessary to retain eligibility for rehire and a positive reference.

In addition to resignation, employees may be considered to have voluntarily terminated when they are absent without notification for three consecutive working days or do not return from a leave of absence or notify the University of intent to return.

In addition to providing the University with sufficient notice of resignation, employees are expected to fulfill all other obligations, such as the return of keys and the payment of outstanding bills prior to the completion of their duties. The employee's final paycheck, including earned vacation, will normally be available on the last workday.

8.2 INVOLUNTARY SEPARATION

The employment relationship between student employees and Willamette University is both temporary and "at-will"; just as an employee has the right to leave employment with the University at any time and for any reason, the University may terminate an employee's employment at any time, with or without cause, and for any reason not specifically prohibited by law. The University reserves the right to be the sole judge of whether termination is appropriate and the processes that will be followed.

Unless the severity of the reason for termination warrants, termination of student employment will not preclude the student from obtaining employment in another area of the University, nor will such termination necessarily extend to student status. If the nature of the reason for separation warrants, any considerations of discipline will be administered under the student judicial system as provided under the Selected Policies Manual of the University.

8.3 EMPLOYMENT REFERENCES POLICY

Generally speaking, requests for employment and salary verification and for job references should be referred to the Human Resources Office.

Requests for personal and payroll information are considered confidential and proprietary. Generally, without specific written authorization and release from an employee, only his/her job title, verification of employment dates and job duties will be released outside the University. The Human Resources office will seek to validate all requests for employment verification through information validation practices.

For the purposes of student employment, recognizing the value of the student employment experience in the educational experience provided by the University, this policy does not bar faculty and staff from providing written letters of recommendation or references for student employees seeking employment or entry into other institutions of higher education.

SECTION 9: APPENDIX

9.1 PROCEDURAL GUIDELINES FOR ADDRESSING COMPLAINTS OF HARASSMENT INVOLVING STAFF OR FACULTY AT WILLAMETTE UNIVERSITY

The following are to be used as procedures for addressing complaints that a faculty or staff member has violated Willamette's harassment policy. If you are still unsure of what constitutes "harassment," please consult the University's Human Resources department. These procedures do not apply to allegations of student-student harassment. Student to student harassment is addressed under the standards of conduct for students of Willamette University within the Selected Policies Manual.

If a person believes that they have been harassed by a staff or faculty member, they should ask that staff or faculty member to stop the harassing behavior immediately, if he or she can do so safely. Willamette's harassment policy and these procedures address complaints of harassment based on race, color, sex, religion, age, marital status, national origin, physical or mental disability, veteran status, sexual orientation or any other basis protected by applicable local, state or federal law. "Harassment" as described, is a form of discrimination under Title VII of the Civil Rights Act of 1964 and under Title IX of the Education Amendments of 1972. Failure to respond to written or verbal concerns of sexual discrimination or harassment, or failure to report incidents of sexual discrimination or harassment, is a violation of University policy.

Duty to Conduct Inquiry

If a harassment complaint is reported to the Director of Human Resources, or any other appropriate University official, the University may proceed to conduct an inquiry, even if that is not consistent with the complainant's wishes. An official inquiry is intended to protect the well being of involved parties, others in the community, and the University at-large.

Willamette may investigate suspected instances of harassment even if individual complaints are not made. If a supervisor or other managerial employee has reason to believe that an environment of harassment exists, or that any other provision of the University's policy prohibiting harassment is being violated, it should be reported immediately to the Director of Human Resources.

Procedures for Reporting Harassment

Any staff member, faculty member or student who believes they have been harassed by an employee of the University is encouraged to report the issue immediately to the Director of Human Resources. Alternatively, a report can be made to the claimant's supervisor, Vice President or Dean responsible for the accused offender's department. You may be asked to provide the information in writing. A staff member, faculty member, or student may contact the Director of Human Resources without first contacting other officials identified above. Any party may have an advisor or advocate in these proceedings, however the advisor or advocate may not participate in, or represent, a complainant in this process. Efforts will be made to ensure the confidentiality of the information received as a part of the process

Supervisors and other University officials receiving complaints of potential harassment are required to consult with the Director of Human Resources, or a responsible Vice President or Dean, immediately upon receiving a complaint. A supervisor should not attempt to resolve a complaint of harassment without assistance from the Director of Human Resources.

Preliminary Review

Upon receiving a complaint, the Director of Human Resources will make a preliminary determination as to whether or not the complaint is appropriately brought under the process for addressing violations of the University's harassment policy. The Director shall convey that preliminary determination to the complainant. The Director of Human Resources may choose to refer the complaint to a designee if warranted. If the complainant disagrees with the determination by the Director of Human Resources, the complainant may appeal this decision under the Procedures for Reconsideration to the Universities Title IX Coordinator within ten (10) working days of the date on the notice received of the determination. The Title IX Coordinator will either affirm the Director's determination, or remand the complaint back to the Director of Human Resources to proceed with further review, which may include direction that a third party conduct a renewed and independent inquiry. The Title IX Coordinator's decision will be delivered within ten (10) working days of receipt of any appeal, and the decision is final.

Procedures for Informal Complaint Resolution Option

The parties concerned may request an informal resolution of allegations of harassment. An informal resolution is one in which a satisfactory resolution to the issue is reached, usually without a formal investigation, findings or unilateral disciplinary action. Problems are sometimes easier to resolve when an informal atmosphere encourages people to identify the difficulty, talk it out, and agree on how to deal with it. The person receiving the complaint may explore whether the parties wish to seek an informal resolution or whether they wish to proceed directly to an investigation and subsequent finding.

An informal resolution typically includes the appropriate Dean or Vice President or his/her designee meeting separately with the complainant and the accused, discussing the problem, possible violation(s) of policy and possible solutions, mediating to establish satisfactory conditions for further University-related interactions, and coordinating on-going steps to foster a successful resolution. In all cases, the Director of Human Resources should be consulted before addressing a complaint.

An attempt at a mediated resolution is recommended but not required prior to an investigation of the complaint. In addition, informal resolution may not be appropriate under certain circumstances, even with agreement on the part of the complainant.

Procedures for Determining if a Violation Has Occurred

Should a complainant choose not to use informal complaint resolution then the Director of Human Resources will proceed with an inquiry, unless the University chooses to use a third party investigator to perform the inquiry. The investigator will ordinarily start the process by notifying the accused that he or she has been named in a complaint; describe the nature of the complaint, and advising him or her of any restrictions about appropriate contact with the complainant.

The purpose of an investigation is to establish whether there is sufficient evidence to conclude that the alleged harassment policy violation has occurred. In conducting the investigation, the investigator may interview and/or obtain written statements from the complainant, the accused, and other persons believed to have pertinent factual knowledge. An advisor or advocate may not participate, or represent in this investigation process. The specific allegation(s) shall be given to the accused in writing. The accused must be given the opportunity to respond in writing to the allegations.

If investigation identifies inappropriate behaviors, related to the incident, that do not violate the harassment policy, but violate other University policies, these behaviors may result in disciplinary action.

The investigator shall make written summary of their findings. If the Director of Human Resources delegated the investigation to a third party investigator, the summary of the findings will be conveyed in writing to the Director of Human Resources. The Director of Human Resources will use a standard of "more likely to have occurred than not" to determine an outcome. The Director of Human Resources shall communicate the outcome to the complainant and respondent in writing.

Possible outcomes of the investigation are a) a determination that a violation of the harassment policy did occur; b) a determination that a violation of the harassment policy has not occurred but inappropriate actions/behaviors have occurred which may warrant other disciplinary action; c) a determination that the allegations cannot be substantiated.

Procedures for Determination of Sanction

Any subsequent sanction to be taken shall be appropriate to prevent any recurrence, and shall be reasonably related to the gravity and/or frequency of the violation. Disciplinary action for administrative and classified staff will be considered using the guidelines in the Administrative and Classified Staff Handbook. Determination of the sanction (disciplinary action) will be made through the appropriate Vice President or Dean, in consultation with the Director of Human Resources. Disciplinary action for faculty will be considered with reference to faculty employment policies contained in the appropriate faculty handbook corresponding to the College in which the faculty member teaches. Disciplinary action for faculty will be made through the appropriate Dean in consultation with the Director of Human Resources.

A final determination will be communicated in writing to the complainant and the respondent. An individual who has made a report of sexual harassment may be advised of sanctions imposed against the complaint respondent when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). However, information regarding disciplinary action taken against the respondent shall not be disclosed without the complaint respondent's consent, unless it is necessary to ensure compliance with the action or the safety of individuals. In some cases, the exact nature of disciplinary action may not be completely disclosed to the complainant. From the time the outcome is sent in writing, both parties have seven (7) working days to submit a written request for reconsideration.

Procedures for Requesting Reconsideration

A written request for reconsideration of the determination may be made by either party to the University's central Title IX Coordinator, who is the Vice President and Executive Assistant to the President.

The written request shall set forth the procedures that allegedly were not properly handled in the investigation. Each party will be allowed to review a reconsideration request and respond to the reconsideration request in writing within ten (10) working days of when the information is sent. The Title IX Coordinator will determine whether the procedures outlined in these Guidelines were followed, and based on that assessment, may affirm, revise, reverse, or remand the decision of the Director of Human Resources. The determination concerning the request for reconsideration shall be made within a reasonable amount of time, generally within ten (10) working days. The Title IX Coordinator may extend the time of response by providing notice to the parties. The Title IX Coordinator's decision is final.

Other Considerations

Following is information intended to support your inquiry and to help you determine if you would like to file a complaint of a violation of the University's harassment policy.

Non-Retaliation

The University will not tolerate any retaliatory treatment or adverse consequences as a result of acting in good faith to report harassment or participating in an investigation. Retaliation may subject the person who retaliates to disciplinary action up to and including termination.

Counseling

Filing a complaint can be a difficult and emotional decision. Counseling resources can assist in understanding the implications of coming forward with a complaint, as well as help with the emotional impact before, during, and after an investigation. Counseling resources may also be helpful for those accused of harassment. Students are encouraged to contact the Counseling Center in Bishop Wellness Center at 503-370-6471. Any faculty or staff member who feels a need for counseling assistance is encouraged to contact the University's employee assistance program (EAP) for confidential counseling. Cascade Centers (EAP) can be reached 24 hours a day at (800) 433-2320.

Timing of the Complaint

Complaints of harassment should be made as soon as possible after the alleged harassment occurs, or within one year. Prompt reporting provides the best opportunity for the University to conduct an appropriate and complete investigation. Generally speaking, the longer a delay in reporting, the more difficult it is for the university to conduct an investigation. Complaints brought more than one year after the last alleged conduct occurs will not be pursued.

Contact Information

Director of Human Resources, Willamette University
900 State Street, Salem, OR 97301
(503) 370-6210 www.willamette.edu/dept/hr
email: human-resources@willamette.edu

Vice President and Executive Assistant to the President
Title IX Coordinating Officer, Office of the President
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9.2 DRUG AND ALCOHOL POLICY

The University recognizes that alcohol, illegal drug, and controlled substance abuse in the workplace have become a major concern. The University believes that prohibiting the use or influence of alcohol, illegal drugs and controlled substances in the workplace will improve the safety, health and productivity of our employees. The objective of the University's policy is to provide and maintain a safe and healthy workplace for all employees and to protect the students of the University.

Accordingly, the improper use, abuse, possession, distribution, manufacture, dispensation, purchase, transfer or sale of alcohol, controlled substances or illegal drugs by employees when on work time, on duty, on University premises or in other circumstances where an employee could adversely affect the University's reputation is prohibited. Employees must not report for duty, be on University premises or represent the University while under the influence of alcohol, illegal drugs or controlled substances.

On occasions where alcoholic beverages are served in conjunction with certain business or social events related to University business, employees should drink moderately and must be fit to perform their duties and other responsibilities in a safe and efficient manner. Under no circumstances should student employees be served alcohol in the course of performance of their job responsibilities.

An employee's use of a prescription or over-the-counter medicine can pose a significant risk to the safety of the employee and of others. Employees must report the use of medically authorized drugs or other substances that may impair job performance to their immediate supervisor and may be required to provide properly written medical authorization from a physician to work while using such authorized drug. It is the employee's responsibility to determine from the physician whether or not the prescribed drug would impair his/her job performance.

The University reserves the right to conduct employee drug and alcohol testing. The University has adopted a policy of reasonable suspicion drug and/or alcohol testing.

Reasonable Suspicion Testing. Employee drug and/or alcohol testing may be conducted whenever the University has a reasonable suspicion that an employee or a group of employees is under the influence of alcohol, illegal drugs or controlled substances.

Consent, Cooperation and Consequences. Individuals taking a drug and/or alcohol test must sign a consent form for the test that allows release of the test results to the University. Any employee who refuses to consent to drug and/or alcohol testing, tampers with a sample, tests positive or otherwise violates this policy may be placed on leave with or without pay until an appropriate disciplinary action is determined, which may be up to and including termination.

Inspections, Searches and Investigations. The University also reserves the right to inspect and search all University property for alcohol, controlled substances or illegal drugs or related paraphernalia.

Rehabilitation. The University attempts to provide employees the opportunity to deal with drug and alcohol related problems. Any employee who voluntarily requests assistance in dealing with a drug and/or alcohol problem is urged to seek professional counseling for an assessment and, if appropriate, to enter a treatment program. Generally, employees who self-refer to such programs before work performance problems arise will not be disciplined. Professional counseling and treatment programs for drug and/or alcohol problems may be available through University-provided health insurance. Any cost not covered by health insurance is the employee's responsibility. Generally, discontinuation of any involvement with drugs and/or alcohol is an essential requisite for participation in any treatment program.

As a result of disciplinary action arising from a drug and/or alcohol problem or as a condition of continued employment, an employee may be required to participate in a drug and/or alcohol treatment program. An employee who is so required will first be evaluated for drug and/or alcohol use by an accredited professional. An employee may be required to participate in follow-up care as part of a comprehensive drug and/or alcohol treatment program. Depending upon the nature of the conduct that led to the employee's mandated participation in a drug and/or alcohol treatment program, the employee may be required to submit to random blood and urine screening for drugs and/or alcohol for a specified period of time and to meet various performance standards that are imposed as a condition of continuing employment.

The University reserves the right to determine whether reasonable suspicion exists, the level of discipline to be applied and whether an employee should be given the opportunity to participate in a drug and/or alcohol treatment program.

Definitions. For the purposes of this policy, the following definition of terms is provided:

- A. Alcohol: Means ethyl alcohol (ethanol). References to use or possession of alcohol include use or possession of any beverage, mixture or preparation containing alcohol.
- B. Controlled substances: Means any substance (other than alcohol but including prescription medicine) that has known mind or function-altering effects that may impair or affect the ability to perform work, the access to which is controlled by law.
- C. Illegal drugs: Any form of drug, narcotic, hallucinogen, depressant, stimulant, cannabis or other substance capable of creating or maintaining impairment or otherwise affecting one's physical, emotional or mental state; the sale, purchase, transfer, use or possession of which is prohibited by law.
- D. Employee: Any individual who performs work for the University is subject to the provisions of these guidelines.

- E. University premises: University premises include all University property, facilities, parking lots, garages, workplaces, storage structures and University-owned vehicles and equipment.
- F. Under the influence: A detectable level of alcohol, illegal drugs or controlled substances in an employee's blood or urine reported by the laboratory, or use of alcohol, illegal drugs or controlled substances that results in any noticeable or perceptible impairment of the employee's mental or physical faculties or job performance.
- G. Reasonable suspicion: An observation or observations of an employee's condition or performance that indicates controlled substance, illegal drug or alcohol use that may impair an employee's faculties. Examples include altered work performance, appearance (including, for example, noticeable odor of an alcoholic beverage or marijuana), behavior or speech or involvement in or relation to an accident or incident or a "near miss" while in the course and scope of employment that results in or has the potential to result in physical injury or property damage.

Any questions about this policy should be referred to the Human Resources Office.

This handbook is a summary of policies and practices related to Willamette student employees and is not all-inclusive. It is subject to change at any time. This handbook should not be construed to constitute a contract of employment. Policy questions should be directed to the Human Resources Office.