

Westminster College

Westminster College Student Employment Handbook

Equal Employment Opportunity

Effective Date: 7/1/2008

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Westminster College will be based on merit, qualifications, and abilities. Westminster College does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Westminster College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any student employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Office. Student employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Immigration Law Compliance

Effective Date: 7/1/2008

Westminster College is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new student employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former student employees who are rehired must also complete the form if they have not completed an I-9 with Westminster College within the past three years, or if their previous I-9 is no longer retained or valid.

Student employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Office. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Westminster College

Westminster College Student Employment Handbook

Non-Disclosure

Effective Date: 7/1/2008

The protection of confidential business information is vital to the interests and the success of Westminster College. Such confidential information includes, but is not limited to, the following examples:

- * Compensation data
- * Computer processes
- * Computer programs and codes
- * Student and employee lists
- * Financial information
- * Marketing strategies
- * New materials research
- * Pending projects and proposals
- * Student information including grades

Student employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

Sexual and Other Unlawful Harassment

Effective Date: 7/1/2008

Westminster College is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated. Westminster College provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.

Westminster College

Westminster College Student Employment Handbook

- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Human Resources Office or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Office or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Disability Accommodation

Effective Date: 7/1/2008

Westminster College is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled student employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in

Westminster College

Westminster College Student Employment Handbook

accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

Westminster College is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Westminster College will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Westminster College is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Computer Internet and Email Usage

Effective Date: 7/1/2008

Computers, computer files, the email system, and software furnished to employees are Westminster College property intended for business use. Student employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Westminster College and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, student employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

Westminster College strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Westminster College prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The equipment, services, and technology provided to access the Internet remain at all times the property of Westminster College. As such, Westminster College reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via Email or the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not

Westminster College

Westminster College Student Employment Handbook

limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Abuse of the Internet access provided by Westminster College in violation of law or Westminster College policies will result in disciplinary action, up to and including termination of employment. Student employees may also be held personally liable for any violations of this policy.

Student employees should notify their immediate supervisor, the Human Resources Office or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Problem Resolution

Effective Date: 7/1/2008

Westminster College is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Westminster College supervisors and management.

Westminster College strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Student employees are encouraged to offer positive and constructive criticism.

If student employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No student employee will be penalized, formally or informally, for voicing a complaint with Westminster College in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when student employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Student employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or student employee believes it would be inappropriate to contact that person, student employee may present problem to Human Resources Office or any other member of management.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Student employee presents problem to Human Resources Office if problem is unresolved.
4. Human Resources Office counsels and advises student employee, assists in putting problem in writing, visits with student employee's manager(s), if necessary, and directs employee to Director of Human Resources for review of problem.

Westminster College
Westminster College Student Employment Handbook

5. Employee presents problem to Director of Human Resources in writing.
6. Director of Human Resources reviews and considers problem. Director of Human Resources informs student employee of decision and forwards copy of written response for student employee's file. The Director of Human Resources has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.