

2021

WOFFORD COLLEGE

STAFF HANDBOOK



Where
thought
leads.

STAFF HANDBOOK

**WOFFORD COLLEGE
HANDBOOK ACKNOWLEDGEMENT FORM**

I ACKNOWLEDGE RECEIPT OF THE WOFFORD COLLEGE STAFF HANDBOOK AND I UNDERSTAND THE GUIDELINES OF THIS STAFF HANDBOOK ARE PRESENTED AS GUIDELINES OF SOME OF WOFFORD COLLEGE'S CURRENT POLICIES AND PROCEDURES, WHICH THE COLLEGE RESERVES THE RIGHT TO CHANGE, UPDATE, AMEND, MODIFY OR DISCONTINUE AT ANY TIME.

I UNDERSTAND IT IS MY RESPONSIBILITY TO READ, KNOW AND UNDERSTAND ALL THE COLLEGE'S POLICIES AND I AGREE TO COMPLY TO ALL POLICIES, INCLUDING (BUT NOT LIMITED TO) THE COLLEGE'S WORK HOURS AND ATTENDANCE EXPECTATIONS, SEXUAL AND GENDER-BASED MISCONDUCT POLICY, AND RESPONSIBLE AND ETHICAL USE OF TECHNOLOGY RESOURCES POLICY.

WITH REGARDS TO CONFIDENTIALITY, THERE MAY BE CONFIDENTIAL INFORMATION THAT I COME TO LEARN, ACCESS OR BE IN POSSESSION OF IN PERFORMING THE EXPECTATIONS OF MY JOB AND I WILL MAINTAIN STRICT CONFIDENTIALITY, AS NECESSARY.

THE CONTENTS OF THIS HANDBOOK ARE NOT INTENDED TO CREATE A CONTRACT BETWEEN WOFFORD COLLEGE AND ANY EMPLOYEE. THIS HANDBOOK AND ITS CONTENTS SUPERSEDE, REPLACE AND MAKE NULL AND VOID ALL PREVIOUSLY ISSUED OR COMMUNICATED HANDBOOK POLICES, RULES, GUIDELINES AND PROCEDURES.

NOTHING IN THIS HANDBOOK BINDS THE COLLEGE OR ANY EMPLOYEE TO ANY SPECIFIC PROCEDURES, POLICIES, BENEFITS, WORKING CONDITIONS OR PRIVILEGES OF EMPLOYMENT OR DEFINITE PERIOD OF EMPLOYMENT.

IN TERMS OF SOUTH CAROLINA EMPLOYMENT LAW, YOU ARE AN AT-WILL EMPLOYEE. THE EMPLOYMENT OF AN AT-WILL EMPLOYEE MAY BE TERMINATED EITHER BY THE EMPLOYEE OR THE COLLEGE AT ANY TIME, WITH OR WITHOUT CAUSE.

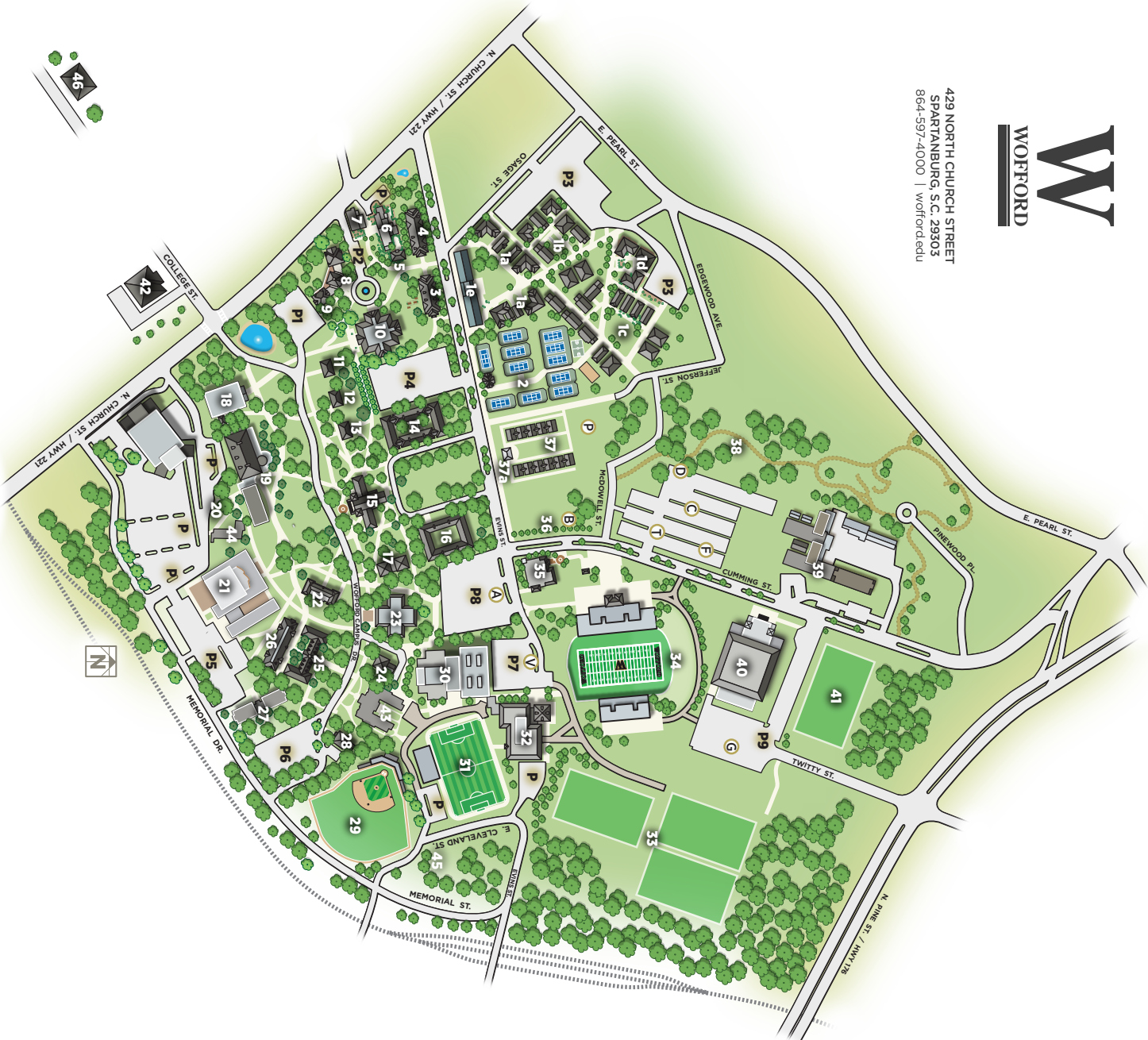
Print Employee Name

Employee Signature

Date



429 NORTH CHURCH STREET
 SPARTANBURG, S.C. 29303
 864-597-4000 | wofford.edu



CAMPUS LEGEND

- 1. The Village
 - a. Phase 1
 - b. Phase 2
 - c. Phase 3
 - d. Phase 4
- e. Michael S. Brown Village Center
- f. Galleria (dining area) and Market
- g. The Mungo Exchange
- h. Career Center
- i. Entrepreneurship & Innovation
- j. International Programs
- k. Community-Based Learning
- l. Undergraduate Research and Post-graduate Fellowships
- m. Office of Lifelong Learning
- 2. Reeves Tennis Center
- 3. Lessee Hall
- 4. Martha's Garden
- 5. Pavilion
- 6. Montgomery Music Building
- 7. The Wofford College Bookstore
- 8. Papadopoulos Building
- 9. Papadopoulos Reception Room
- 10. Hugh S. Black Building
 - Admission Office
 - Financial Aid Office
 - Franklin W. Olin Building
 - Center for Innovation and Learning
 - IT Help Desk
 - Office of Information Technology Services
- 11. Kilgo-Clinkscales House
- 12. Provost's Home
- 13. Dupré Administration Building
 - J. Harold Chandler Board Room
 - Office of the President
 - Office of the Provost
 - Office of the Registrar
- 14. Shipp Hall
- 15. Main Building
 - Chaplain's Office
 - Halligan Center for Religious and Spiritual Life
 - Leonard Auditorium
 - Mical Chapel
 - York Family Portrait
- 16. Dupré Hall
 - Student Publications
 - 17. Snyder House
 - Business Office
 - Human Resources Office
 - 18. Burwell Building
 - Burwell Dining Hall
 - Players' Corner (dining area)
 - 19. Roger Milliken Science Center
 - Acorn Café
 - Great Oaks Hall
 - 20. Rayer Greenhouse
 - 21. Rosalind Sallenger Richardson Center for the Arts
 - Jerome Johnson Richardson Theatre
 - Richardson Family Art Museum
 - Richardson Family Art Gallery
 - Sallenger Sisters Black Box Theatre
 - 22. Daniel Building
 - Army ROTC
 - Liberty Fellowship
 - 23. Sandor Teszler Library
 - Archives
 - Martha Cloud Chapman Gallery
 - Writing Center
 - 24. Carlisle-Wallace House
 - Dean of Students' Home
 - 25. Greene Hall
 - 26. Carlisle Hall
 - 27. Marsh Hall
 - 28. Hugh R. Black Wellness Center
 - 29. Russell C. King Field
 - 30. Campus Life Building
 - Benjamin Johnson Fitness Center
 - Campus Post Office
 - Campus Safety Office
 - The Commons
 - Davinci Room
 - McKillan Theater
 - Office of Campus Life and Student Development
 - Office of Diversity and Inclusion
 - Zach's (dining area)
 - 31. Snyder Field
 - 32. Richardson Physical Activities Building
 - Aerobic/Dance Studio
 - Athletics Administrative Offices
 - Coaches' Offices
 - Harley Room
 - 33. Frank E. Roberts Practice Fields
 - 34. Gibbs Stadium
 - Mike Ayers Field
 - Mungo Room
 - 35. Joe E. Taylor Athletic Center
 - Coaches' Offices
 - Rifle Range
 - 36. Tagliating Areas
 - 37. Stewart H. Johnson Greek Village
 - 38. Liberty Trail
 - 39. J.R. Gross Cascading Steps
 - 40. Jerry Richardson Indoor Stadium
 - Basketball Arena
 - Coaches' Offices
 - Volleyball Arena
 - 41. Intramural Fields
 - 42. Office of Marketing and Communications
 - 43. Jerome Johnson Richardson Hall
 - 44. Chandler Center for Environmental Studies
 - 45. Cleveland Street Annex
 - 46. Northside Station/Milkken House

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- P General Parking
- P1 Admission Lot
- P2 Papadopoulos Lot
- P3 Village Lots
- P4 Shipp Lot
- P5 RSRCA Lot
- P6 Marsh Lot
- P7 Verandah Lot
- P8 Dupré Lot
- P9 Indoor Stadium Lot

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ABOUT WOFFORD COLLEGE

Wofford College, established in 1854, is a residential liberal arts college located in Spartanburg, South Carolina. It offers bachelor's degrees in 27 major fields of study and is well known for its programs leading to graduate and professional studies (medicine and other health professions, law, commerce and advanced graduate study across academic disciplines). Wofford's mission is to provide superior liberal arts education that prepares students for extraordinary and positive contributions to a global society. The focus of Wofford's mission is upon fostering commitment to excellence in character, performance, leadership, service to others and lifelong learning. Wofford strives for sustainability in all aspects of college life through respect for the environment and through our core values.

President:

Dr. Nayef H. Samhat (11th president, serving since 2013).

Trustees:

Thirty-one trustees serve as the governing body of the college under the terms of the will of the Rev. Benjamin Wofford. For more information, contact David M. Beacham, senior vice president for administration.

Campus:

Wofford is located a few blocks north of the central business district of Spartanburg, South Carolina, an international commercial center. Since its founding, the college has operated continuously on its original campus, which was designated a National Historic District in 1974. In November 2002, the entire 180-acre campus was designated as the Roger Milliken Arboretum. More than 5,000 trees have been planted since 1992.

College Town:

Home to seven diverse higher education institutions, Spartanburg is located at the junction of I-85 and I-26 in the South Carolina Upstate.

Majors, Minors and Programs:

Wofford offers 67 majors, minors and programs.

Calendar:

4-1-4 (two semesters and a January Interim)

Alumni Data

Wofford has 18,673 living alumni, representing 49 states and 43 foreign countries. Of those, 2,163 are in senior management of corporations or organizations; 1,609 practice medicine, dentistry or other health care professions; 966 are attorneys or judges; and 737 are self-employed or own their own businesses.

Learn more by viewing **Wofford Fast Facts**.

EMPLOYMENT AT WOFFORD

Wofford College values diversity within our students, faculty and staff, and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the basis of race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions, including but not limited to lactation), sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and/or local laws.

Compliance with Title IX

In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of sex. Policies and procedures for addressing complaints of discrimination and harassment can be found at www.wofford.edu/titleix. Inquiries related to the application of Title IX are as follows:

Internal Inquiry

Matthew Hammett
Director, Civil Rights, Title IX Compliance
and Student Risk Assessment
429 N. Church St.
Spartanburg, SC 29303
864-597-4047
hammettmk@wofford.edu

External Inquiry

Office of Civil Rights (OCR)
U.S. Department of Education
400 Maryland Ave. SW
Washington, D.C. 20202-1100
800-421-3481
OCR@ed.gov/<http://www.ed.gov/ocr>

CAMPUS SAFETY

The health and safety of the Wofford campus community is a top priority.

The Office of Campus Safety is committed to providing high-quality law enforcement services that are responsive to the diverse needs of students, faculty, staff and visitors and upholds and enforces campus regulations and applicable federal, state and local laws. Officers are on duty 24 hours a day, seven days a week and 365 days a year.

There are nine emergency phones (blue, with blue lights on top) located around the campus grounds. Simply push the emergency button to contact Campus Safety. These phones ring directly to on-duty campus officers and provide the exact location of the phone from which you are calling (even if you are unable to speak).

Wofford Campus Non-Emergency: 864-597-4350

Wofford Campus Emergency: 864-597-4911

Spartanburg Local Emergency: 911

If you ever feel unsafe, contact Campus Safety or call 911.

NEW EMPLOYEE ONBOARDING

The following list defines and clarifies how to establish and provide key resources and access for new employees.

Responsible	Description of Action or Process
1. Employee and HR	Establish Wofford ID # - After acceptance of employment, the Personal Data Form is completed by the new employee and supervisor and faxed or emailed to HR (864-597-4289). Upon receipt, HR coordinates with IT to create a Wofford ID number (W#) for the new employee. The W# is required to establish the new employee's email and access to campus facilities, technological resources and systems. After the W# is created, it may take up to 48 hours before full access to any and all campus facilities, resources and systems is enabled.
2. Employee and HR	Employment Verification, Compliance, & Payroll - No later than three days from the official start date, the new employee schedules an appointment with the HR specialist to complete employment verification, confirm wage and payment and receive Pregnancy Discrimination Act Notice. The new employee reviews page 3 of Form I9 and brings the required documents to the scheduled meeting. Payroll is established with: (1) Direct Deposit Form (accompanied with a voided check or bank authorization form), (2) Federal Form W4 and (3) South Carolina Form W4 . All forms can be dropped off or faxed to HR, Attn: Payroll/864-597-4289.
3. Supervisor and F&M	Work/Office Space/Keys - Supervisor informs new employee of their assigned work office space and provides access cards and/or keys. Additional keys may be obtained through the multicraft crew in Facilities and Maintenance .
4. Supervisor and IT	Computer and System Access - Supervisor coordinates with the IT Help Desk (Olin 207 help@wofford.edu) to obtain the appropriate hardware, software and accompanying technological tools and systems access (i.e., Slate, Moodle, Starfish, etc.).
5. Supervisor and CS	Wofford Identification Card (Wofford ID Card) and Parking Decal - Campus Safety (Mungo Student Center/864-597-4350) issues new and replacement Wofford ID cards and parking decals. A Wofford ID card and parking decal can be issued 24 to 48 hours after the new employee's W# has been established. The supervisor or new employee can schedule an appointment with Campus Safety.
6. Employee and OMC	Wofford College Web Directory - New employees can schedule an appointment with the Office of Marketing and Communications for their web directory photograph. Employee contact information and photo are required for the Wofford web directory.
7. Employee and SAC	Welcome to Wofford - A current member of Wofford's Staff Advisory Council (SAC) will reach out to provide a campus tour and answer questions about Wofford College.
8. Employee, Title IX, IT	Required Trainings - Wofford's Title IX office and Office of Information Technology (IT) will be in contact via Wofford email (within the first 7 days) to inform of required trainings that must be completed within 90 days of the new employee's official start date.
9. Employee	Wofford Emergency Alert System - The Wofford Emergency Alert System is administered by Campus Safety and delivers timely emergency alerts via mobile phones, email and other wireless devices. Registration and participation is strongly encouraged for all students, faculty and staff.
10. Employee	Campus Dining - Employees are invited to dine on campus. An AVI employee (offices in the Burwell Building) can assist with transferring funds from a debit card to the employee's Wofford ID to be used for on-campus dining.
11. Employee and HR	Other - For anything that is not listed above or if the new employee has questions, the employee may reach out to human resources or their immediate supervisor.

WORKPLACE EXPECTATIONS

At-Will Employment

In terms of South Carolina employment law, staff employment/employees are at-will. The employment of any at-will employee may be terminated either by the employee or the college at any time, with or without cause.

Attendance/Punctuality

Employees are expected to report to work when scheduled, on time, all the time. Employees are responsible for notifying their immediate supervisor of their inability to report for work within the first hour of their scheduled report time. An employee neglecting to inform, report or show up on time may not be paid for any time missed. No employee may be paid for any time if they did not perform the hours required or expected. Falsifying hours worked is grounds for disciplinary action, including termination of employment. Employees also are responsible for informing their immediate supervisor if they are unable to return to work when agreed to or expected after the employee has been out of work or away from the workplace for any duration of time.

Special Note: Absence without notice for three consecutive days is considered job abandonment and may be grounds for disciplinary action.

Civility in the Workplace

“...it is important that places like Wofford College remain committed to the free exchange of ideas. This exchange of knowledge and perspective – with civility and respect for the views of all – is the foundation of a transformational liberal arts education. Like colleges and universities across our nation, Wofford’s commitment to academic freedom is consistent with the values articulated in the Chicago Principles as well as to our own mission and core values. In this tradition, faculty and student speech may agree or disagree with college policy without fear of reprimand or discipline.”

Nayef Samhat / Jan. 5, 2021

Wofford students, faculty and staff are diverse with varied backgrounds, experiences and ideas that all contribute to the richness, culture and community of Wofford College. Wofford College is a respectful and inclusive community. For more information on diversity and inclusion at Wofford, please review the following:

Office of Diversity and Inclusion
Office of Human Resources
Discrimination, Harassment and Title IX

Dress and Appearance

At all times, employees are reflective of their role and Wofford College, and all employees are expected to be presentable and professional in their physical appearance, which includes (but is not limited to) their required uniform or Terrier gear (if applicable) or work attire and personal hygiene.

Employment - Job/Position FTE

Position FTE (full-time equivalent or full-time equivalence) is prorated from 1.0FTE, contingent upon the minimal work hours expected in accordance to the assigned regular work schedule.

- **Twelve-month 1.0FTE position**

A 1.0 FTE 12-month position has minimal work hour expectations of 40 hours per week.
 40 hours x 52 weeks (1 year) = 2,080 hours.

- **Nine-month 1.0FTE position**

A 1.0 FTE nine-month position has minimal work hour expectations of 40 hours per week.
 40 hours x 39 weeks (academic calendar weeks) = 1,560 hours.

Employment - Full-Time Employment

The college defines and accepts the following appointments as full-time employment:

- A 12-month appointment with work expectations of minimally 30 hours per week over the 12 consecutive months.
 - *Calendar year = 52 weeks @ 30 hours per week = 1,560 hours/2,080 = 0.75FTE.*
- An academic calendar appointment with work expectations of minimally 30 hours per week over the academic calendar year.
 - *Academic calendar = 39 weeks @ 30 hours per week = 1,170 hours/1,560 = 0.75 FTE.*

FTE (full-time equivalence for hours of work expected)			
Hours	FTE	Hours	FTE
1	0.03	21	0.53
2	0.05	22	0.55
3	0.08	23	0.58
4	0.10	24	0.60
5	0.13	25	0.63
6	0.15	26	0.65
7	0.18	27	0.68
8	0.20	28	0.70
9	0.23	29	0.73
10	0.25	30	0.75
11	0.28	31	0.78
12	0.30	32	0.80
13	0.33	33	0.83
14	0.35	34	0.85
15	0.38	35	0.88
16	0.40	36	0.90
17	0.43	37	0.93
18	0.45	38	0.95
19	0.48	39	0.98
20	0.50	40	1.00

Regular Office Hours

The college's regular operating office hours are 8:30 a.m. to 5 p.m. Monday through Friday.

Some areas and departments across campus may have other regular operational hours due to the nature of their work or services provided. Those areas or department offices may require and assign different work schedules or shifts for specific classifications of employees, contingent upon the area/department's operations, needs and services provided.

Regular Work Schedule/Hours

Employees are informed of their regular work schedule upon hire. As department situations change, work schedules may need to be revised or changed. Employees, with their supervisors, are responsible for knowing their regular work schedule and making changes, if appropriate, with the approval of the area/department appointing authority. All permanent changes to an employee's regular work schedule warrant review and update to the employee's position description.

Special Note: An employee's assigned work schedule may be different from their employing department's regular operating office hours and/or the regular operating college office hours.

Required Training

Wofford College receives federal funds and is required to have specific employees complete required trainings either upon hire, annually or throughout the year. As a condition of employment, employees are to complete the required trainings assigned and within the allotted timeframe. For most employees, required trainings include (but are not limited to) Title IX Sexual Misconduct Training for Mandatory Reporters and Technology Resources-Responsible and Ethical Use.

Review - Annual Performance Evaluation

All employees are subject to an annual employee evaluation in accordance to the college's fiscal year (July 1 through June 30).

Pay and Prohibition Against Improper Deductions from the Salary of Exempt Employees

Wofford complies with all federal, state and applicable local laws for pay and payment of earned wages. Wofford intends to pay all exempt employees on a salary basis and will not make deductions from salaries that are prohibited under the Fair Labor Standards Act (FLSA). It is Wofford's intention to pay each employee, exempt or nonexempt, the proper and appropriate pay. If any employee believes his/her salary has been improperly reduced, s/he may make a formal request to have their situation reviewed by Wofford's payroll manager, or they may raise the issue to the director of human resources.

An employee's appointment letter, in compliance with Section 41-10-30 of the S.C. Code of Laws, 1976, as amended, contains his/her terms of employment, including when and how s/he will be paid (what payroll schedule assigned) and by what method (direct deposit). All employees are paid per the applicable payroll schedule via direct deposit to their bank account and deductions from wages include federal, state and Social Security taxes, any and all court-ordered withholdings and premiums for all applicable and enrolled benefits and benefit plans.

Wofford administers four payrolls: monthly, bi-weekly, students and summer.

1. The monthly payroll is primarily for salaried employees. Salaried, monthly paid employees are paid for the current month on the 25th of the month. If the 25th falls on a federal or bank holiday or weekend, pay is provided the day before.
2. The bi-weekly payroll is primarily for hourly employees. Hourly, bi-weekly paid employees are paid every other Friday for the previous bi-weekly payroll period. If the Friday falls on a federal or bank holiday, pay is provided the day before.
3. The student payroll is reserved for student employment. Students are paid on the 10th of every month for the previous calendar month. If the 10th falls on a federal or bank holiday or weekend, pay is provided the day before.
4. The summer payroll is reserved for the summer academic curriculum and is determined at the end of each academic year. Pay is provided according to the schedule.

Overtime

FLSA non-exempt employees are eligible for overtime pay. Overtime pay is 1.5 times the regular hourly rate for any hours over 40 worked in the scheduled work week. Any overtime hours must be approved in advance by the immediate (or assigned) supervisor.

Special Note: Worked hours do not include any paid leave hours (i.e., vacation/personal leave, holiday, etc.).

Timecards

FLSA non-exempt employees are required to complete timecards weekly and provide to the Office of Human Resources. Both employee and supervisor are required to sign the timecard, and both are responsible for reporting accurate and actual worked hours and leave hours (holiday, vacation, leave without pay, etc.). Timecards are maintained in the Office of Human Resources to account for the employee's time worked and attendance.

Work Flexibility and Accommodations

Work flexibilities are temporary, for a specified timeframe (of minimally one month and not to exceed six months) and must be acknowledged by the employee and approved by the supervisor (or appointing authority). Flexibilities include (but are not limited to) any of the following:

- An alternate work schedule (or flexible work schedule) – An alternate or flexible work schedule is a work schedule other than the employee's assigned regular work schedule.
- An alternate shift schedule – An alternate shift schedule is a shift schedule other than the employee's regular assigned shift schedule.
- Job change – A job change is to reassign an employee to a different job.
- Position duties change – Position duties change is to reduce, eliminate or add different duties or tasks to an employee's current position description.

A formal flexibility request is provided to the supervisor and will be evaluated based on the requesting employee's situation and job expectations, factoring in the department's operational needs. The supervisor is to consult with the director of human resources to review for impacts on employment, leave (accrual/eligibility) and/or benefits eligibility. If approved, a copy of the approved flexibility request, with employee acknowledgement and supervisor approval, is forwarded to the Office of Human Resources for the employee's personnel file (and all related payroll and benefit tracking).

Special Note: Allowing an employee to come in later on a given day because s/he stayed late a previous evening, or working on a Saturday to make up for a day missed during the week, or similar situations are all temporary flexibilities supervisors may provide to employees at their discretion as these flexibilities are provided on an informal basis, and there are no expectations of continuation for any prolonged duration.

An **accommodation** is any change to the job, to the way the job is done or the work environment that allows a person with a disability who is qualified for the job to perform the essential functions of that job and enjoy equal employment opportunities. Wofford College is subject to the Americans with Disabilities Act (ADA) of 1990, which "prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions and privileges of employment." For questions on ADA or accommodations, contact the Accessibility Services manager.

Special Note: Flexibilities are at the discretion of the employer. Accommodations, in compliance with ADA, are required for qualified employees with disabilities, so long as the accommodation is a "reasonable accommodation."

Leaves

Wofford administers the following types of leaves: (1) holiday; (2) vacation/personal; (3) bereavement; (4) jury duty; (5) voting; (6) Family and Medical Leave Act (FMLA); and (7) leave of absence (LOA).

Special Note: Leave types are not equal. Eligibility (contingent on position classification, FTE and duration of appointment) for any leave type does not guarantee qualification and/or entitlement, and any and all granted or entitled leave is prorated based on the position FTE and assigned regular work schedule. If supervisors are unsure whether an employee is eligible, they are to contact human resources to review and determine eligibility before granting or reporting. Altering an employee's regular work schedule to enable paid leave and/or stating and providing paid leave when an employee is not eligible is misrepresentation of an employee's true work time and can be evaluated as reporting false work time or leave time and grounds for disciplinary action.

In general, any and all granted or entitled leave (paid or unpaid) is not intended to increase the overall leave time (paid or unpaid) that an employee is (or would have been) eligible for. An employee is entitled to the leave day (and associated pay) if they would have normally been scheduled to work that day; however, that entitlement does not enable or create additional leave time or extend the duration of their leave. This becomes important to evaluate for employees on any prolonged leave or if and when an observed and paid leave or observed and paid holiday falls on a date (or dates) within the leave or the expected return date. See the following examples:

Example 1: Susan Zhang is a full-time, 1.0FTE, HR assistant and her regular work schedule is 8:30 a.m. to 5 p.m. Monday through Friday. Susan has been granted a two-week paid FMLA leave for her own serious health condition. She will be having surgery due to a broken leg, and between the surgery and healing time required the total timeframe of her FMLA leave is two weeks. It just so happens that the two-week timeframe overlaps and includes the college's three days of the observed Thanksgiving holiday break for that calendar year.

Q: Does Susan get two weeks and three days, considering that within her two weeks of approved (and paid) FMLA leave, three days were observed paid holidays?

A: No. Susan is entitled to her two weeks of paid FMLA, which included the three days of paid holiday. The fact that the holiday fell within the two weeks does not warrant or entitle her to an additional three days (with or without pay), nor does it enable her to extend her leave for an additional three days. This also does not entitle her to three "floating holidays" (to be used at a different time).

Example 2: John Doe is a full-time, 1.0FTE accounts manager. His regular work schedule is 8:30 a.m. to 5 p.m. Monday through Friday. John requested and was approved to take the entire week off as vacation. As it turns out, the week that John is out on vacation, the cabinet provides directive on Friday morning that all working employees, with supervisor approval, may leave at noon with full pay on that Friday.

Q: Can John report only a half day of vacation for that Friday (thus, saving a half day or four hours of vacation hours to be used at another time)?

A: No. John must still report 40 hours (eight hours per day) of vacation/personal leave for the entire week. John was not scheduled to be actively working on that Friday, thus he is not eligible for that half day, nor can he gain that half day to be used for a different day or time.

(1) Holiday

Wofford College observes the following holidays. Holiday observed dates can be found on the human resources Holiday web page.

- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

Special Note: An eligible employee who is assigned to work on a regularly scheduled and observed holiday (i.e., to minimally staff the office while all other regularly scheduled employees take off to observe the holiday) may be granted a floating holiday (prorated per their position FTE and regular work schedule).

In general, any active employee is eligible for holiday pay (prorated based on their position FTE and regular work schedule) if and when the holiday falls within the employee’s regular work schedule. Eligibility for holiday pay does not guarantee or imply entitlement. See the following examples:

Example 3: Nikki Rae has a 0.50FTE position at 20 hours per week as a filing clerk in the business office. Her regular work schedule is 8:30 a.m. to 1:30 p.m. Monday through Thursday to assist the office with filing and taking in student deposits at the front desk. The box shows the holiday pay Nikki is eligible for.

Day	Entitled Holiday Hours
Monday	5
Tuesday	5
Wednesday	5
Thursday	5
Friday	0

Example 4: With the same regular work schedule above, Nikki is asked to work that Friday, the college observed holiday, instead of working Monday, so that all the remaining full-time staff may take Friday off.

Q: Does Nikki get a floating holiday for working on that college observed holiday?

A: No. Nikki’s regular work schedule does not include Fridays; thus, she is not eligible for that holiday (or any holiday that falls on Fridays, provided her regular work schedule remains “as is”). Being asked to work that holiday (that fell on a Friday) does not entitle her to holiday pay, nor does it make her eligible for a “floating” holiday.

Q: What if the college observed holiday fell on that Monday, within Nikki’s regular work schedule?

A: Then Nikki would be entitled to the holiday and associated pay of five hours for that Monday.

(2) Vacation/Personal Time

Paid vacation time includes personal time (personal leave). Employees are to make vacation/personal leave requests directly to their immediate or assigned supervisors and the vacation/personal leave time must be approved prior to the employee taking the vacation/personal leave. Supervisors approving vacation/personal leave will consider the department’s operational needs, including the schedules of other employees in the office.

The vacation/personal leave entitlement schedule (below) is for a full-time, 12-month, 1.0FTE position.

Years of continuous service as of June 1	Weeks of vacation/personal time
1-5	2 (10 days)
6th year	2 and 1 day (11 days)
7th year	2 and 2 days (12 days)
8th year	2 and 3 days (13 days)
9th year	2 and 4 days (14 days)
10th year	3 weeks (15 days)
25th year	4 weeks

Positions with an overall 0.75FTE (over 12 months) or greater are eligible for vacation/personal time (prorated per their position FTE and regular work schedule). Employees are eligible for vacation/personal pay after one year (12 consecutive months) of full-time employment. If termination occurs any time prior to the first full year of employment, no vacation/personal leave time has been earned or accrued, and therefore no vacation/personal leave is paid out. Vacation/personal leave is not cumulative from year to year and employees cannot receive pay in lieu of vacation/personal leave time. Employees whose work schedules coincide with the nine-month academic calendar do not receive (and are not eligible for) vacation/personal leave. Vacation/personal leave time may not be taken before it is earned.

Special Note: For all positions less than 0.75FTE, supervisors are encouraged to work with employees to accommodate for emergency or needed prolonged time off, as appropriate, factoring in the operations and needs of the office.

(3) Bereavement Leave

Full-time employees who experience the death of a close family member are eligible for bereavement leave (paid at their regular rate of pay) for up to five days.

Loss of any family member can be a traumatic and sorrowful event. Supervisors are encouraged to be flexible, providing a temporary flexible work schedule or granting a leave of absence (supplementing with accrued vacation/personal time or unpaid) for extenuating circumstances.

(4) Jury Duty and Court Subpoena

Full-time employees summoned for jury duty or subpoenaed for court service are eligible for paid jury duty leave or court subpoena leave at the employee's regular rate of pay, and pay is limited to two weeks per calendar year. A copy of the summons for jury duty or court subpoena is to be provided to the Office of Human Resources to document the leave.

Special Note: Employees appearing in court on their own behalf, or as a plaintiff or defendant, must use vacation/personal leave or take unpaid leave.

(5) Voting

Wofford supports and encourages all eligible employees to take advantage of their constitutional right to vote. Supervisors are encouraged to be flexible in coordinating the time off (with pay at the employee's regular rate of pay) for full-time employees to vote. The college will not require proof of voting and trusts that employees will use their time to exercise their constitutional right.

(6) Family and Medical Leave Act and Military Caregiver Leave

Family and Medical Leave Act (FMLA) entitles eligible and qualified employees to take an unpaid, job-protected leave for specified family and medical reasons. While on an approved FMLA leave, employees are entitled to continue their health insurance at the same cost they pay while actively working. If coverage lapses while on FMLA, the employee is entitled to be reinstated.

Special Note: The Office of Human Resources is the delegated administrative authority to grant and designate FMLA, and Wofford administers FMLA by the calendar year. FMLA leave is an unpaid leave; however, Wofford provides paid FMLA leave for up to six weeks if and when the FMLA leave is for the employee's own serious health condition, or the birth, adoption or placement of a child. For FMLA leave, employees may, but are not required to, supplement accrued vacation/personal leave for any portion of their FMLA leave that is not paid.

Eligibility for FMLA requires an employee to meet both of the following qualifications:

1. The employee must have worked for Wofford for minimally one year.
 2. The employee worked* minimally 1,250 hours during the previous year.
- *Worked time cannot include or be any paid leave time.

Eligible and qualified employees are entitled to (A) or (B):

- A** Twelve work weeks of FMLA leave in a 12-month period for (any of the following):
- The birth of a child and to care for the newborn child within one year of birth.
 - The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.
 - To care for the employee's spouse, child or parent who has a serious health condition.

- A serious health condition that makes the employee unable to perform the essential job functions.
 - Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on covered active duty.
- B** Twenty-six work weeks of FMLA leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent or next of kin (Military Caregiver Leave).

(7) Leave of Absence (LOA or Unpaid Leave/Leave Without Pay)

The maximum duration for any leave of absence that can be taken/granted at one time is 12 consecutive months.

A LOA may be provided to an employee who has completed one year of continuous full-time employment. The one-year requirement may be waived in "extraordinary" circumstances, during which each situation is evaluated on individual merits. Employees are required to submit a formal LOA request to their supervisor, minimally one month prior to the requested date of leave if possible. The supervisor and the chief financial officer will evaluate and provide specific terms, if approved. The terms of approval with employee acknowledgment must be forwarded to the Office of Human Resources for the personnel file (and all related payroll and benefit tracking).

For any approved LOA for minimally one month or longer duration, all accrued vacation/personal leave time must be exhausted (up to the length of the LOA). A LOA does not count toward leave accrual or time in service and may result in loss of benefits where reinstatement is dependent upon the individual requirements of each benefit plan. If eligible, reinstatement will occur on the first day of the month following the month in which the employee returns to work, or the first day of the month, if the employee returns on the first day of the month.

Special Note: Employees granted an approved LOA can (and may need to) apply for continued medical coverage and other related fringes under COBRA. Contact the benefits manager in the Office of Human Resources for information.

FULL-TIME EMPLOYEE BENEFITS

Employees appointed to a full-time position are eligible for full-time employee benefits. Each benefit plan has specific plan eligibility requirements and enrollment periods. All benefit enrollments must be complete within the first 30 days of your official start date and the earliest coverage can begin is the first (1st) of the month following your official start date. Failure to address required benefit enrollments within those 30 days may reduce or eliminate eligibility for benefits that you otherwise may have been eligible for. At termination of employment, enrolled benefits end the last day of the month that the employee ceases to be benefit eligible and/or is paid. Wofford College reserves the right to change, amend or discontinue any of the benefits described herein at any time with or without notice. In the event of a conflict between the plan documents and any other documents, the terms of the plan documents are controlling.

Summary Plan Descriptions for all plans can be found on the human resources benefits page.

Health Insurance

The Wofford Comprehensive Major Medical Health Insurance Plan is administered by Planned Administrators Inc. (PAI) and is a Preferred Provider Organization (PPO) plan. The preferred provider networks are BlueCross BlueShield Preferred Blue Network (South Carolina) and MedCost (North Carolina). Covered benefits include preventative care, annual wellness and emergency and hospital services. Please review the Health Summary Plan Description for plan specifications, provisions, exclusions and limitations.

Special Note: Health insurance is offered only at the time of hire and the employee must elect (or decline) coverage within the first 30 days of their official start date. If coverage is declined, additional enrollment is available only with proof of a qualifying event/situation or during the annual open enrollment; if coverage is elected at open enrollment, coverage is not effective until January 1 of the following year.

2021 Health Insurance Monthly Premiums

MONTHLY	Employee Only		Employee & Children		Employee & Spouse		Family	
	Employee Premium	Wofford Premium	Employee Premium	Wofford Premium	Employee Premium	Wofford Premium	Employee Premium	Wofford Premium
Tier 1								
Up to \$40,999	\$45.00	\$746.87	\$250.00	\$1,085.29	\$300.00	\$1,284.88	\$370.00	\$1,757.17
Tier 2								
\$41,000 to \$65,999	\$75.00	\$716.87	\$300.00	\$1,035.29	\$340.00	\$1,244.88	\$410.00	\$1,717.17
Tier 3								
\$66,000 to \$95,999	\$140.00	\$651.87	\$380.00	\$955.29	\$435.00	\$1,149.88	\$535.00	\$1,592.17
Tier 4								
\$96,000+	\$180.00	\$611.87	\$430.00	\$905.29	\$485.00	\$1,099.88	\$700.00	\$1,427.17
Full Premium	\$791.87		\$1,335.29		\$1,584.88		\$2,127.17	

Related benefits with health insurance include A and B:

- A** Teladoc: Teladoc is a convenient service that provides participants with 24/7/365 access to physicians by phone or online, allowing participants to seek medical guidance and treatment from anywhere.
- B** Benefit Resource Center: Wofford’s health insurance comes with Benefit Resource Center support, a one-stop customer support center that assists employees with health insurance plan questions. Call 855-874-6699 or visit www.usi.com.

EMPLOYEE WELLNESS PROGRAM/WOFFORD COLLEGE WELLNESS CLINIC

The Wofford College Wellness Center is located in the Hugh R. Black Building and is available to students, faculty and staff.

The director of employee wellness and medical services administers the Employee Wellness Program that assists employees in managing their health through healthy living activities, including nutrition and exercise. Participation in the Employee Wellness Program is voluntary and includes completing an annual health wellness assessment.

Dental (SunLife)

Wofford offers two dental insurance plans administered through SunLife. For both plans, the deductibles are \$50 per person (limit of three) with a maximum annual benefit of \$2,000.

1. **Dental Low/Basic Plan:**
The SunLife Dental PPO Network providers are participating providers. Cost sharing is subject to participating provider or non-participating provider, then Type I expenses are covered at 100% and Type II expenses are covered at 80%.
2. **Dental High/Enhanced Plan:**
The SunLife Dental PPO Network providers are participating providers. Cost sharing is subject to participating provider or non-participating provider, then Type I expenses are covered at 100%, Type II expenses are covered at 80% and Type III and Type IV expenses are covered at 50%.

2021 Dental Plan Premiums (MONTHLY)				
Coverage Elected	Employee Only	Employee & Spouse	Employee & Children	Family
Low/Basic Plan	\$28.51	\$56.96	\$67.84	\$96.31
High/Enhanced Plan	\$53.12	\$106.29	\$119.02	\$172.12

Vision

EyeMed is a stand-alone vision plan with two options:

1. **EyeMed Basic Plan:**
Covers an annual eye exam and provides some discounts for materials. Employee enrolls for desired coverage, and Wofford pays the premium.
2. **EyeMed Buy-Up Plan:**
Covers an annual eye exam and provides more comprehensive and additional discounts for materials. Employee enrolls for desired coverage, and the employee and Wofford share premium cost.

EyeMed Basic Plan		EyeMed Buy-Up Plan	
Coverage	Monthly Premium	Coverage	Monthly Premium
Employee Only	\$0.00	Employee Only	\$9.22
Employee & Spouse	\$0.00	Employee & Spouse	\$17.52
Employee & Child(ren)	\$0.00	Employee & Child(ren)	\$18.44
Family	\$0.00	Family	\$27.11

Special Note: Wofford's comprehensive major medical plan does not include vision coverage. Employees who elect Wofford's health insurance and would like vision coverage must elect vision coverage through EyeMed.

Life and Accidental Death & Dismemberment Insurances

1. **Accidental Death & Dismemberment Insurance - Employer Provided (SunLife)**
As a condition of employment, specific employees (contingent on position) are provided \$120,000 accidental death and dismemberment insurance. Eligible employees are informed by the Office of Human Resources at the time of their hire.
2. **Life and AD&D Insurance - Basic Employee Life and Basic Employee AD&D (SunLife)**
Basic employee life and basic AD&D insurance are available as follows:
 - a. Employee basic life insurance coverage is two times an employee's base annual salary (rounded up to the next even \$1,000) not to exceed \$450,000. Wofford College pays for the first \$24,000 of coverage, and the employee pays the remaining premium; and

- b. Employee basic AD&D coverage is equal to the amount of employee basic life insurance.
- c. Basic spouse and child life coverage is as follows:

Spouse	\$2,500
Dependent child:	
6 months or older	\$2,500
Under 6 months	\$500

Basic employee life insurance and basic AD&D is offered only upon initial eligibility (first 30 days of your contractual hire date). If basic spouse and child life is not elected at initial eligibility, as a late entrant qualification requires evidence of insurability.

3. Voluntary Life Insurance (SunLife)

Voluntary employee life insurance is available as follows:

- d. Voluntary employee life insurance in \$10,000 increments, with guaranteed issue of \$140,000 (with initial eligibility) and subject to a maximum of \$500,000 or five times your base salary (rounded to the next highest \$1,000) with evidence of insurability.
- e. Voluntary spouse life insurance in \$5,000 increments with guaranteed issue up to \$25,000 (for under age 60), not to exceed a maximum of \$250,000 (subject to evidence of insurability) or \$1,000 (for age 60 or over) with initial eligibility. Voluntary spouse life insurance cannot be more than 100% of the voluntary employee life insurance amount.
- f. Voluntary dependent child life insurance in \$2,000 increments (age 6 months or older) up to a maximum of \$10,000, or only \$1,000 (age under 6 months) with initial eligibility.

7. Voluntary Accidental Dental & Dismemberment Insurance (SunLife)

Voluntary AD&D is available as follows:

- a. Voluntary AD&D employee insurance in \$10,000 increments up to a maximum of the lesser of \$500,000 or five times your base salary (rounded to the nearest \$10,000). Minimum amount of coverage or election is \$10,000.
- b. Voluntary dependent spouse AD&D insurance in \$5,000 increments up to a maximum of \$250,000. Minimum amount of coverage is \$10,000.
- c. Voluntary dependent child AD&D insurance in \$2,000 increments (age 6 months or older*) up to a maximum of \$10,000, or only \$1,000 (age under 6 months). *Minimum coverage is \$2,000.

Special Note: Voluntary employee life insurance rates are contingent upon age and smoking status. Voluntary spouse life rates are contingent on age. If voluntary life and voluntary AD&D are not elected upon initial eligibility (within 30 days of official start date), then enrollment is available only at the annual open enrollment and subject to evidence of insurability.

Long-Term Care (Unum)

Wofford provides eligible employees a basic long-term care insurance; the benefit is \$1,000/monthly up to a maximum of three years (\$36,000). Covered employees may elect to purchase coverage for their qualifying spouse (subject to evidence of insurability), and they also may elect to “buy up” (purchase additional coverage) for themselves and/or their qualifying spouse.

Disability Insurance

A Short-Term Disability (SunLife)

Eligible employees can elect/enroll in short-term disability insurance during initial eligibility (within 30 days of the contractual start date) without evidence of insurability. Benefit payment is 60% of salary/wage, and the elimination period is 30 days. Premiums are post-tax through payroll deductions. If employee elects not to enroll/participate upon initial eligibility, additional enrollment is provided only during the annual open enrollment, and qualification is subject to evidence of insurability.

B Long-Term Disability (SunLife)

Eligible employees are provided long-term disability insurance after two years of full-time continuous employment. Benefit payment is 60% of salary/wage, and the elimination period is 180 days. Long-term disability is provided as an employer paid benefit, and the employee will be informed by the Office of Human Resources when they are enrolled in this benefit.

Employee Assistance Program (SunLife)

Employee Assistance Program (EAP) offers a variety of employee assistance services, ranging from work-life balance guidance to emotional and physical well-being services. EAP is voluntary and confidential. EAP services may include, but are not limited to:

- Childcare and/or eldercare referrals.
- Personal and professional relationship services and information.
- Physical and mental health services referrals and online tools.
- Legal assistance (wills, estates, probate, etc.).
- Financial planning assistance.

Call:	877-595-5281
TDD:	800-697-0353
Online:	guidanceresources.com
App:	GuidanceResourcesNow
Web ID:	EAPBusiness

Flexible Spending Account (FSA)

Wofford's flexible spending account (FSA) is administered by Flores. FSA enables employees to contribute pre-tax dollars via payroll deductions for qualifying medical/health care related expenses (deductibles, copays, eye glasses, contacts, laser eye surgery, etc.), as well as qualifying childcare expenses.

Employees who establish a FSA may elect to enroll in medical only, childcare only or both. Eligibility for initial enrollment is during the first 30 days from an employee's official contractual hire date for participation in the current calendar year. Continued participation in FSA requires enrollment every year during the annual open enrollment period.

Special Note: Employees who have spouses with a Health Savings Account (HSA) are not eligible for medical FSA.

2021 Calendar Year Maximum Contribution Limits:

Medical:	\$2,750
Childcare:*	\$5,000

*Childcare FSA limit for individuals who are married filing separately is \$2,500.

Special Note: Medical FSA allows up to \$500 to carry over from one calendar plan year to the next.

Education Benefit and Tuition Exchange

After three years of continuous service in a full-time position, an employee is eligible for Wofford's Education Benefit and Tuition Exchange. Continued employment in a full-time position is required for continued eligibility. Education Benefit and **Tuition Exchange** are separate benefits, and may be applicable for employees and/or for a qualifying spouse or children as defined by the Internal Revenue Service. The following parameters apply:

- a. At Wofford College, a qualifying employee may take one 3- or 4-credit hour course per semester with 100% tuition remission, contingent upon space availability. This benefit is reliant upon permission of the immediate supervisor and/or appointing authority and the employee's continued eligibility.
- b. At Wofford College, a qualifying spouse may take one 3- or 4-credit hour course per semester with 100% tuition remission, contingent upon space availability and continued eligibility.
- c. A qualifying dependent child is eligible for Wofford College's 100% Tuition Remission (c1) or Tuition Exchange (c2):
 1. Wofford College 100% Tuition Remission: A qualifying child may attend Wofford College with 100% tuition remission for their first undergraduate degree (maximum total of eight semesters, including summer school; 12 credits per term or 24 hours cumulative) if they independently meet the college's academic qualifications for admittance and continue to meet eligibility.
 2. Tuition Exchange (TE): The TE program enables a qualifying dependent child to attend any participating institution contingent on the qualifying child applying and being accepted for admission under all the applicable policies and provisions of Tuition Exchange terms and agreement(s) and the child's continued eligibility.

Please note that the Tuition Exchange agreement(s) include a competitive TE scholarship award process, and the value of the TE scholarship award is tuition or the set rate (predetermined by the TE program annually).

If an eligible employee ceases employment with Wofford by reason of resignation or dismissal, the following will apply:

- a. Employee ceases eligibility on the date of termination. An employee who is currently actively enrolled may complete the current enrolled course, and tuition will not be prorated for the remainder of the current semester.
- b. Qualifying spouse ceases eligibility on the employee's date of termination. A qualifying spouse who is currently actively enrolled may complete the current enrolled course, and tuition will not be prorated for the remainder of the current semester.
- c. Qualifying dependent child ceases eligibility on the employee's date of termination. A qualifying dependent child who is currently actively enrolled may complete the current academic year, and tuition will not be prorated for the remainder of the current academic year.

If an eligible employee ceases employment with Wofford by reason of death or permanent disability,* the following will apply:

- a. Employee ceases eligibility on date of termination. With disability, employee may complete the current enrolled course, and tuition will not be prorated for the remainder of the current semester.
- b. Qualifying spouse ceases eligibility on the employee's date of termination. A qualifying spouse who is currently actively enrolled may complete the current enrolled course, and tuition will not be prorated for the remainder of the current semester.

- c. Qualifying dependent child will continue to remain eligible until such time as the child ceases to be a qualifying dependent child of the permanently disabled employee or surviving parent and/or the surviving parent remarries.

*Special Note: *Wofford accepts and defines permanent disability per the definition used by the Social Security Administration, **“inability to engage in any substantial gainful activity (SGA) by reason of any medically determinable physical or mental impairment(s) which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months.”***

If an eligible employee ceases employment with Wofford by reason of retirement*, the following will apply:

- d. Employee ceases eligibility on date of termination. An employee who is currently actively enrolled may complete the current enrolled course, and tuition will not be prorated for the remainder of the current semester.
- e. Qualifying spouse ceases eligibility on the employee's date of termination. A qualifying spouse who is currently actively enrolled may complete the current enrolled course, and tuition will not be prorated for the remainder of the current semester.
- f. Qualifying dependent child ceases eligibility on the employee's date of termination. A qualifying dependent child who is currently actively enrolled may complete the current academic year, and tuition will not be prorated for the remainder of the current academic year. If an eligible retiring employee has immediate continuous full-time past service of minimally 20 years with Wofford College, the retiring employee's dependent child will remain eligible until the child ceases to be a qualifying dependent child of the retired employee.

*Special Note: To qualify for *retirement, an employee must meet all the following: (1) the employee must be actively employed by Wofford College immediately preceding retirement in a full-time position; (2) the employee retires directly from Wofford College; and (3) the employee is minimally the **Social Security retirement benefit age** as defined by Social Security Administration.*

If an eligible employee divorces, his/her ex-spouse ceases eligibility on the date of legal divorce. An ex-spouse who is currently actively enrolled may complete the current enrolled course, and tuition will not be prorated for the remainder of the current semester.

Local School/College Partnerships

1. Spartanburg Day School Partnership

Qualifying dependent children of full-time Wofford faculty and staff are afforded a 50% tuition discount to Spartanburg Day School, for grades K-12, located on the east side of Spartanburg. Additional information for Spartanburg Day School can be obtained via the **Spartanburg Day School website** or by calling 864-582-7539.

2. Columbia College Tuition Reduction

Columbia College will provide a 10% tuition reduction to Wofford employees who meet Columbia's admission standards and choose to enroll in their Transfer Evening Program, associate's to bachelor's program or any of the following graduate programs: master of arts in organizational leadership, master of education in higher education and master of education in divergent learning.

Proof of eligibility and employment is required by the business office of Columbia College with application and acceptance in order to take advantage of the tuition discount. The tuition discount will apply to the current tuition rate at the time of enrollment in a course. The tuition discount is provided by semester and is subject to continued eligibility. Eligible Wofford employees interested in the tuition reduction with Columbia College are to contact Columbia College directly.

Wofford Retirement Plan

The Wofford Retirement Plan is a 403(b) Plan and consists of the employer provided contribution plan/portion (Defined Contribution Retirement Annuity (RA) Plan) and the employee voluntary contribution plan/portion (Group Supplemental Retirement Annuity (GSRA) Plan) and is administered through TIAA-CREF (**www.tiaa.org/wofford**).

Qualifying employees are eligible to receive employer contributions after completing one full year of continuous service as defined by the plan. Eligibility is the first day of the following month after one year of qualifying service. Employees are vested at time of eligibility for participation.

Qualifying employees may elect to participate in the GSRA Plan at any time. Employees choosing participation may elect an amount minimally \$10/month, up to and not exceeding the annual IRS contribution limit. Contributions are made on a pre-tax basis through payroll deduction. All contributions are subject to the current calendar annual maximum limits as set by the Internal Revenue Service (IRS).

OTHER PERKS

Convocation and Invited Speakers

Employees are welcome to attend convocation and guest speaking/lecture events on the Wofford campus. Employees need to obtain supervisor permission during working hours. Monitor campus publications, including the Daily Announcements and social media, for updates on invited guests speaking/lecture events.

Tickets at Work

Wofford College has partnered with TicketsatWork to enable employees to receive discounts for travel and entertainment. Discounts are provided for hotels, theme parks, concerts, sporting events, rentals, Broadway and Las Vegas shows. Destinations, attractions and stores include (but are not limited to) Walt Disney World, SeaWorld, Six Flags, Sam's Club and much more. Tickets for shows, attractions and destinations are available at different times throughout the year and may be contingent upon special promotions. Once enrolled, employees can receive ongoing updates for current travel and entertainment discounts. Enrollment for TicketsatWork is online.

1. Visit www.ticketsatwork.com.
2. Click on the "Become a Member" box at the top of the homepage.
3. You will then be prompted to create an account with your email address and company code. The company code will be provided to you by Wofford College HR after your official start date.

YMCA

Wofford College faculty and staff do not have a joining fee (savings up to \$100) and also are granted a 10% monthly discount at the local Spartanburg YMCA locations (below).

Middle Tyger YMCA

720 Shoals Road
Duncan, SC 29334
864-433-9623

Thomas E. Hannah Family YMCA

151 Ribault Street
Spartanburg, SC 29302
864-585-0306

BB&T Bank Now Truist

Truist Bank has partnered with Wofford College to offer Wofford employees the BB&T@Work program. BB&T@Work is a complete banking package that includes checking and savings accounts, preferred rates on loans, lines of credit and special travel and entertainment offers. Contact BB&T's Wofford Financial Center at 280 N. Church St. (842-342-8660) for additional information.

TIAA Bank Online

Wofford College has partnered with TIAA to make available for employees TIAA's online bank that offers a full line and range of savings and checking accounts, lending services and even relocation services.

To review all options, visit [TIAA Bank Online for Wofford College](#).

WOFFORD CAMPUS FACILITIES AND SERVICES

Wofford College Campus Map

Please review the [campus map for Wofford College](#), and take an [Online Tour of Wofford College](#).

The following list of select facilities includes employee special privileges or uses, where applicable.

Athletics Facilities/Events

Wofford is an NCAA Division I institution and member of the Southern Conference. The college fields 19 Division I teams and is home to some of the nation's finest athletics and recreational facilities. Please visit [Wofford Athletics](#) for information regarding all the sports, competition schedules and other information about summer camps for children and other promotions.

Employees are encouraged to attend athletics events. Terrier student-athletes love to see supportive staff cheering them on. Employees are provided two free passes for home football and basketball as well as parking privileges. Admission to other athletics events also is free for employees. Monitor your email and follow the Daily Announcements for a variety of employee ticket opportunities throughout the year.

Campus Library - Sandor Teszler Library

The Sandor Teszler Library houses an extensive collection of books, periodicals and online research resources and is available to all students, faculty and staff. Please visit the Sandor Teszler Library website for complete information on hours, policies, collections and resources.

Campus Ministry - Halligan Campus Ministry Center

A brief service of Holy Communion is held in Mickel Chapel at 5:15 p.m. each Wednesday and is open to all students, faculty, staff and guests. Immediately following is a simple meal, usually a tasty soup and fresh bread, served in the Halligan Campus Ministry Center and on the Portico area of Main Building. This meal is free and provides an opportunity for sharing hospitality and connecting with members of the Wofford community.

Visit [Halligan Center](#) for more information, including a complete list of services available through Halligan Campus Ministry Center (including weddings).

Dining on Campus

Faculty and staff may transfer funds from their debit card to their Wofford ID card to be used for on-campus dining. Please see an AVI employee at the register in the Burwell Dining Hall. Faculty and staff are welcome to all food and dining options on the Wofford campus.

- **Acorn Café:** Located in the atrium of the Roger Milliken Science Center, Acorn Café offers a full line of coffees, espresso beverages, gourmet pastries and snacks.
- **Burwell Dining Hall:** Burwell Dining Hall provides buffet-style meals. Daily features include traditional homemade meals, a pasta station, a salad bar, soups, a sandwich bar and desserts. Faculty and staff have access to a reserved area in Burwell.
- **Galleria:** Located in the Michael S. Brown Village Center, the Galleria features sandwiches, salads and wraps as well as daily specials.
- **Terrier Grounds:** Inside the Mungo Student Center is Terrier Grounds, offering coffees, smoothies, teas and gourmet pastries and snacks.
- **The Market:** Located in the Michael S. Brown Village Center, The Market is a one-stop shop for ice cold beverages, grab-and-go options and basic essentials like cereal and milk.
- **Zach's Food Court:** Located in the Mungo Student Center is Zach's Food Court with Chick-fil-A, Grille Works and Montague's Deli, as well as grab-and-go meals and packaged snacks.

Performing Arts

Wofford has two state-of-the-art performance venues, the **Jerome Johnson Richardson Theatre and the Sallenger Sisters Black Box Theater.**

Wofford theatre and music performances are available to students, faculty, staff and the public. Employees are encouraged to attend student theatre productions or invited guest performances. For complete information regarding current performances and tickets, visit the Theatre Box Office. Many events are either deeply discounted or free for faculty and staff.

Wofford College Bookstore

Not just books. **The Wofford College Bookstore** offers an array of clothing, accessories, backpacks, school and art supplies. Additional items also can be found online.

Web: bkstr.com/woffordstore/
Phone: 864-582-6514
Location: 501 N Church St.
Hours: 9 a.m. to 5:30 p.m., Monday through Friday.

Pay attention to your email, including the Daily Announcements, throughout the year for information regarding sales and special employee discounts on Wofford apparel and gear.

SELECTED POLICIES AND GUIDELINES

Discrimination, Harassment and Title IX

Wofford College does not discriminate on the basis of race, color, creed, religion, sex (including pregnancy or childbirth or related medical conditions, including but not limited to lactation) sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and/or local laws.

Compliance with Title IX

Wofford College is committed to providing an educational and work environment, including programs and activities, that is free from discrimination, harassment and retaliation. In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of sex.

Inquiries related to the application of Title IX at Wofford can be made as follows:

Internal Inquiry

Matthew Hammett
Director, Civil Rights, Title IX Compliance
and Student Risk Assessment
429 N. Church St.
Spartanburg, SC 29303
864-597-4047
hammettmk@wofford.edu

External Inquiry

Office of Civil Rights (OCR)
U.S. Department of Education
400 Maryland Ave. SW
Washington, D.C. 20202-1100
800-421-3481
OCR@ed.gov/<http://www.ed.gov/ocr>

Individuals who experience harassment or discrimination on the basis of their membership, or perceived membership, in a protected class are encouraged to contact Wofford's Title IX coordinator via email, phone or mail at any time or in person during normal business hours. The Title IX coordinator can assist individuals in making a report or formal complaint, connecting with campus and community resources and accessing support with academics, housing and/or employment.

Individuals also may submit a report through the online Discrimination and Harassment Reporting Form. Reports can be submitted anonymously, but anonymous reports may limit the college's ability to address reports.

All reports will be reviewed and addressed using **Wofford's Nondiscrimination and Anti-Harassment Policy** and procedures.

Inclement Weather

Safety is a priority. In extreme weather conditions when getting to campus may be difficult, employees are encouraged to monitor their Wofford email account, Rave Alerts and/or contact their supervisors for specific or additional information.

Inclement weather alerts are provided via employee emails, the **Wofford Emergency Alert System** and delays and closings are announced to Upstate television stations: WYFF Channel 4, WSPA Channel 7 and WHNS Channel 21.

Injury on the Job

Any employee who experiences an illness or injury at work within the scope of doing his/her job must report the illness or injury to his/her supervisor immediately or as soon as reasonably possible. Timely reporting of any injury or accident on the job is vital to ensure the incident is thoroughly documented and reviewed, not only for risk management and prevention, but also to ensure the employee is provided all applicable benefits for which s/he may be eligible.

Supervisors are responsible for initiating a report of the incident by either contacting human resources directly or directing the ill/injured employee to contact human resources as soon as reasonably possible. Below are the chronological steps to follow.

1. The health and safety of the injured or ill employee is primary. First and foremost, mitigate the illness or injury by performing either (a), (b) or (c) below. In evaluating the condition of the employee, supervisors are to judge based on any "common person's reasonable assessment" as best they can.
 - (a) If the employee is alert, able to walk and talk and the illness or injury is minor and medical attention is not being sought, after reviewing the situation with the employee, a supervisor needs to direct the employee to contact the HR specialist to initiate a report of the incident.
 - (b) If the employee is alert, able to walk and talk and the illness or injury is minor to moderate and medical attention is sought, take or have the employee go to one of the approved medical providers (listed below and by distance from Wofford College). The employee then needs to follow up with the HR specialist to initiate a report of the incident as soon as reasonably possible. If the employee is not able to reach out to HR within a reasonable timeframe, the supervisor may reach out to HR.

- (c) If the employee is ill or injured, not alert, unable to respond, walk or talk, call 911. The supervisor should stay with the employee until emergency personnel arrive and are able to assist the employee. When reasonably possible, the supervisor will follow up with the HR specialist to initiate a report of the incident.

Provider	Address
MEDcare Urgent Care Spartanburg*	301 E. Wood St. Spartanburg, SC 29303 864-208-1960
Mary Black Minor Care Center	2995 Reidville Road Spartanburg, SC 29301 864-587-3000
Doctors Care Hillcrest	1762 E. Main St. Spartanburg, SC 29307 864-591-2261
Doctors Care East Blackstock	218 E. Blackstock Road Spartanburg, SC 29301 864-576-8646
Doctors Care Greer 230	W. Wade Hampton Blvd. Greer, SC 29650 864-968-9144
AFC Urgent Care Greer	1494 W. Wade Hampton Blvd. Suite C Greer, SC 29650 864-849-8999

*This facility requires authorization from HR first, before assessment and/or treatment.

- Supervisors and employees, when contacting the human resources specialist, should be prepared to explain (and be very specific about) what happened, where, when, why and who witnessed. HR will document and provide further guidance.

Personal Property on Campus

Personal property includes, but is not limited to, cars, trucks and electronic equipment. All students, faculty, staff and guests are responsible for their personal property, and Wofford recommends that all have or acquire their own individual insurance coverage (as appropriate).

Should anyone suffer a damage or loss to any personal property, please contact Campus Safety to investigate. With the investigation, Campus Safety can provide a police report to assist in filing an insurance claim. Campus Safety, by conducting the investigation or providing the police report, is not stating or assuming any responsibility on the behalf of the college.

Pets

Wofford College is committed to a safe and healthy learning, living and working environment. In keeping with this commitment, pets and other animals are prohibited from all college-owned buildings. Exceptions to this policy include:

- An animal used for an official college research or academic purpose.
- An animal used in the service of a person with a disability.
- An animal that lives in one of three on-campus administrative personal residences.
- Common aquarium fish in tanks smaller than 10 gallons within Wofford residence halls.
- A Boston Terrier used by the college as an official mascot for a verified college event or promotion.
- Members of the Wofford community and neighbors are free to walk their pets on campus as long as the pets are on a leash at all times and waste is appropriately disposed.

Promotional Items, Door Prizes, Auction Items

Wofford College is surrounded by a generous business community that provides sponsorship of and donations to various Wofford events and causes. Outreach to the business or greater community for sponsorships and donations needs to be planned and coordinated where reasons for door prizes/auction items should be related to incentivizing giving to the college or college-related causes.

All office/group special requests for support by local businesses (door prizes, auction items, etc.) must be vetted by the Office of Advancement in conjunction with Wofford Athletics and Wofford Sports Properties, its sales and sponsorship partner. Contact the director of development operations for more information.

Solicitation

Policy Purpose: Identify permissible solicitations and distribution of materials on college premises and to outline approval of such, when applicable.

Definitions:

- Solicitation: Any approach of one person by another person with requests for time, memberships, goods, services, funds and/or equipment or materials to benefit either college employees or outside organizations.
- Distribution: Handing out, circulating, delivering or posting on college or department bulletin boards of leaflets, pamphlets or other printed or electronic material related to drives, campaigns, causes or organizations.

Policy Statement: The purpose of this policy is to protect faculty, staff, students, contractors and college guests from commercial and non-commercial exploitation and harassment; to preserve the aesthetic atmosphere and protect the reputation of the college; to avoid disruption of the college's educational mission; and to promote safety and security in college facilities and grounds. From time to time it will be in the best interest of college employees to permit certain commercial entities access on campus for the purpose of soliciting and introducing new services, products, goods, memberships, equipment and materials that will benefit college employees or outside organizations. These businesses may be cell phone companies, buying clubs, charities and other appropriate businesses. The distribution, sale or solicitation of any products, goods, food, beverage and service by Wofford and non-Wofford individuals and organizations are subject to prior authorization. No use shall be permitted that is inconsistent with the mission of the college or that shall result in undue competition with local commercial enterprises. If the purpose of the on-campus activity is for the benefit of employees, prior approval of the activity must come from the director of human resources. If the purpose of the on-campus activity is for the benefit of students, prior approval must come from the dean of students.

Guidelines for Solicitations:

- Solicitation must not interfere with normal college operations or obstruct the flow of pedestrian traffic.
- An approved solicitation, which is subsequently believed to endanger the safety, health or welfare of members of the college community, will be halted immediately.
- Approval for the site of a solicitation on campus must be obtained from the college authority responsible for that space, in conjunction with human resources and/or student affairs, or in the case of religious organizations approval of the college chaplain.

TECHNOLOGY RESOURCES

RESPONSIBLE AND ETHICAL USE

Electronic Copy: <https://libguides.wofford.edu/itsnews/use>

Last Revised: 3/7/17

Title: Responsible and Ethical Use of Technology Resources

Applicable: Wofford students, faculty and staff

Contacts: IT Help Center x4357

Background: Wofford College recognizes the important role that information and technology play in modern society. The college provides students, faculty and staff with a variety of electronic technology resources for communication, collaboration and access to information for instruction and research. A policy is needed to clarify the responsible and ethical use of those technology resources.

Policy: Wofford College requires that information technology use be conducted in legal, ethical and appropriate ways.

Guidelines

Laws: Use of Wofford College information technology resources must comply with:

- All federal, state and local laws or regulations.
- Contracts with our internet service provider and other parties.
- All college policies, including the Code of Students Rights and Responsibilities and the college's harassment policies.

User Accounts: Authorized users are assigned user accounts and passwords for the college's network. By accepting a college account users agree:

- To protect the confidentiality of their password.
- Not to use another person's password or to log in to their account without authorization.

- Not to mask the identity of a user account or the network identity of a machine.
- Not to give others access to technology resources to which they are not entitled.
- Not to use college-owned computers and network resources for unauthorized commercial purposes.
- Not to damage or destroy college-owned hardware or software, or otherwise interfere with its proper functioning.
- Not to interfere with the administration of the campus network.
- Not to attempt to breach any network security system, whether with or without malicious intent.
- Not to intentionally transmit malicious programs, such as viruses, worms and Trojan horses, or to participate in denial of service attacks.
- Not to make unauthorized copies of copyrighted software or to use unauthorized copies on college equipment.
- The above list should not be construed as comprehensive.

Electronic Messaging: Users agree not to:

- Forge a signature on an electronic message or otherwise attempt to misrepresent or obscure the origination of messages or other file transfers.
- Send or post abusive, harassing, threatening or libelous electronic messages to an individual or group.
- Send messages that are designed to interfere with proper mail delivery and access.
- Send chain letters or mail bombs.
- Attempt to gain access to another person's message files without his/her prior consent.

Personal Web Pages: If Wofford College provides college server resources for personal web pages, users agree not to include material in violation of federal, state and local law. Users agree not to violate the rights of any person protected by copyright or other similar intellectual property laws or regulations.

Resource Usage: Wofford information technology resources are provided with all due consideration of the principles of free speech and open access to information and communication. Technology resources are community resources, however, and users are expected to balance their own needs against the needs and expectations of the Wofford community. The college reserves the right to limit access to non-academic, resource-intensive applications if their use threatens to interfere with academic uses of our network resources.

Security and Confidentiality: Wofford College respects the privacy of all electronic communications and files. We will take reasonable precautions to protect information stored in, on, or transmitted by our systems. We reserve the right to protect the integrity of our technology resources. In particular, we may monitor system activity, implement procedures – such as virus scans and bandwidth management – to protect the integrity of our system and control the connection of devices that could compromise the security of our network. We claim the right to examine personal computers associated with reported incidents of harassment or other violations of college policies, including this policy. It should be understood that due to the nature and limitations of technology, all electronic transmissions and stored data are inherently insecure. Sensitive, private messages should not be sent by electronic mail.

Disciplinary Actions: The college reserves the right to temporarily suspend a user's access privileges if it appears that this policy, or any other applicable college policy, has been violated or that a user's activity is a threat to the operation of our network system. A user whose access privileges have been suspended may appeal the suspension to the appropriate vice president. If a student whose access has been denied due to a violation needs access for completion of class work, the student will be allowed limited and temporary access under the observation of a designated Wofford College staff member. Some technology-use infractions also may violate local, state or federal laws, or other Wofford College policies. Civil, criminal and/or college sanctions may be independently applicable. The college reserves the right to monitor previous offenders for further abuse.

Policy Revisions: Because information technologies change so rapidly, updates to the Reasonable and Ethical Use Policy may be made at any time. It is the responsibility of the user to keep informed of the guidelines, which are posted on the Wofford College website, www.wofford.edu.

SOCIAL MEDIA

Wofford College recognizes that its employees, vendors and customers may use online social networking, social media or other online venues for networking and discussion; however, the use of social media presents certain risks and carries with it particular responsibilities. Social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to posting to a personal website, blog, social networking web site, web bulletin board or chat room. While Wofford does not intend to limit its employees' lawful use of social media, employee use of social media must be consistent with all of Wofford's policies and procedures, as well as all applicable laws, rules and regulations.

Additionally, when using social media:

- Employee conduct that adversely affects job performance, the performance of co-workers or otherwise adversely

affects staff, students, employees, suppliers, people who work on behalf of Wofford or Wofford's legitimate business interests will not be tolerated.

- Employees may not post discriminatory or harassing remarks, threats of violence or similar inappropriate or unlawful conduct.
- Employees may not post statements, photographs, video or audio that could be reasonably viewed as malicious, obscene, threatening or intimidating, that could disparage Wofford, its staff, students, employees or vendors, or that might constitute harassment or bullying.
- Employees must be honest and accurate; if a mistake is made, it should be immediately corrected.
- Employees may not post information or rumors that are known to be false about Wofford, its employees, its staff, students, employees, or its vendors.
- Employees may not post or otherwise disclose unlawful, private or confidential information related to Wofford or its employees, staff, or students – private or confidential information is information protected by law or privilege.
- Employees may not represent themselves, Wofford or Wofford's staff, students, employees, or business associates in a false or misleading way.
- Employees must disclose their employment with Wofford when posting information about Wofford, its products or services. Employees must make it clear that the views and opinions they express about work-related matters are their own and are not portrayed as being those of Wofford; they may not claim to be a spokesperson for Wofford. If Wofford is a subject of the content being created, employees must be clear and open that the views presented do not represent those of Wofford, its employees, staff, students, vendors or those working on behalf of Wofford. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Wofford."

Employees may not use social media while on work time unless it is work-related and authorized in advance.

Employees may not use Wofford email addresses to register on social networks, blogs or other online tools utilized for personal use.

This policy shall in no way be construed to limit or obstruct concerted activity protected by the National Labor Relations Act, if the National Labor Relations Act is applicable to Wofford College.

Wofford prohibits taking negative action against any employee for reporting a possible deviation from this Policy or for cooperating in an investigation. Any exceptions to this Policy must receive prior approval from the college's chief public information officer. Employees should refer questions regarding this Policy to WoffordNews@wofford.edu.

TOBACCO/SMOKING PRODUCTS USE POLICY

Wofford College seeks to provide a safe, healthy and comfortable environment in which all members of our campus community can live and work. Wofford College and the American College Health Association (ACHA) support the findings of the surgeon general and acknowledge that any form of tobacco use, whether active or passive, is a significant health hazard. The Environmental Protection Agency (EPA) and the National Institute for Occupational Safety and Health (NIOSH) both have classified second-hand smoke as a known carcinogen (cancer-causing). A version of this policy, which included designated smoking areas, took effect at Wofford College at the beginning of the fall semester of 2019. The policy was re-evaluated in the spring of 2020 and the decision was made to prohibit the use of all smoking and tobacco products on campus beginning fall 2020.

- I. The use of any tobacco or smoking product is prohibited inside buildings or vehicles that are leased, owned or controlled by Wofford College whether signs are posted or not. This includes, but is not limited to, buildings on college-owned, leased or controlled land, offices, classrooms, meeting rooms, laboratories, residential rooms and apartments, elevators, stairwells, balconies, decks, porches, restrooms, bridges and walkways, sidewalks, hallways, entrances, lobbies and athletics venues.
- II. Tobacco and smoking product(s) include all tobacco-derived or containing products, including, but not limited to cigarettes (e.g. clove, bidis, kreteks), electronic cigarettes, vaping devices, cigars and cigarillos, pipes, water pipes, smokeless tobacco products or substitutions (spit and spitless, chew, pouches, snuff) or any other device intended to simulate smoked tobacco.
- III. The solicitation of tobacco and smoking products is prohibited on campus and in all college publications.
- IV. Officers with the Office of Campus Safety may issue citations for use of tobacco/smoking products in violation of this policy with a fine of \$25 when a violation is noted. Fines will be collected by the Office of Campus Safety. Continual violations of the policy prohibiting the use of tobacco/smoking products may result in additional disciplinary action.

- V. Failure on the part of a faculty or staff member to abide by the policy prohibiting the use of tobacco/smoking products may result in administrative action by the person's supervisor or the Office of Human Resources.

WHISTLEBLOWER STATEMENT OF POLICY

It is the policy of Wofford College that employees and applicants shall be free without fear of retaliation to report conduct at Wofford College that they reasonably believe may constitute misconduct. A representative of Wofford College shall not take any employment action in retaliation against an employee or applicant who reports possible misconduct under this policy in good faith or who, following such disclosure, seeks a remedy provided under this policy or any law or other Wofford College policy.

Campus Conduct Hotline

Wofford College is committed to maintaining the highest ethical standards in its workplace. The Campus Conduct Hotline® does not replace other Wofford processes or procedures. It is a confidential tool for employees who observe or experience what they believe to be inappropriate or unethical conduct and are unsure what to do. It is part of Wofford's continuing effort to promote "zero tolerance" of unethical conduct in the workplace. The Campus Conduct Hotline® is operated by an independent organization and all calls made through the hotline are completely confidential and anonymous.

SEPARATION OF EMPLOYMENT

South Carolina is an at-will employment state. As such, the employee or college may terminate employment with or without cause at any time.

Voluntary Termination

Special Note: Any employee who ceases employment with Wofford College by reason of voluntary resignation or retirement is strongly encouraged to first reach out to the benefits manager in the Office of Human Resources to discuss benefit needs or continuation (if applicable). It is important to coordinate an employee's last day of coverage with new benefits elsewhere or with the Social Security Administration to ensure for a smooth transition or to receive COBRA options timely.

With voluntary resignation or retirement, supervisors (or assigned) are to do the following:

1. Obtain the employee's official notice of resignation in writing (email is acceptable).
2. Respond to the notice of resignation in writing (email) with the following:
 - a. Accept the employee's notice of resignation and their proposed last work day (if provided). If a last work day is not stated or provided, then the supervisor and employee may mutually determine one and the supervisor needs to state that date in the response.
 - b. Inform the employee to reach out to the Office of Human Resources to coordinate exiting processes.
3. Supervisor needs to forward a copy of the employee's notice of resignation and supervisor's acceptance to the Office of Human Resources for the employee's personnel file. Upon receipt, HR will reach out to the employee to discuss all required exiting processes (including an exit interview if the employee wishes).
4. Supervisors are to coordinate with the departing employee to collect/obtain all of the following on or before the employee's last day:
 - a. Collect (and provide to IT) all college issued property/equipment/tools (i.e., laptops, cell phone, tablets, etc.)
 - b. Collect all college keys and uniforms (if provided).
 - c. Obtain or have the employee destroy their Wofford credit card (i.e., purchasing card, department card, etc.)
5. After the last day of employment, the former employee will cease rights for usage or access to any and all of the applicable, above-referenced items or resources, regardless if any of those items remain in their possession.

Involuntary Termination

For all other separation of employment situations other than voluntary (i.e., job abandonment, discharge, etc.) supervisors are to do the following:

1. Contact the director of human resources and inform of the situation.
2. HR will provide guidance for appropriate next steps or options, including outreach to the former employee for obtaining all Wofford issued property.

Unemployment Compensation

Terminated, separated or furloughed employees, or employees that experience layoff or a significant reduction in hours, may be eligible for unemployment benefits and can contact the Unemployment Compensation Division of the South Carolina Employment Security Commission to inquire if they are eligible and how to apply for unemployment benefits.

ALPHABET OF ACRONYMS

The following contains a list of the acronyms used throughout this handbook.

AD&D	Accidental Death and Dismemberment
aka	Also Known As
CS	Campus Safety
EE	Employee
ER	Employer
F&M	Facilities and Maintenance
FMLA	Family and Medical Leave Act
FTE	Full-Time Equivalence or Full-Time Equivalent
HR	Human Resources
ID	Identification
IT	Information Technology
LOA	Leave of Absence
LWOP	Leave Without Pay
OMC	Office of Marketing and Communication
SAC	Staff Advisory Council



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