On behalf of your colleagues, I welcome you to Westminster College and wish you every success here.

We believe that each student employee contributes directly to Westminster College's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our student employees and to outline the policies, programs, and benefits available to eligible employees. Student employees should familiarize themselves with the contents of the student employee handbook as soon as possible, for it will answer many questions about student employment with Westminster College.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Stephen Morgan
President
INTRODUCTORY STATEMENT

The employment of students at Westminster College is intended to be mutually beneficial to both the students who desire campus employment, and members of the campus community who need a wide range of duties performed. Student employment is a necessary service, but at the same time the Westminster community has an emphasized focus on helping students meet their financial needs, find their place and fit in, and learn outside the classroom. All of these objectives are an integral part of helping Westminster students develop the skills and attributes critical for success.

This student employment handbook is designed to acquaint you with Westminster College and provide you with information about working conditions and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as a student employee. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Westminster College continues to grow, the need may arise and Westminster College reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Student employees will, of course, be notified of such changes to the handbook as they occur.

ORGANIZATION DESCRIPTION

Like many institutions with long histories, Westminster College has refocused its mission a number of times since its founding more than 130 years ago. Beginning as a residential academy for students in the primary and secondary grades, Westminster evolved into a combination secondary school and junior college and, in the 1940’s, into a small liberal arts college. In the 1970’s, we changed once again by developing a variety of professional and career-oriented programs, including graduate programs, and by enrolling a significant number of non-traditional and commuting students.

Today, Westminster has evolved into a new type of institution. We are neither a liberal arts college nor a comprehensive university, although we exhibit trademark features of both. We maintain a residential campus environment, offer small classes, and provide personalized attention to students – all of which are characteristic of the liberal arts college. At the same time, because we offer a variety of professional and career-oriented programs at the undergraduate and graduate levels, emphasize practical experience as well as theoretical knowledge, attract non-traditional-age and commuting students, and are responsive to the needs of the local region, we function in ways similar to the comprehensive university. In fact, our educational model combines the best elements of the liberal arts college and the comprehensive university in a learning-centered environment designed to be both challenging and supportive.
Mission
Westminster College is a private, independent college dedicated to student learning. We offer professional and liberal arts courses of study for undergraduate, as well as selected graduate programs. We are a community of learners with a long and honored tradition of caring deeply about students and their education. Students are challenged to experiment with ideas, raise questions, critically examine alternatives, and make informed decisions. We encourage students to accept responsibility for their own learning, to discover and pursue their passions, and to act with responsibility.

Our purposes are to prepare students to lead lives of learning, accomplishment, and service and to help them develop skills and attributes critical for success in a rapidly changing world. We do this by offering distinctive academic programs that emphasize theory and practice and encourage active, experiential, collaborative, and cross-disciplinary learning. We work to pursue excellence while promoting inclusiveness and respect for differences.

Core Values
As member of the Westminster College community, we are committed to the following values:

- Impassioned teaching and active learning
- Respect for diverse people and perspectives
- Collaboration and teamwork
- Personal and social responsibility
- College-wide excellence
- High ethical standards

Vision
We will be nationally recognized as an exemplary community of learners, distinguished by our distinctive educational programs, our record of preparing graduates for success in a rapidly changing world, and our commitment to continuous improvement, effectiveness and value.

Educational Goals
To distinguish the college by preparing “Graduates of Westminster College” – graduates who have developed skills and attributes crucial for success.

“Graduates of Westminster College” will achieve the following college-wide learning goals:

- Critical, analytical and integrative thinking
- Creative and reflective capacities
- Leadership, collaboration and teamwork
- Writing and other communication skills
- Global consciousness, social responsibility and ethical awareness
STUDENT EMPLOYMENT ELIGIBILITY REQUIREMENTS

To qualify for eligibility to become a student employee at Westminster College you must meet the following criteria:

1. Be enrolled at least half-time (6+ credit hours) in the current semester.
2. To be employed during May Term you must either
   a. be enrolled at least half-time (6+ credit hours) during Spring Semester or
   b. be enrolled in at least one course during May Term.
3. To be employed during Summer Term you must intend to
   a. enroll at least half-time (6+ credit hours) during the subsequent Fall Semester or
   b. be enrolled in at least one course during Summer Semester.
4. 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.

Upon graduation you will no longer be eligible for student employment unless you are registered to attend Westminster College as a graduate student during the subsequent semester.

If you are placed on Academic Probation while employed, you need to schedule a time to discuss this with your supervisor IN ADVANCE of the next semester. While being on Academic Probation does not disqualify you from your student employment position, it is essential that you let your supervisor know about this. The two of you can then discuss your plans for that semester to ensure you have academic success at Westminster College. Furthermore, because you are a student employee that is working while on Academic Probation, you will need to set up a meeting with the Dean of Students to discuss this as well.
Student Employment Categories
Effective Date: 7/1/2008

It is the intent of Westminster College to clarify the definitions of student employment classifications so that student employees understand their employment status. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Westminster College.

Each student employee is designated as either Work Study (Federally Funded) or Non Work Study (College Funded). All student employee positions are considered NONEXEMPT from federal and state wage and hour laws.

Work Study (Federally Funded) - Work study students are paid from federal funds awarded by the Financial Aid Office. Please remember that this award is a set amount and employment is during the academic year only (while funds are available). Student employees who are classified as Work Study employees may be eligible for Non Work Study employment after their Work Study award is exhausted.

Non Work Study (College Funded) - Non Work Study students are paid from the Westminster College Student Employment budget. Each department head can learn about their available funds from the Human Resources Office. Please note that all summer student employment jobs are non-work study.
APPLYING FOR A CAMPUS JOB
Effective Date: 07/01/2008

You are responsible for finding your own job on campus. Assistance will be provided through the Human Resources Office. You may approach a department directly to inquire, or view open positions at http://www.westminstercollege.edu/student_employment.

To apply for a position, you will need to contact each individual office or department and speak with the supervisor that is listed as well as follow any specific instructions provided in the job posting.

Note: Only those students with federal work study eligibility will be paid for participation in the America Reads and a limited number of other programs as those programs are federally funded. If you do not have federal work study eligibility, you may participate in these programs on a volunteer basis.

Job Posting
Effective Date: 7/1/2008

Westminster College provides student employees an opportunity to indicate their interest in open positions. In general, notices of student employment job openings are posted, although Westminster College reserves its discretionary right to not post a particular opening.

Job openings will be posted on the online student employee job board. Each job posting notice will include the job title, department, location, job summary, essential duties, and qualifications (required skills and abilities). Job postings can be found at http://www.westminstercollege.edu/student_employment.

To apply for an open position, employees should contact the supervisor listed in the job posting and follow any other instructions listed in the posting. For questions about applying for a job or finding student employment please contact the Human Resources Office.
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Nature of Employment
Effective Date: 7/1/2008

This student employment handbook is intended to provide student employees with a general understanding of our personnel policies. Student employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with Westminster College.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the student employee nor Westminster College is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, Westminster College reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized by the chief executive officer of Westminster College.

Employee Relations
Effective Date: 7/1/2008

If student employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when student employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Westminster College amply demonstrates its commitment to student employees by responding effectively to employee concerns.
Paydays
Effective Date: 7/1/2008

All student employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed and submitted through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, student employees will receive pay on the last day of work before the regularly scheduled payday.

Westminster College runs a paperless payroll system and student employees will be required to set up a direct deposit to have their pay directly deposited into their bank accounts. Employees can access an itemized statement of wages online when Westminster College makes direct deposits.

Timekeeping
Effective Date: 7/1/2008

Accurately recording time worked is the responsibility of every student employee. Federal and state laws require Westminster College to keep an accurate record of time worked in order to calculate employee pay. Time worked is all the time actually spent on the job performing assigned duties.

Student employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to electronically sign their time records to certify the accuracy of all time recorded. The supervisor will review and then electronically approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes before it is submitted to payroll.
Salary Administration
Effective Date: 7/1/2008

The student salary administration program at Westminster College was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job. Westminster College periodically reviews its salary administration program and restructures it as necessary.

Student employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Human Resources Office is also available to answer specific questions about the salary administration program.

Personnel Data Changes
Effective Date: 7/1/2008

It is the responsibility of each student employee to promptly notify Westminster College of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Office.

Work Schedules
Effective Date: 7/1/2008

Work schedules for student employees vary throughout our organization. Supervisors will advise student employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Maximum Hours of Work:
Student employees may not work more than a total of 20 hours per week while classes are in session (including finals week) during fall and spring semesters. However, you may work up to 40 hours per week during official College break periods which may include summer semester if your supervisor has a need and budget for additional help. International Students must adhere to this policy in accordance with the U.S. Citizenship and Immigration Services Federal Register Sec. 214.2(f). Failure to comply with this policy may impact your legal status in the United States.

Employment Termination
Effective Date: 7/1/2008
Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

* Resignation - voluntary employment termination initiated by an employee.
* Discharge - involuntary employment termination initiated by the organization.

Since employment with Westminster College is based on mutual consent, both the student employee and Westminster College have the right to terminate employment at will, with or without cause, at any time.
Ethics, Conduct, Work Rules & Etiquette
Effective Date: 7/1/2008

The successful business operation and reputation of Westminster College is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Westminster College is dependent upon trust and we are dedicated to preserving that trust. Student employees owe a duty to Westminster College to act in a way that will merit the continued trust and confidence of the public.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Human Resources Office for advice and consultation.

To ensure orderly operations and provide the best possible work environment, Westminster College expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

* Theft or inappropriate removal or possession of property
* Falsification of timekeeping records
* Working under the influence of alcohol or illegal drugs
* Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
* Fighting or threatening violence in the workplace
* Boisterous or disruptive activity in the workplace
* Negligence or improper conduct leading to damage of employer-owned or customer-owned property
* Insubordination or other disrespectful conduct
* Violation of safety or health rules
* Smoking in prohibited areas
* Sexual or other unlawful or unwelcome harassment
* Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
* Excessive absenteeism or any absence without notice
* Unauthorized absence from work station during the workday
* Unauthorized use of telephones, mail system, or other employer-owned equipment
* Violation of personnel policies
* Unsatisfactory performance or conduct
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Westminster College strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when student employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. Westminster College encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

**Attendance and Punctuality**

Effective Date: 7/1/2008

To maintain a safe and productive work environment, Westminster College expects student employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Westminster College. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

**Personal Appearance**

Effective Date: 7/1/2008

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Westminster College presents to the community.

During business hours or when representing Westminster College, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.
Resignation
Effective Date: 7/1/2008

Resignation is a voluntary act initiated by the employee to terminate employment with Westminster College. Although advance notice is not required, Westminster College requests at least 2 weeks' written resignation notice from all student employees.

Personal Relationships in the Workplace
Effective Date: 7/1/2008

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. Westminster College also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.
Conflicts of Interest
Effective Date: 7/1/2008

Student employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Westminster College wishes the business to operate. The purpose of these guidelines is to provide general direction so that student employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Office for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Westminster College's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Westminster College as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Westminster College does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Westminster College.

Outside Employment
Effective Date: 7/1/2008

A student employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Westminster College. All student employees will be judged by the same performance standards and will be subject to Westminster College's scheduling demands, regardless of any existing outside work requirements.

If Westminster College determines that a student employee's outside work interferes with performance or the ability to meet the requirements of Westminster College as they are modified from time to time, the student employee may be asked to terminate the outside employment if he or she wishes to remain employed with Westminster College.

Outside employment will present a conflict of interest if it has an adverse impact on Westminster College.

Drug and Alcohol Use
It is Westminster College's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, student employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. If your supervisor feels your ability to work is impaired or that you are under the influence of drugs or alcohol, you may be asked to leave the workplace.

While on Westminster College premises and while conducting business-related activities off Westminster College premises, no student employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair a student employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. These incidences may also be referred to the Dean of Students office for possible student code of conduct violations. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor to receive assistance or referrals to appropriate resources in the community or on campus.

Westminster may at its discretion require you to undergo drug or alcohol testing.
To assist in providing a safe and healthful work environment for student employees and visitors, Westminster College has established a workplace safety program. This program is a top priority for Westminster College. The Safety Office has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Westminster College provides information to student employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each student employee is expected to obey safety rules and to exercise caution in all work activities. Student employees must immediately report any unsafe condition to the appropriate supervisor. Student employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Human Resources Office or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers’ compensation benefits procedures.

**Use of Equipment and Vehicles**

Effective Date: 7/1/2008

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, student employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about a student employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

**Progressive Discipline**

Effective Date: 7/1/2008

The purpose of this policy is to state Westminster College's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment
Westminster College's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Westminster College is based on mutual consent and both the student employee and Westminster College have the right to terminate employment at will, with or without cause or advance notice, Westminster College may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

Westminster College recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Ethics, Conduct, Work Rules & Etiquette policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the student employee and Westminster College.
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.
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.
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* 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 accordance with defined criteria, not the disability of the individual.

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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 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.

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.
STUDENT EMPLOYEE ACKNOWLEDGEMENT FORM

The student employee handbook describes important information about Westminster College, and I understand that I should consult the Human Resources Office regarding any questions not answered in the handbook.

I have entered into my employment relationship with Westminster College voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Westminster College can terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Westminster College's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of Westminster College has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

In my role as a student employee I may have access to confidential information that is sensitive in nature relating to other students, faculty, staff, or any other constituents to the college. This information may include but is not limited to medical records and info, social security numbers, academic records, library records, conversations, etc. I agree to adhere to the confidentiality policies of the college including FERPA, HIPAA, and any department specific policies. Breach of confidentiality is grounds for dismissal and may also bring legal action against the offender.

EMPLOYEE'S NAME (printed): _______________________________________________

EMPLOYEE'S SIGNATURE: _________________________________________________

DATE: __________________________