

**TO:** Ohio Wesleyan University Staff Employees  
**FROM:** Scott Simon  
**DATE:** August 31, 2017  
**SUBJECT:** Employee Handbook Revision

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I am pleased to present the revised Staff Employee Handbook with revisions effective on September 1, 2017. This handbook is applicable to all exempt and non-exempt staff employees. The intent of this memo is to provide a brief summary of the more significant changes that were made to the handbook but it will not document every change that was made. In addition, the handbook serves as a reference tool but does not replace or supersede specific Plan documents that govern the administration of various programs and benefits. As a staff member, it is your responsibility to read and become familiar with the policies contained in the handbook. If you have questions concerning any of the contents please address them with your supervisor or me.

The following is a summary of the major changes to the Staff Handbook effective September 1, 2017:

- Page 4 – Full-time, Part-time, and Temporary Employees – the definition of each category has been modified and eligibility will be determined based on the number of hours worked on an annual basis. Benefits eligibility is also based on these definitions.
- Page 8 – additional language has been added to the Harassment and Sexual Harassment Policy concerning Complaint Reporting and Procedures and Designated Harassment Advisors
- Page 9 – a new section on Guidelines for Overnight Travel and Lodging has been added
- Page 14 – a new section on Extended Leave of Absence has been added and this has been combined with the section on Personal Leave from the previous handbook version
- Page 17 – a new section on Reporting Improper Deductions from Salary of Exempt Salaried Employees has been added
- Page 19 – Vacation – added language to clarify that part-time employees working at least 1,000 hours are eligible for vacation time
- Page 19 – the chart describing Non-exempt Employees Vacation per Pay Period has been revised and combined into one chart. Accrual per Pay Period has been replaced with Accrual per Hour. **No change to the benefit itself was made.**
- Page 20 – added language to clarify that exempt staff who work less than 12 months per year are eligible for vacation time
- Page 20 – revised language clarifying that participation in University sponsored trips is considered work hours and will be paid time and not volunteer time. However, approval to participate must be obtained by the supervisor and Senior Leadership Team member.

- Page 20 – Sick Leave – added language to clarify that part-time employees are eligible for pro-rated sick days
- Page 21 – Parental Leave – modified policy to allow the six week leave to take place during the first six months following birth or adoption. Time still must be taken in a single block.
- Page 22 – Ohio Wesleyan Tuition – added language to clarify that taking classes during the work day is not considered paid time
- Page 22 – Ohio Wesleyan Tuition – the housing benefit for spring semester has been added back into the policy
- Page 23 – Jury Duty – limitations have been placed on the amount of paid Jury Duty time
- Page 24 – a new section on Participation in Criminal, Juvenile, and Grand Jury Proceedings has been added
- Page 29 – language has been added to the section on Firearm/Dangerous Weapons in order to comply with recent changes to Ohio law
- Page 31- Social Media – language has been added regarding approval to establish a social media presence and disclosure of administrative credentials
- Page 32 – a new section on Ownership of Work has been added